

			Please note: During the period from July 15 to August 20, there will be no pre defence or public defence.												
			Timing defence	March	April	May	June	July	August	September	October	November	December	January '26	February '26
			Timing faculty board	December	January	February	March	April	May	June	August	September	October	November	December
Initiator	Task	DEADLINES													
FASE: APPROVAL BY DOCTORAL SCHOOL BOARD (DS S&T)	Doctoral Candidate	Complete your doctoral school portfolio based on the minimal requirements you need to fulfil. Afterwards, apply for approval from the Doctoral School Board (even if you do not have to fulfil (fully) the doctoral school requirements). Contact Kirsten Braem for this. Before defending your thesis, approval by the doctoral committee, doctoral jury and doctoral school board is required.		02-11-2024	14-12-2024	11-01-2025	08-02-2025	16-03-2025	12-04-2025	17-05-2025	19-07-2025	16-08-2025	13-09-2025	11-10-2025	01-11-2025
	Doctoral school board	If the minimal requirements of the DS S&T have been met, the faculty liaison doctoral schools (Kirsten Braem) will inform the doctoral candidate and the promoter of the decision of the DS Board.	Max. 2 weeks	16-11-2024	28-12-2024	25-01-2025	22-02-2025	30-03-2025	26-04-2025	31-05-2025	02-08-2025	30-08-2025	27-09-2025	25-10-2025	15-11-2025
	Promoter	The promoter verifies that approval from the doctoral school has been obtained. If not, he/she contacts the faculty liaison DS, Kirsten Braem, since the end phase can't start before approval.		23-11-2024	04-01-2025	01-02-2025	01-03-2025	06-04-2025	03-05-2025	07-06-2025	09-08-2025	06-09-2025	04-10-2025	01-11-2025	22-11-2025
FASE: APPROVAL BY DOCTORAL COMMITTEE	Doctoral Candidate	Submits a preliminary draft of the doctoral thesis to the members of the doctoral committee.		02-11-2024	14-12-2024	11-01-2025	08-02-2025	16-03-2025	12-04-2025	17-05-2025	19-07-2025	16-08-2025	13-09-2025	11-10-2025	01-11-2025
	Doctoral Committee	The members of the doctoral committee have one month to assess the thesis. The doctoral committee provides its remarks regarding defendability to the promoter. In addition, the members of the doctoral committee submit their remarks regarding adaptations to improve the text of the thesis to the doctoral candidate and promoter.	Max. 1 month	02-12-2024	13-01-2025	10-02-2025	10-03-2025	15-04-2025	12-05-2025	16-06-2025	18-08-2025	15-09-2025	13-10-2025	10-11-2025	01-12-2025
	Doctoral Candidate	After approval by the doctoral committee, the doctoral candidate implements the adaptations in consultation with the promoter.	4 weeks	30-12-2024	10-02-2025	10-03-2025	07-04-2025	13-05-2025	09-06-2025	14-07-2025	15-09-2025	13-10-2025	10-11-2025	08-12-2025	29-12-2025
FASE: APPROVAL BY FACULTY AND RECTOR	Doctoral Candidate Promoter	The doctoral student can only start the end phase in My Doctoral File if the following conditions have been met: - Approval Doctoral School - The doctoral file in het application "My Doctoral File" has the status: "Approved by the Faculty Board"  The doctoral student can now follow the end phase procedure in My Doctoral File: enter details of the doctoral defence (title, date, ...) and the constitution of the doctoral jury. The doctoral student forwards the file to the promoter who reviews and confirms all the information. The promoter must definitely forward the file to the Faculty by the date indicated in the columns to the right of this timetable.  The sooner you can start the end phase in My Doctoral File the better: informal contacts with the jury members are best started earlier.		02-12-2024	13-01-2025	10-02-2025	10-03-2025	15-04-2025	12-05-2025	16-06-2025	18-08-2025	15-09-2025	13-10-2025	10-11-2025	01-12-2025
	Faculty Council	<b>Approval of the composition of the jury by the faculty board.</b>		09-12-2024	20-01-2025	17-02-2025	17-03-2025	22-04-2025	19-05-2025	23-06-2025	25-08-2025	22-09-2025	20-10-2025	17-11-2025	08-12-2025
	Rector (and any colleagues involved)	Approval of the composition of the jury by the rector and, if applicable, the rector of another Flemish university.	Max. 3 weeks	30-12-2024	10-02-2025	10-03-2025	07-04-2025	13-05-2025	09-06-2025	14-07-2025	15-09-2025	13-10-2025	10-11-2025	08-12-2025	29-12-2025
	Faculty Secretariat	The faculty will send an email to the doctoral student with the steps to take, with the promoter in copy.		30-12-2024	10-02-2025	10-03-2025	07-04-2025	13-05-2025	09-06-2025	14-07-2025	15-09-2025	13-10-2025	10-11-2025	08-12-2025	29-12-2025
FASE: APPROVAL BY DOCTORAL JURY	Doctoral Candidate Promoter Faculty Secretariat	Submit the doctoral thesis for assessment to all members of the jury and inform the secretariat (phdmanagement_dsst@uhasselt.be). The thesis is sent as a PDF by email to the members of the jury by the promoter. The faculty secretariat will send the assessment form to the jury members.		30-12-2024	10-02-2025	10-03-2025	07-04-2025	13-05-2025	09-06-2025	14-07-2025	15-09-2025	13-10-2025	10-11-2025	08-12-2025	29-12-2025
	Promoter Faculty Secretariat	CHEMISTRY & BIOLOGY* (except Joint PhD's with other institute as main institution): The promoter determines a date for the predefence, min. 4 weeks after the date of delivery of the thesis to the jury members and informs the Faculty Secretariat.		30-12-2024	10-02-2025	10-03-2025	07-04-2025	13-05-2025	09-06-2025	14-07-2025	15-09-2025	13-10-2025	10-11-2025	08-12-2025	29-12-2025
	Faculty Secretariat	Once the promoter has notified the date of pre defence, the faculty secretariat books room F0.28 and invites the doctorale candidate and the jury members to the pre-defence.		30-12-2024	10-02-2025	10-03-2025	07-04-2025	13-05-2025	09-06-2025	14-07-2025	15-09-2025	13-10-2025	10-11-2025	08-12-2025	29-12-2025
	Doctoral Jury	CHEMISTRY & BIOLOGY*: The jury members have four weeks to assess the thesis. At the latest 24h before the pre defence, every jury member sends the 'thesis assessment form' to the Faculty (phdmanagement_dsst@uhasselt.be) and the promoter.	1 month	28-01-2025	11-03-2025	08-04-2025	06-05-2025	11-06-2025	08-07-2025	12-08-2025	14-10-2025	11-11-2025	09-12-2025	06-01-2026	27-01-2026
	Doctoral Candidate	<b>CHEMISTRY &amp; BIOLOGY*: EARLIEST POSSIBLE PRE-DEFENCE DATE</b>		29-01-2025	12-03-2025	09-04-2025	07-05-2025	12-06-2025	09-07-2025	21-08-2024	15-10-2025	12-11-2025	10-12-2025	07-01-2026	28-01-2026
	Doctoral Jury	CHEMISTRY & BIOLOGY*: Before the start of the preliminary defence, the (co)promoter is appointed as reporter.		29-01-2025	12-03-2025	09-04-2025	07-05-2025	12-06-2025	09-07-2025	21-08-2024	15-10-2025	12-11-2025	10-12-2025	07-01-2026	28-01-2026
	Doctoral Jury Promoter	CHEMISTRY & BIOLOGY*: If all jury members agree with the content at the pre-defence, the promoter and jury members determine the final date and time of the thesis defence at the pre-defence.		29-01-2025	12-03-2025	09-04-2025	07-05-2025	12-06-2025	09-07-2025	21-08-2024	15-10-2025	12-11-2025	10-12-2025	07-01-2026	28-01-2026
	Promoter	CHEMISTRY & BIOLOGY*: Within 24 hours after the pre-defence, the reporter provides the jury members and doctoral student with a summary report of the agreements.		30-01-2025	13-03-2025	10-04-2025	08-05-2025	13-06-2025	10-07-2025	22-08-2024	16-10-2025	13-11-2025	11-12-2025	08-01-2026	29-01-2026
	Doctoral Candidate	The doctoral candidate implements the adaptations, taking into account the remarks of the summary report of the pre-defence, in consultation with the promoter.	2 weeks	13-02-2025	27-03-2025	24-04-2025	22-05-2025	27-06-2025	24-07-2025	05-09-2024	30-10-2025	27-11-2025	25-12-2025	22-01-2026	12-02-2026
	Promoter	The promoter verifies whether or not the doctoral candidate has complied with all the agreed-upon comments.		13-02-2025	27-03-2025	24-04-2025	22-05-2025	27-06-2025	24-07-2025	05-09-2024	30-10-2025	27-11-2025	25-12-2025	22-01-2026	12-02-2026
Doctoral Candidate	The doctoral candidate informs the jury members of the changes that have been made.		13-02-2025	27-03-2025	24-04-2025	22-05-2025	27-06-2025	24-07-2025	05-09-2024	30-10-2025	27-11-2025	25-12-2025	22-01-2026	12-02-2026	
FASE: ADMINISTRATIVE FOLLOW-UP AND PREPARATION PhD DEFENCE	Doctoral Candidate	Contact the student administration office (phdstudentadministration@uhasselt.be) at least six weeks before defending the thesis to arrange the final registration payment.		26-01-2025	09-03-2025	06-04-2025	04-05-2025	10-07-2024	10-07-2024	10-08-2025	12-10-2025	09-11-2025	07-12-2025	04-01-2026	25-01-2026
	Doctoral Candidate	The doctoral candidate informs the faculty secretariat (phdmanagement_dsst@uhasselt.be) regarding the date and time of defence.		29-01-2025	12-03-2025	09-04-2025	07-05-2025	12-06-2025	09-07-2025	21-08-2024	15-10-2025	12-11-2025	10-12-2025	07-01-2026	28-01-2026
	Doctoral Candidate Faculty Secretariat	The doctoral candidate will receive an email from the secretariat with further guidelines on organising the thesis defence. The faculty secretariat informs the chairman about the date of the public defence.		29-01-2025	12-03-2025	09-04-2025	07-05-2025	12-06-2025	09-07-2025	21-08-2024	15-10-2025	12-11-2025	10-12-2025	07-01-2026	28-01-2026
	Doctoral Candidate	<b>UHasselt PhD:</b> Consult the procedure regarding printing the cover/thesis/invitations/announcements on the following website (step 4) at least five weeks before the defence date <a href="https://www.uhasselt.be/en/research/phd/current-phd-students/step-by-step-plan-per-year#anch-fff-year-4">https://www.uhasselt.be/en/research/phd/current-phd-students/step-by-step-plan-per-year#anch-fff-year-4</a> . <b>Joint PhD:</b> Please contact jointphd@uhasselt.be		02-02-2025	16-03-2025	13-04-2025	11-05-2025	17-07-2024	17-07-2024	17-08-2025	19-10-2025	16-11-2025	14-12-2025	11-01-2026	01-02-2026
	Doctoral Candidate	Every regularly registered UHasselt PhD student, is entitled to a bonus upon defence of the doctoral thesis (€ 750 for the PhD student + € 750 for the research group). The requirements for the doctoral bonus vary depending on the nature of the doctorate. The requirements are communicated by the Directorate Research, Library and Internationalisation (OBI) (phd@uhasselt.be) as soon as it is notified of the application form for the cover e.d. or in case of a joint PhD (jointphd@uhasselt.be) of the date of the public defence.		16-02-2025	30-03-2025	27-04-2025	25-05-2025	31-07-2024	31-07-2024	31-08-2025	02-11-2025	30-11-2025	28-12-2025	25-01-2026	15-02-2026
	Doctoral Candidate	Send invitations for the defence to the members of your own faculty/research group, contacts, network, family, etc.		16-02-2025	30-03-2025	27-04-2025	25-05-2025	31-07-2024	31-07-2024	31-08-2025	02-11-2025	30-11-2025	28-12-2025	25-01-2026	15-02-2026
	Faculty Secretariat	After being informed with the practical details, the faculty secretariat invites the jury members to the public defence. The faculty offers, if desired, support in organising travel and hotel reservations for external jury members.		16-02-2025	30-03-2025	27-04-2025	25-05-2025	31-07-2024	31-07-2024	31-08-2025	02-11-2025	30-11-2025	28-12-2025	25-01-2026	15-02-2026
	Doctoral Candidate	Send the print order for the final version of the thesis at least two weeks before the defence.		23-02-2025	06-04-2025	04-05-2025	01-06-2025	07-08-2024	07-08-2024	07-09-2025	09-11-2025	07-12-2025	04-01-2026	01-02-2026	22-02-2026
	Doctoral Candidate	Submit the final version of the thesis to the jury members at least seven working days before the defence. If the jury member will physically attend the public defence, please hand over the paper copy there. Sending a digital thesis is adequate.		02-03-2025	13-04-2025	11-05-2025	08-06-2025	14-08-2024	14-08-2024	14-09-2025	16-11-2025	14-12-2025	11-01-2026	08-02-2026	01-03-2026
	Doctoral Candidate	Submit the document 'Press coverage PhD research' to nieuws@uhasselt.be + phd@uhasselt.be en tine.cox@uhasselt.be (in cc). This document and information will also be sent to the doctoral candidate after he/she submits the application form for the cover to phd@uhasselt.be.		02-03-2025	13-04-2025	11-05-2025	08-06-2025	14-08-2024	14-08-2024	14-09-2025	16-11-2025	14-12-2025	11-01-2026	08-02-2026	01-03-2026
	Faculty Secretariat	Inform reception of the defence (room and time where the jury will congregate as well as the room and time of the defence).		06-03-2025	17-04-2025	15-05-2025	12-06-2025	18-08-2024	18-08-2024	18-09-2025	20-11-2025	18-12-2025	15-01-2026	12-02-2026	05-03-2026
	Doctoral Candidate	<b>Earliest possible doctoral defence date.</b> Don't forget to take a photo of yourself with your jury members on the day of your defense. Please send this photo to tine.cox@uhasselt.be (staff member communications & marketing) on the day of your defense or at the latest the day after. Good luck!		09-03-2025	20-04-2025	18-05-2025	15-06-2025	21-08-2024	21-08-2024	21-09-2025	23-11-2025	21-12-2025	18-01-2026	15-02-2026	08-03-2026
	Doctoral Candidate	<b>Latest possible doctoral defence date.</b>		08-12-2025	19-01-2026	16-02-2026	16-03-2026	21-04-2026	18-05-2026	22-06-2026	24-08-2026	21-09-2026	19-10-2026	16-11-2026	07-12-2026

\* For doctoral students in the departments of Biology and Chemistry, it is stipulated that a preliminary defense will be organized. The exception are the joint doctorates, where UHasselt is not the main institution.