|  |
| --- |
|  |
| PhD Checklist |

**Name of PhD student** Click or tap here to enter text.

**Name of Partner Institute** Click or tap here to enter text.

**PhD program title** Click or tap here to enter text.

**Subject of thesis/title** Click or tap here to enter text.

**Name of Thesis director** Click or tap to enter a date.

**Date of enrollment** Click or tap to enter a date.

**Enrollment semester** Click or tap here to enter text.

*Upon proposal form the Thesis director, the Graduate Studies Committee assigns a mentor to the PhD student****.***

**Name of PhD Mentor:** Click or tap here to enter text.

**Board of Examiners (Jury) – 1st Commission**

*The Board of Examiners (Jury) shall consist of at least three professors:*

*- the Thesis Director;*

*- a professor of the Faculty or a Group Leader of a research Institute affiliated at USI appointed by a professor of the Faculty;*

*- at least one external expert.*

*The Faculty Council selects the members, on the advice of the Thesis Director, with the approval of the Graduate Studies Committee.*

**Thesis director:** Click or tap here to enter text.

**Professor of the Faculty or Group leader:** Click or tap here to enter text.

**External expert:** Click or tap here to enter text.

**Doctoral program - Individual course of study (total of 15 ECTS)**

*The Thesis director, in agreement with the PhD student and the mentor, defines an individual course of study (within 1st year). This has to be sent to the Graduate Studies Committee for approval. (Regulation Art. 4)*

**General skills (5 ECTS)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Title of the course** | **Organizer** | **ECTS** | **Status (completed/planned)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Specific skills (10 ECTS)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Title of the course** | **Organizer** | **ECTS** | **Status (completed/planned)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*The certificates of attendance must be handed in together with Year 1 Review and Year 2 Review. The certificates of classes attended after Year 2 Review must be handed in at the latest before the thesis defense.*

**Monitoring progress**

**Review Year 1**

Date of meeting: Click or tap to enter a date.

The project description (use template) is attached and reviewed yes  no

Major changes of the research plan were discussed yes  no

If yes, please comment: Click or tap to enter a date.

Publication concept was discussed yes  no

Comment: Click or tap to enter a date.

The acquisition of the 15 ECTS points is clear yes  no

The Thesis Director gave the student the opportunity to yes  no

speak to the Mentor without the Thesis Director’s presence.

Click or tap here to enter text.

Did the student fulfill the requirements? yes  no

**Name / Institute / Signature of the Thesis Director**

Comment: Click or tap to enter a date.

**Name / Institute / Signature of the Mentor**

Comment: Click or tap to enter a date.

**HAS TO BE FILLED IN AFTER THE MEETING, ONLY BY THE PHD STUDENT**

I am satisfied with the composition of my PhD commission and yes  no

the way the first meeting was held.

**Signature of the PhD student**

**Mid term review – (Year 2)**

Date of presentation: Click or tap to enter a date.

* **Oral presentation**
* **Progress report**

*(Regulation for the Degree of PhD - Art. 13)*

*The review meeting to discuss the progress has to be done with the Thesis director, mentor and an external expert. The Thesis director informs the student of the review in written form and sends a copy to the Graduate Studies Committee.*

**Name / Institute / University** **Signature**

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

The progress report is attached yes  no

Important variations/major changes were discussed yes  no

If yes, please comment: Click or tap to enter a date.

Did the student fulfill the requirements? yes  no

**Board of Examiners (Jury) – Final Commission**

*The Board of Examiners (Jury) shall consist of at least three professors:*

*- the Thesis Director;*

*- a professor of the Faculty or a Group Leader of a research Institute affiliated at USI appointed by a professor of the Faculty;*

*- at least one external expert.*

*The Faculty Council selects the members, on the advice of the Thesis Director, with the approval of the Graduate Studies Committee.*

**Thesis director:** Click or tap here to enter text.

**Professor of the Faculty or Group leader:** Click or tap here to enter text.

**External expert:** Click or tap here to enter text.

**Chairperson of the Board of Examiners** *(from among its members, cannot be the Thesis director*):Click or tap here to enter text.

**Dissertation Date:** Click or tap to enter a date.

* **Thesis**

*(Regulation for the Degree of PhD - Art. 15/16)*

*Thesis director forwards the thesis to the other members of the Jury, when he deems that the thesis may reasonably be accepted and defended and organizes the final discussion.*

*Within one month, the jury hand in a written evaluation, suggesting that the thesis should be*

* *A accepted*
* *B accepted for discussion subject to obligations*
* *C rejected*

*Graduate Studies Committee decides on the eligibility of the thesis for the oral examination stage.*

**Name / Institute / University** **Signature**

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

The publication concept was discussed (manuscript, authorship) yes  no

Comment: Click or tap to enter a date.

The acquisition of the 15 ECTS points is fulfilled yes  no

The thesis defense is successful yes  no