

Checklist

Getting started with your PhD



Administrative Steps

- Complete administrative procedures for settling in Switzerland (see [Checklist Swiss Administration](#))
- Check insurance options (risk, liability)
- Obtain the acceptance letter from your thesis supervisor
- Submit diplomas for degree recognition
- Fill out the [admission application](#) form (to be submitted to the Registration Office)
- Be officially enrolled at the University
- Obtain your Capucine card
- Obtain IT access (Institute Secretariat)
- Sign the [Doctoral charter](#)
- Review the doctoral regulations of your Faculty
- Be officially registered in the host Faculty
- In case of a joint supervision (cotutelle), sign the [cotutelle agreement](#) (to be sent to the Mobility Office)
- Identify [support services](#) (mental health, career, mobility) and University resources



Funding and Resources

- Confirm thesis funding (duration, available funds for equipment, conferences)
- Identify additional [funding opportunities](#) (grants, mobility programs)



Planning and Integration

- Define major milestones and steps of the research project (Gantt chart)
- Discuss publication strategy (timelines, authorship order, embargo)
- Integrate into the research team (seminars, meetings, projects) and the university community
- Set up an efficient organizational system (data backup, data management, collaborative tools)
- Assess skills to acquire or strengthen
- Regularly reflect on your career plan
- Enroll in a Doctoral School (if applicable)
- Join peer networks, associations, clubs, or relevant mailing lists



Supervisor/PhD Relationship

- Define the thesis topic
- Submit the thesis project with the Faculty (according to faculty regulations)
- Clarify mutual expectations (supervision, autonomy, meeting frequency, communication style)
- Clarify contractual obligations (research, teaching, student supervision, exam grading, administrative tasks)
- Schedule regular meetings
- Identify potential co-supervisors and their roles
- Identify members of the thesis advisory committee (if applicable)
- Learn about [mediation procedures in case of conflict](#)
- Regularly discuss career opportunities after the PhD

Useful documents

- [University of Neuchâtel act](#) (LUNE, art. 59 p. 14)
- [University statutes](#) (Chap. 6 p. 34)
- [Admission application form](#)
- [Doctoral charter](#)
- [Guidelines for Joint Doctoral Supervision \(Cotutelle\)](#)
- [Regulations on Scientific Integrity](#)
- [Guide to Scientific Integrity](#)
- [Doctoral Regulations FLSH](#)
- [Doctoral regulations FS](#)
- [Doctoral regulation FSE](#)
- [Doctoral regulation FD](#)
- FLSH**
- [Dean's Directive on Thesis Topic Registration](#)
- [Dean's Directive on Article-Based Theses](#)
- FS**
- [Request for Degree Recognition](#)
- [Confirmation of Thesis Supervision](#)
- [Procedure from Enrollment to Thesis Submission](#)