

## **“To Do” list for promoters and PhD Students in Faculty of Medicine.**

### To do list: promoter

- 1) To evaluate the CV of a PhD student before the acceptance in order to check if all the prerequisite are encountered (article 5):
  - a. Has previously acquired 300 ECTS,
  - b. Has obtained at least once first class mark during his/her Master degree
  - c. That the promoter and the possible co-promoter are at least PhD themselves (important in collaboration with other universities).
- 2) **When jointly supervised doctoral theses (“cotutelles”) have been conducted, the regulations of the specific jury for the doctoral student are determined by the joint-supervision agreement, established through application of Article 82 of the Decree of 27 November defining the landscape of higher education and the academic organisation of studies.**
- 3) Suggest to the Doctoral College a thesis committee composition when the inscription is accepted by the admission department.
- 4) To stimulate the president of the thesis committee to gather once a year this committee to evaluate the work progresses of the student. This meeting should take place before May the 31<sup>st</sup>, in order to ensure the PhD student re-enrollment.
- 5) To propose in due time to the Doctoral College several members for the Jury. Among others, two members coming out from Belgium and two Belgian members but not from the University of Liège should be proposed. In “cotutelles” doctoral thesis, this jury composition has to follow possible rules précised in the joint-supervision agreement.
- 6) **Whatever the defense is a Public viva voce or a Private viva voce in an another University (two universities tutorship), the jury proposed by the other University has to be approved by the Doctoral College before the defense. The promoter has to inform the Doctoral College of the Jury composition.**
- 7) The promoter has to check if the PhD student has successfully completed his/her doctoral training.
- 8) With the President of Jury, to organize the defense. The PhD student is not qualified to organize ***his/her defense***.

### To do list: student

- 1) To prepare adequately his/her application file and to send it to the admissions department.
- 2) Before May 15<sup>th</sup> of the running academic year (15<sup>th</sup> of September to 14<sup>th</sup> of September of the next year), to present himself/herself at enrolment service when he/she gets the admission authorization letter and to pay the roll. **Warning, the authorization letter is valid for only ten days.**
- 3) To re-enroll and pay for each year, before October the 31<sup>st</sup>.
- 4) The PhD student has to assist to various lectures and conferences, activities recognized by the “Ecoles doctorales” and has to accumulate ECTS (units of formation, at least 60 ECTS in four years (carefully read the article 3 of the General Regulation document). Each activity should be encoded in his/her electronic file by the PhD student.
- 5) The PhD student couldn’t propose with his/her promoter a Jury composition if he/she hasn’t successfully completed his/her doctoral training and is not properly enrolled in University of Liège.
- 6) The defense should be organized as soon as 30 days after the Jury is composed and the written manuscript should be available at the Doctoral College also at least 30 days before the defense.