 

Checklist for PhD Students

**Basic PhD programme Faculty of Biology and Psychology**

Last name, first name: .............................................................................................................. Matriculation number: .............................................. Registration Date: ............................

# Thesis Committee

Supervisor 1 (name and institution): ......................................................................................

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Supervisor 2 (name and institution): ......................................................................................

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If applicable: Supervisor 3 or instructor (name and institution): ............................................

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Doctoral project: .....................................................................................................................

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# Confirmation of annual progress report and thesis committee meeting

Report 1 and subsequent discussion took place after 6 months:

Date and signature of the members of the Thesis Committee

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Report 2 and subsequent discussion took place:

Date and signature of the members of the Thesis Committee

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Report 3: and subsequent discussion took place:

Date and signature of the members of the Thesis Committee

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(If applicable) Report 4 and subsequent discussion took place:

Date and signature of the members of the Thesis Committee

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(If applicable) Report 5 and subsequent discussion took place:

Date and signature of the members of the Thesis Committee

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**Credit performance**

This list with achieved credits should to be updated regularly. It might be wise to use the Word-File in order to make individual changes to the length of the list in the different categories.

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| --- | --- | --- | --- | --- |
| **1) Colloquia / Seminars (5 – 10 C)**  e.g. at the institute or department you are working, regularly, the whole term  (2 C with talk, otherwise 0.5 C per term) | Term  (WiSe year/SoSe year ) | C | Lecturer  (Name) | Signature |
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| **2) Teaching (5- 10 C)** Must given at the faculty  Give details: Name of Modul, Name and study programme of supervised student, Dates and h/d with your involvement in a certain course | Term | C | Supervisor | Signature |
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| **3) Talk / Poster at a conference (3 – 6 C)** | Date | C | Enclose certificate |
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|  |  |  |  |
| **Key qualifications (Lecture / Courses) (max 3 C)** | Term | C | Enclose certificate |
| Good scientific pratice |  | 0.5 |  |
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|  |  |  |  |

In total you need 20 C with at least 17 C from 1), 2) and 3)

Enclose all certificates **as one PDF document** in this document!

**Confirmation for the registration to the examination**

Name of the signatory:

It is herewith confirmed that

Mr./Ms

achieved all credits necessary for the completion of her/his doctoral studies according to the regulations.

Credits:

Date:

Signature

(Authorized representative of the programme)