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): .....

.....

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

.....

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

.....

Doctoral project: .....

.....

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

_____ _____ _____ _____

Report 2 and subsequent discussion took place:
Date and signature of the members of the Thesis Committee

_____ _____ _____ _____

Report 3: and subsequent discussion took place:
Date and signature of the members of the Thesis Committee

_____ _____ _____ _____

(If applicable) Report 4 and subsequent discussion took place:
Date and signature of the members of the Thesis Committee

_____ _____ _____ _____

(If applicable) Report 5 and subsequent discussion took place:
Date and signature of the members of the Thesis Committee

_____ _____ _____ _____

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.

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
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

3) Talk / Poster at a conference (3 – 6 C)	Date	C	Enclose certificate
Key qualifications (Lecture / Courses) (max 3 C)	Term	C	Enclose certificate
Good scientific pratice		0.5	

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)