

			Please note: During the period from July 15 to August 20, there will be no public defence.														
			Timing defence	December	January	February	March	April	May	June	July	August	September	October	November	December	January
			Timing faculty board	September	October	November	December	January	February	March	April	May	June	August	September	October	November
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.		12-8-2023	2-9-2023	7-10-2023	4-11-2023	9-12-2023	20-1-2024	3-2-2024	16-3-2024	6-4-2024	4-5-2024	13-7-2024	10-8-2024	7-9-2024	12-10-2024
	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	26-8-2023	16-9-2023	21-10-2023	18-11-2023	23-12-2023	3-2-2024	17-2-2024	30-3-2024	20-4-2024	18-5-2024	27-7-2024	24-8-2024	21-9-2024	26-10-2024
	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.		2-9-2023	23-9-2023	28-10-2023	25-11-2023	30-12-2023	10-2-2024	24-2-2024	6-4-2024	27-4-2024	25-5-2024	3-8-2024	31-8-2024	28-9-2024	2-11-2024
FASE: APPROVAL BY DOCTORAL COMMITTEE	Doctoral Candidate	Submits a preliminary draft of the doctoral thesis to the members of the doctoral committee.		12-8-2023	2-9-2023	7-10-2023	4-11-2023	9-12-2023	20-1-2024	3-2-2024	16-3-2024	6-4-2024	4-5-2024	13-7-2024	10-8-2024	7-9-2024	12-10-2024
	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	11-9-2023	2-10-2023	6-11-2023	4-12-2023	8-1-2024	19-2-2024	4-3-2024	15-4-2024	6-5-2024	3-6-2024	12-8-2024	9-9-2024	7-10-2024	11-11-2024
	Doctoral Candidate	After approval by the doctoral committee, the doctoral candidate implements the adaptations in consultation with the promoter.	4 weeks	9-10-2023	30-10-2023	4-12-2023	1-1-2024	5-2-2024	18-3-2024	1-4-2024	13-5-2024	3-6-2024	1-7-2024	9-9-2024	7-10-2024	4-11-2024	9-12-2024
FASE: APPROVAL BY FACULTY AND RECTOR	Doctoral Candidate Promoter	Start end phase procedure in My Doctoral File - Enter details of the doctoral defense (title, date, ...) and the constitution of the doctoral jury. Submit the form. Informal contacts with the jury members are best started earlier.		11-9-2023	2-10-2023	6-11-2023	4-12-2023	8-1-2024	19-2-2024	4-3-2024	15-4-2024	6-5-2024	3-6-2024	12-8-2024	9-9-2024	7-10-2024	11-11-2024
	Faculty Council	Approval of the composition of the jury by the faculty board.		18-9-2023	9-10-2023	13-11-2023	11-12-2023	15-1-2024	26-2-2024	11-3-2024	22-4-2024	13-5-2024	10-6-2024	19-8-2024	16-9-2024	14-10-2024	18-11-2024
	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	9-10-2023	30-10-2023	4-12-2023	1-1-2024	5-2-2024	18-3-2024	1-4-2024	13-5-2024	3-6-2024	1-7-2024	9-9-2024	7-10-2024	4-11-2024	9-12-2024
	Faculty Secretariat	The faculty will send an e-mail to the doctoral student with the steps to take, as well as an e-mail to the promoter.		9-10-2023	30-10-2023	4-12-2023	1-1-2024	5-2-2024	18-3-2024	1-4-2024	13-5-2024	3-6-2024	1-7-2024	9-9-2024	7-10-2024	4-11-2024	9-12-2024
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. The thesis is sent as a PDF by e-mail to the members of the jury by the promoter. The faculty secretariat will send the assessment form to the jury members		9-10-2023	30-10-2023	4-12-2023	1-1-2024	5-2-2024	18-3-2024	1-4-2024	13-5-2024	3-6-2024	1-7-2024	9-9-2024	7-10-2024	4-11-2024	9-12-2024
	Doctoral Jury Promoter	The jury members have four weeks to assess the thesis and return the assessment form with remarks to the Faculty (phdmanagement_dsst@uhasselt.be) and a copy to the promoter. If all jury members agree with the content of the thesis (accepted without revision or accepted with minor revision), the promoter delivers them to the doctoral candidate.	1 month	8-11-2023	29-11-2023	3-1-2024	31-1-2024	6-3-2024	17-4-2024	1-5-2024	12-6-2024	3-7-2024	31-7-2024	9-10-2024	6-11-2024	4-12-2024	8-1-2025
	Promoter	The promoter determines the final date and time of the thesis defence and informs the Faculty Secretariat.		8-11-2023	29-11-2023	3-1-2024	31-1-2024	6-3-2024	17-4-2024	1-5-2024	12-6-2024	3-7-2024	31-7-2024	9-10-2024	6-11-2024	4-12-2024	8-1-2025
	Doctoral Candidate	After approval by the doctoral jury, the doctoral candidate implements the adaptations in consultation with the promoter.	2 weeks	22-11-2023	13-12-2023	17-1-2024	14-2-2024	20-3-2024	1-5-2024	15-5-2024	26-6-2024	2-8-2024	14-8-2024	23-10-2024	20-11-2024	18-12-2024	22-1-2025
	Promoter	The promoter verifies whether or not the doctoral candidate has complied with all the agreed-upon comments.		22-11-2023	13-12-2023	17-1-2024	14-2-2024	20-3-2024	1-5-2024	15-5-2024	26-6-2024	2-8-2024	14-8-2024	23-10-2024	20-11-2024	18-12-2024	22-1-2025
Doctoral Candidate	The doctoral candidate informs the jury members of the changes that have been made.		22-11-2023	13-12-2023	17-1-2024	14-2-2024	20-3-2024	1-5-2024	15-5-2024	26-6-2024	2-8-2024	14-8-2024	23-10-2024	20-11-2024	18-12-2024	22-1-2025	
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.		5-11-2023	26-11-2023	31-12-2023	28-1-2024	3-3-2024	14-4-2024	28-4-2024	9-6-2024	30-6-2024	28-7-2024	6-10-2024	3-11-2024	1-12-2024	5-1-2025
	Doctoral Candidate Faculty Secretariat	The doctoral candidate will receive an e-mail from the secretariat with guidelines on organising the thesis defence: room reservations, creating a Google Meet link if required, practical details. The faculty secretariat informs the chairman about the date of the public defence.		8-11-2023	29-11-2023	3-1-2024	31-1-2024	6-3-2024	17-4-2024	1-5-2024	12-6-2024	3-7-2024	31-7-2024	9-10-2024	6-11-2024	4-12-2024	8-1-2025
	Doctoral Candidate	UHasselt PhD: Consult the procedure regarding printing the cover/thesis/invitations/announcements on the following website (step 4) at least five weeks before the defence date https://www.uhasselt.be/en/research/phd/current-phd-students/step-by-step-plan-per-year#anch-fff-year-4 Joint PhD: Please contact jointphd@uhasselt.be .		12-11-2023	3-12-2023	7-1-2024	4-2-2024	10-3-2024	21-4-2024	5-5-2024	16-6-2024	7-7-2024	4-8-2024	13-10-2024	10-11-2024	8-12-2024	12-1-2025
	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.		3-12-2023	24-12-2023	28-1-2024	25-2-2024	31-3-2024	12-5-2024	26-5-2024	7-7-2024	28-7-2024	25-8-2024	3-11-2024	1-12-2024	29-12-2024	2-2-2025
	Doctoral Candidate	Send invitations for the defence to the members of your own faculty/research group, contacts, network, family, etc.		3-12-2023	24-12-2023	28-1-2024	25-2-2024	31-3-2024	12-5-2024	26-5-2024	7-7-2024	28-7-2024	25-8-2024	3-11-2024	1-12-2024	29-12-2024	2-2-2025
	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.		3-12-2023	24-12-2023	28-1-2024	25-2-2024	31-3-2024	12-5-2024	26-5-2024	7-7-2024	28-7-2024	25-8-2024	3-11-2024	1-12-2024	29-12-2024	2-2-2025
	Doctoral Candidate	Send the print order for the final version of the thesis at least two weeks before the defence.		3-12-2023	24-12-2023	28-1-2024	25-2-2024	31-3-2024	12-5-2024	26-5-2024	7-7-2024	28-7-2024	25-8-2024	3-11-2024	1-12-2024	29-12-2024	2-2-2025
	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 at the defence. Sending a digital thesis is adequate.		5-12-2023	26-12-2023	30-1-2024	27-2-2024	2-4-2024	14-5-2024	28-5-2024	9-7-2024	30-7-2024	27-8-2024	5-11-2024	3-12-2024	31-12-2024	4-2-2025
	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 .		5-12-2023	26-12-2023	30-1-2024	27-2-2024	2-4-2024	14-5-2024	28-5-2024	9-7-2024	30-7-2024	27-8-2024	5-11-2024	3-12-2024	31-12-2024	4-2-2025
	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).		5-12-2023	26-12-2023	30-1-2024	27-2-2024	2-4-2024	14-5-2024	28-5-2024	9-7-2024	30-7-2024	27-8-2024	5-11-2024	3-12-2024	31-12-2024	4-2-2025
	Doctoral Candidate	Earliest possible doctoral defence date.		17-12-2023	7-1-2024	11-2-2024	10-3-2024	14-4-2024	26-5-2024	9-6-2024	21-7-2024	11-8-2024	8-9-2024	17-11-2024	15-12-2024	12-1-2025	16-2-2025
	Doctoral Candidate	Latest possible doctoral defence date.		16-9-2024	7-10-2024	11-11-2024	9-12-2024	13-1-2025	24-2-2025	10-3-2025	21-4-2025	12-5-2025	9-6-2025	18-8-2025	15-9-2025	13-10-2025	17-11-2025