

			Timing defence	January	February	March	April	May	June	July	August	September	October	November	December	January	February
	Initiator	Task	Timing facraad	October	November	December	January	February	March	April	May	June	August	September	October	November	
FASE: APPROVAL BY DOCTORAL SCHOOL BOARD (DS S&T)	Doctoral Candidate	<b>Only if the doctoral candidate is following the DS programme:</b> Create an overview in which you declare that you fulfill the minimal requirements of the DS S&T. Contact Kirsten Braem for this. Before defending your thesis, approval by the doctoral committee, doctoral jury and doctoral school board is needed.		3/09/2022	8/10/2022	5/11/2022	10/12/2022	21/01/2023	11/02/2023	11/03/2023	8/04/2023	6/05/2023	15/07/2023	12/08/2023	2/09/2023	7/10/2023	
	Doctoral school board	<b>Only if the doctoral candidate is following the DS programme:</b> If the minimal requirements of the DS S&T have been met, the staff member of the DS will inform the doctoral candidate and the promoter of the decision of the DS Board.	Max. 2 weken	17/09/2022	22/10/2022	19/11/2022	24/12/2022	4/02/2023	25/02/2023	25/03/2023	22/04/2023	20/05/2023	29/07/2023	26/08/2023	16/09/2023	21/10/2023	
	Promoter	<b>Only if the doctoral candidate is following the DS programme:</b> The promoter verifies that approval from the doctoral school has been obtained (if the doctoral candidate is following the DS programme). If not, he/she contacts the staff member of the DS.		24/09/2022	29/10/2022	26/11/2022	31/12/2022	11/02/2023	4/03/2023	1/04/2023	29/04/2023	27/05/2023	5/08/2023	2/09/2023	23/09/2023	28/10/2023	
FASE: APPROVAL BY DOCTORAL COMMITTEE	Doctoral Candidate Promoter	Submits a preliminary draft of the doctoral thesis to the members of the doctoral committee.		3/09/2022	8/10/2022	5/11/2022	10/12/2022	21/01/2023	11/02/2023	11/03/2023	8/04/2023	6/05/2023	15/07/2023	12/08/2023	2/09/2023	7/10/2023	
	Doctoral Committee	The members of the doctoral committee have one month to assess the thesis. The doctoral committee delivers 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 maand	3/10/2022	7/11/2022	5/12/2022	9/01/2023	20/02/2023	13/03/2023	10/04/2023	8/05/2023	5/06/2023	14/08/2023	11/09/2023	2/10/2023	6/11/2023	
	Doctoral Candidate	After approval by the doctoral committee, the doctoral candidate implements the adaptations in consultation with the promoter.	4 weken	31/10/2022	5/12/2022	2/01/2023	6/02/2023	20/03/2023	10/04/2023	8/05/2023	5/06/2023	3/07/2023	11/09/2023	9/10/2023	30/10/2023	4/12/2023	
FASE: APPROVAL BY FACULTY AND RECTOR	Promoter	Approval of the jury members by the faculty board. Submit the names of jury members including official title, title of the PhD thesis and discipline of the PhD as well as the provisional date of defence to Isabel Thys. Informal contacts with the jury members are best started earlier.		3/10/2022	7/11/2022	5/12/2022	9/01/2023	20/02/2023	13/03/2023	10/04/2023	8/05/2023	5/06/2023	14/08/2023	11/09/2023	2/10/2023	6/11/2023	
	Faculty Council	Approval of the composition of the jury by the faculty board.		10/10/2022	14/11/2022	12/12/2022	16/01/2023	27/02/2023	20/03/2023	17/04/2023	15/05/2023	12/06/2023	21/08/2023	18/09/2023	9/10/2023	13/11/2023	
	Rector (and any colleagues involved)	Approval of the composition of the jury by the rector and, if applicable, the colleagues of the university who are involved.	Max. 3 weken	31/10/2022	5/12/2022	2/01/2023	6/02/2023	20/03/2023	10/04/2023	8/05/2023	5/06/2023	3/07/2023	11/09/2023	9/10/2023	30/10/2023	4/12/2023	
	Faculty Secretariat	The faculty sends an official confirmation to the jury members and invites them to participate in the thesis defence.		31/10/2022	5/12/2022	2/01/2023	6/02/2023	20/03/2023	10/04/2023	8/05/2023	5/06/2023	3/07/2023	11/09/2023	9/10/2023	30/10/2023	4/12/2023	
FASE: APPROVAL BY DOCTORAL JURY	Doctoral Candidate Promoter	Submit the doctoral thesis for assessment to all members of the jury who will be present in the jury during the public defence. The thesis is sent as a PDF by e-mail to the members of the jury along with the assessment form (Evaluation Form PhD thesis) provided by DS S&T.		31/10/2022	5/12/2022	2/01/2023	6/02/2023	20/03/2023	10/04/2023	8/05/2023	5/06/2023	3/07/2023	11/09/2023	9/10/2023	30/10/2023	4/12/2023	
	Doctoral Jury Promoter Doctoral school	The jury members have four weeks to assess the thesis and return the assessment form with remarks to the Faculty (via the general email address) and a copy to the promoter. If all jury members agree to the content of the thesis (accepted without revision or accepted with minor revision): the Faculty collects the forms (general e-mail address) and send them to the promoter. The promoter can then deliver these to the doctoral candidate. The DS staff member informs the promoter and the chairman of the jury of the DS's minimal requirements are fulfilled.	1 maand	30/11/2022	4/01/2023	1/02/2023	8/03/2023	19/04/2023	10/05/2023	7/06/2023	5/07/2023	2/08/2023	11/10/2023	8/11/2023	29/11/2023	3/01/2024	
	Promoter	The promoter determines the definitive date and time of the thesis defence		30/11/2022	4/01/2023	1/02/2023	8/03/2023	19/04/2023	10/05/2023	7/06/2023	5/07/2023	2/08/2023	11/10/2023	8/11/2023	29/11/2023	3/01/2024	
	Doctoral Candidate	After approval by the doctoral jury, the doctoral candidate implements the adaptations in consultation with the promoter.	2 weken	14/12/2022	18/01/2023	15/02/2023	22/03/2023	3/05/2023	24/05/2023	21/06/2023	4/08/2023	16/08/2023	25/10/2023	22/11/2023	13/12/2023	17/01/2024	
	Promoter	The promoter verifies whether or not the doctoral candidate has complied with all the agreed-upon comments.		14/12/2022	18/01/2023	15/02/2023	22/03/2023	3/05/2023	24/05/2023	21/06/2023	4/08/2023	16/08/2023	25/10/2023	22/11/2023	13/12/2023	17/01/2024	
	Doctoral Candidate	The doctoral candidate informs the jury members of the changes that have been made.		14/12/2022	18/01/2023	15/02/2023	22/03/2023	3/05/2023	24/05/2023	21/06/2023	4/08/2023	16/08/2023	25/10/2023	22/11/2023	13/12/2023	17/01/2024	
	Doctoral Candidate	Contact the student administration office (phdstudentadministration@uhasselt.be) at least six weeks before defending the thesis to arrange the final registration payment.		22/11/2022	18/12/2022	20/01/2023	24/02/2023	7/04/2023	28/04/2023	26/05/2023	10/07/2023	21/07/2023	29/09/2023	27/10/2023	22/11/2023	17/12/2023	
	Doctoral Candidate	<b>UHasselt PhD:</b> Consult the procedure regarding printing the cover/thesis/invitations/announcements on the following website (step 4) at least six 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		22/11/2022	18/12/2022	20/01/2023	24/02/2023	7/04/2023	28/04/2023	26/05/2023	10/07/2023	21/07/2023	29/09/2023	27/10/2023	22/11/2023	17/12/2023	

FASE: ADMINISTRATIVE FOLLOW-UP AND PREPARATION PhD DEFENCE	Secretary and doctoral candidate	The doctoral candidate will receive an e-mail from the secretariat with guidelines on organising the thesis defence: auditorium + reception room reservations, meeting room reservation for jury deliberation, ordering togas at LOA, ordering refreshments/coffee for jury members + reception catering + dinner for the jurymembers.		30/11/2022	4/01/2023	1/02/2023	8/03/2023	19/04/2023	10/05/2023	7/06/2023	5/07/2023	2/08/2023	11/10/2023	8/11/2023	29/11/2023	3/01/2024
	Secretary	The faculty offers, if desired, support in organising travel and hotel reservations for external jury members		30/11/2022	4/01/2023	1/02/2023	8/03/2023	19/04/2023	10/05/2023	7/06/2023	5/07/2023	2/08/2023	11/10/2023	8/11/2023	29/11/2023	3/01/2024
	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) as soon as it is notified of the application form for the cover e.d. or in case of a joint PhD of the date of the public defence		13/12/2022	8/01/2023	10/02/2023	17/03/2023	28/04/2023	19/05/2023	16/06/2023	31/07/2023	11/08/2023	20/10/2023	17/11/2023	13/12/2023	7/01/2024
	Doctoral Candidate	Send invitations for the defence to the members of your own faculty/research group, contacts, network, family, etc.		13/12/2022	8/01/2023	10/02/2023	17/03/2023	28/04/2023	19/05/2023	16/06/2023	31/07/2023	11/08/2023	20/10/2023	17/11/2023	13/12/2023	7/01/2024
	Doctoral Candidate	Send the print order for the final version of the thesis at least two weeks before the defence.		20/12/2022	20/01/2023	17/02/2023	24/03/2023	5/05/2023	26/05/2023	23/06/2023	7/08/2023	18/08/2023	27/10/2023	24/11/2023	20/12/2023	19/01/2024
	Doctoral Candidate	Submit the final* version of the thesis to the jury members at least seven days before the defence.		22/12/2022	27/01/2023	24/02/2023	31/03/2023	12/05/2023	2/06/2023	30/06/2023	14/08/2023	25/08/2023	3/11/2023	1/12/2023	22/12/2023	26/01/2024
	Doctoral Candidate	Submit the document 'Press coverage PhD research' to nieuws@uhasselt.be + phd@uhasselt.be (in cc). This document and this information will also be sent to the doctoral candidate after he/she submits the application form for the cover to phd@uhasselt.be.		22/12/2022	27/01/2023	24/02/2023	31/03/2023	12/05/2023	2/06/2023	30/06/2023	14/08/2023	25/08/2023	3/11/2023	1/12/2023	22/12/2023	26/01/2024
	Secretary	Inform reception of the defence (hall and time where the jury will congregate as well as the hall and time of the defence)		22/12/2022	31/01/2023	28/02/2023	4/04/2023	16/05/2023	6/06/2023	4/07/2023	18/08/2023	29/08/2023	7/11/2023	5/12/2023	22/12/2023	30/01/2024
	Doctoral Candidate	Earliest possible doctoral defence date.		3/01/2023	3/02/2023	3/03/2023	7/04/2023	19/05/2023	9/06/2023	7/07/2023	21/08/2023	1/09/2023	10/11/2023	8/12/2023	3/01/2024	2/02/2024