# Checklist for a Doctorate

**With Employment Contract at the University of Basel**

*(Faculty of Humanities and Social Sciences)*

The following deadlines apply for the doctorate:

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<th>When</th>
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| **Before the start of the doctorate** | ☐ Job description  
☐ Check whether the admission requirements for doctoral studies are fulfilled via the Student Administration Office  
☐ Personal information sheet, copy ID/passport, diploma, CV, application, letter of motivation, photo | PrP to HRd  
Prp by StSe  
Doc to HRd |
| **First six months** | ☐ Matriculation  
Signed by first supervisor and doctoral candidate: ☐ Doctoral Agreement  
☐ PhD subject  
☐ Dissertation project  
☐ Beginning of the doctorate (start date)  
☐ Conditions of employment  
☐ Funding plan  
☐ Entrance interview and first agreement on objectives  
☐ Admission requirements | Doc to FD  
Copy to PrP/first supervisor |
| **After ten months at the latest** | Written information about the extension of the employment (email suffices)  
Non-extension of an employment contract must be justified in writing with a copy to the Doctoral Board and the doctoral candidate | PrP to Doc and HRd  
PrP to PA, Doc and HRd |
| **After one year at the latest** | Update of Doctoral Agreement concerning: ☐ Second supervisor  
☐ Third supervisor (if applicable and already known)  
☐ General conditions  
☐ Expected submission date of thesis (date) | Doc to FD  
Copy to PrP/first supervisor |
| **At least once a year** | Status review meeting and agreement on objectives with documentation in the Doctoral Agreement | Doc to PrP/first supervisor |

**Abbreviations:**

- PrP: Person responsible for position
- StSe: Student Administration Office
- HRd: decentralized HR
- Doc: Doctoral candidate
- FD: Office of the Dean of Research
- PA: Doctoral Board