



## 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:

When	What	Send to
<b>Before the start of the doctorate</b>	<input type="checkbox"/> Job description <input type="checkbox"/> <b>Check whether the admission requirements for doctoral studies are fulfilled via the Student Administration Office</b> <input type="checkbox"/> Personal information sheet, copy ID/passport, diploma, CV, application, letter of motivation, photo	<b>PrP to HRd</b> <b>Prp by StSe</b>  <b>Doc to HRd</b>
<b>First six months</b>	<input type="checkbox"/> Matriculation  Signed by first supervisor and doctoral candidate: <input type="checkbox"/> Doctoral Agreement <ul style="list-style-type: none"> <li><input type="checkbox"/> PhD subject</li> <li><input type="checkbox"/> Dissertation project</li> <li><input type="checkbox"/> Beginning of the doctorate (start date)</li> <li><input type="checkbox"/> Conditions of employment</li> <li><input type="checkbox"/> Funding plan</li> <li><input type="checkbox"/> Entry interview and first agreement on objectives</li> <li><input type="checkbox"/> Admission requirements</li> </ul>	<b>Doc to FD</b> <b>Copy to PrP/ first supervisor</b>
<b>After ten months at the latest</b>	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	<b>PrP to Doc and HRd</b>  <b>PrP to PA, Doc and HRd</b>
<b>After one year at the latest</b>	Update of Doctoral Agreement concerning: <ul style="list-style-type: none"> <li><input type="checkbox"/> Second supervisor</li> <li><input type="checkbox"/> Third supervisor (if applicable and already known)</li> <li><input type="checkbox"/> General conditions</li> <li><input type="checkbox"/> Expected submission date of thesis (date)</li> </ul>	<b>Doc to FD</b> <b>Copy to PrP/ first supervisor</b>
<b>At least once a year</b>	Status review meeting and agreement on objectives with documentation in the Doctoral Agreement	<b>Doc to PrP/ first supervisor</b>

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