

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](#)