

## PhD Program Environmental Sciences Checklist

Welcome to the Department of Environmental Sciences (DUW)!

This checklist will help you ensure you take all necessary administrative steps for your PhD in time.

Should you need any further assistance, do not hesitate to contact the PhD Student Office. We are happy to help and wish you an exciting time at the DUW.

**Please note: All documents except the Doctoral Committee meeting protocols have to be submitted to the PhD Student Office. The PhD Student Office has to be notified of the date when each of the Doctoral Committee meetings took place via email, with the First and the Second supervisor in cc.**

1	At the start of your studies	<ul style="list-style-type: none"> <li>• Matriculate and register for your doctoral studies: <a href="#">Application Doctoral Studies</a></li> </ul>
2	Within the first semester	<ul style="list-style-type: none"> <li>• Fill out and hand in your <a href="#">Doctoral Agreement</a></li> </ul>
3	Within 12 months of the start of the PhD	<ul style="list-style-type: none"> <li>• Appoint the Second Supervisor</li> <li>• Hold your first Doctoral Committee meeting and document it in the Doctoral Committee Protocol</li> </ul>
4	At least once a year	<ul style="list-style-type: none"> <li>• Hold a Doctoral Committee meeting with First and Second Supervisor and document it in the protocol for each of the meetings</li> </ul>
5	Throughout your PhD	<ul style="list-style-type: none"> <li>• Collect a total of 18 credit points (CP) from lectures, courses, internal seminars, conferences and teaching assignments (see the CP overview on the next page)</li> <li>• The training content to reach the 18 CP is defined in agreement with the PhD supervisor/Doctoral Committee</li> </ul>
6	At the end of your PhD	<ul style="list-style-type: none"> <li>• Appoint your external expert for your defense committee <i>at least 4 weeks before the doctoral degree procedure, but not earlier than 6 months before</i></li> <li>• Hand in your PhD Application to initiate your Doctoral Degree Procedure <i>at least 4 weeks before the Faculty Assembly – check the <a href="#">schedule overview</a></i></li> <li>• Ensure that the referee reports are handed in on time <i>at the latest one week before the Faculty Assembly</i></li> <li>• Hold your defense <i>within 6 months after approval by the Faculty Assembly</i></li> </ul>
7	After passing your Doctoral exam (thesis defense)	<ul style="list-style-type: none"> <li>• Exmatriculate through your Unibas Services account</li> </ul>
8	Within two years after your doctoral exam	<ul style="list-style-type: none"> <li>• Submit the depositary copies of the dissertation (one copy needs to be signed by your 1st supervisor)</li> </ul>

## Credit Points Overview

Module	ECTS	
	Min	Max
<b>A: Core skills (compulsory)</b>	<b>6</b>	
<b>B: Research skills (elective)</b>	<b>6</b>	
1) Cross-disciplinary method skills	4	
2) Discipline-specific courses		
3) Talk or poster contribution at a scientific event	1	
<b>C: Other activities (elective)</b>	<b>3</b>	
1) Transferable skills courses	2	
2) (Co-)organization of a conference, workshop or similar scientific event		3
3) Teaching activities in the research field of the dissertation		3
<b>Total</b>	<b>18</b>	

A detailed list of courses in each module is available on the [PhD Program website](#).

Registration for courses listed in the Unibas course catalogue is via Online Services. Credit points for other activities and external courses are awarded via Learning Contracts.

PhD students must collect a total of 18 credit points (CP) throughout their doctoral studies.

A minimum of 6 CP must be acquired through courses and activities from Module A: Core skills (compulsory), and a minimum of 4 CP from Cross-disciplinary method skills and Discipline-specific courses that can also be from other organisations, and in the form of a summer/winter school. Research seminars of your own research group/institute do not count towards these 4 CP. A minimum of 1 CP must be acquired through a Talk or poster contribution at a scientific event and a minimum of 2 CP must be acquired from Transferable skills courses.

PhD students have to contribute to the DUW-symposium at least once during their PhD period with a poster or an oral presentation (credit points in the compulsory module).

For (co-)organization of a scientific event and teaching and tutoring activities, a maximum of 3 CP each can be counted towards the PhD.

1CP = workload of 30 hours

Further information:

[PhD Program Environmental Sciences webpage](#)  
[PhD studies at the DUW webpage](#)  
[Faculty of Science PhD information webpage](#)