## Step-by-step instructions

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<tbody>
<tr>
<td>1.</td>
<td>Before start of the doctoral programme</td>
<td>Doctoral candidate</td>
<td>...meets the legal educational requirements? if not, he/she must submit a request for exemption to...</td>
<td>Doctorate Board</td>
<td>If applicable: Decision to grant an exemption by the Doctorate Board</td>
<td>How? Article 7.1 and 8</td>
</tr>
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<td>2.</td>
<td>Before start of the doctoral programme</td>
<td>Supervisor</td>
<td>...if the doctoral candidate already holds a doctorate, submits a substantiated written request to the...</td>
<td>Dean (CQ faculty contact)</td>
<td>Decision to grant an exemption in accordance with Article 7.2</td>
<td>Why? Article 7.2</td>
</tr>
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<td>3.</td>
<td>Before start of the doctoral programme</td>
<td>Doctoral candidate</td>
<td>...submits a request for admission to the doctoral programme to the...</td>
<td>Dean (CQ faculty contact)</td>
<td></td>
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<td>4.</td>
<td></td>
<td>Dean</td>
<td>...assesses and signs the request and submits it to the...</td>
<td>Doctorate Board</td>
<td>Decision regarding admission and appointment of (co-)supervisor(s) by the Doctorate Board</td>
<td>Why? Articles 9, 10 and 11</td>
</tr>
<tr>
<td>5.</td>
<td>Approximately six months before desired doctoral conferral date</td>
<td>Supervisor</td>
<td>...submits a proposal for the composition of the Doctorate Committee to the...</td>
<td>Dean (CQ faculty contact)</td>
<td></td>
<td></td>
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<td>6.</td>
<td></td>
<td>Dean</td>
<td>...assesses and signs the proposal and submits it to the...</td>
<td>Doctorate Board</td>
<td>Appointment of Doctorate Committee members by the Doctorate Board</td>
<td>Why? Article 19.4</td>
</tr>
<tr>
<td>7.</td>
<td>After receiving decision on the appointment of the Doctorate Committee</td>
<td>Doctoral candidate</td>
<td>...consults the doctoral conferral calendar drawn up by the Office of the Beadle well in advance to select a doctoral conferral date and, in consultation with the Doctorate Committee, arranges a provisional date with the...</td>
<td>Office of the Beadle</td>
<td>Provisional scheduling of doctoral conferral date by Office of the Beadle</td>
<td>How? See: PhD conferral calendar for the Aula and Agrenoble</td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td>Doctoral candidate</td>
<td>...submits the definitive printed manuscript along with an identical digital version, with all requisite elements as described in “Procedure from manuscript to doctoral thesis”, for approval to the...</td>
<td>Supervisor(s)</td>
<td>Manuscript approved by supervisor Beware: Hereafter, only strictly defined adjustments to the manuscript are allowed. See the aforementioned procedure.</td>
<td>Why? Also see Appendix B: Model page</td>
</tr>
<tr>
<td>9.</td>
<td>No later than 14 weeks before the doctoral conferral date</td>
<td>Supervisor</td>
<td>...sends, after approval, the digital version to...</td>
<td>Dean (CQ faculty contact)</td>
<td></td>
<td>Why? Article 17.4</td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td>Supervisor</td>
<td>...sends definitive thesis manuscript to...</td>
<td>Doctorate Committee</td>
<td></td>
<td>Why? Articles 16.4, 22.1 and 19.7</td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td>Dean</td>
<td>...checks the definitive manuscript for plagiarism...</td>
<td></td>
<td>Result of plagiarism check</td>
<td>Why? Articles 17.5 and 17.6</td>
</tr>
<tr>
<td>12.</td>
<td>No later than 8 weeks before the doctoral conferral date</td>
<td>Doctorate Committee</td>
<td>...issues a decision on admission to the doctoral defence ceremony. The members submit their individual decisions to...</td>
<td>Dean (CQ faculty contact) and supervisor(s)</td>
<td>Decision by Doctorate Committee regarding admission to the doctoral defence ceremony</td>
<td>How? Appendix A: Doctoral thesis assessment and admission to the doctoral defence ceremony</td>
</tr>
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<td>13.</td>
<td></td>
<td>Supervisor(s)</td>
<td>...signs the title page on both sides and submits it to...</td>
<td>Dean (CQ faculty contact)</td>
<td>Approval to publish doctoral thesis</td>
<td>Why? Articles 21, 22 and 25</td>
</tr>
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<td>14.</td>
<td>No later than 8 weeks before the doctoral conferral date</td>
<td>Dean</td>
<td>...signs the title page on both sides and sends it to...</td>
<td>Office of the Beadle</td>
<td>Provisional scheduling of doctoral conferral date by Office of the Beadle</td>
<td>Why? Articles 24 and 32.3</td>
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<td>15.</td>
<td></td>
<td>Office of the Beadle</td>
<td>...sets definitive doctoral conferral date and notifies the...</td>
<td>Doctoral candidate</td>
<td>Definitive scheduling of doctoral conferral date by Office of the Beadle</td>
<td>Why? Article 25.5</td>
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<td>16.</td>
<td></td>
<td>Doctoral candidate</td>
<td>...prepares the proof of the doctoral thesis and multiplies the thesis on paper...</td>
<td></td>
<td>Identical digital and printed version of the doctoral thesis</td>
<td>Why? Procedure ‘from manuscript to doctoral thesis’</td>
</tr>
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<td>17.</td>
<td>No later than 6 weeks before the doctoral conferral date</td>
<td>Doctoral candidate</td>
<td>...signs the Licensing Agreement on non-exclusive publication of the thesis in digital format and submits this document to the...</td>
<td>University Library</td>
<td>Digital publication of doctoral thesis</td>
<td>Why? University Library Licence Agreement</td>
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<td>18.</td>
<td>No later than 4 weeks before the doctoral conferral date</td>
<td>Doctoral candidate</td>
<td>...sends the digital version of the proof of the doctoral thesis to...</td>
<td>Dean (CQ faculty contact) and supervisor(s)</td>
<td></td>
<td>Why? Articles 30.1 and 33.2</td>
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<td>19.</td>
<td></td>
<td>Doctoral candidate</td>
<td>...submits 12 printed or copied sets of the doctoral thesis to, and agrees on instructions for the doctoral defence ceremony with the...</td>
<td>Office of the Beadle</td>
<td></td>
<td>Why? Articles 30.2 and 33.2</td>
</tr>
<tr>
<td>20.</td>
<td>No later than 3 weeks before the doctoral conferral date</td>
<td>Dean</td>
<td>...sends the digital version of the thesis to...</td>
<td>University Library</td>
<td></td>
<td></td>
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<td>21.</td>
<td></td>
<td>Supervisor(s)</td>
<td>...prepares the doctoral defence ceremony and arranges for guest opponents if necessary</td>
<td></td>
<td></td>
<td>Why? Articles 33.1 and 35.6</td>
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<td>22.</td>
<td>doctoral conferral date</td>
<td>Doctoral candidate</td>
<td>...defends the thesis at the doctoral defence ceremony...</td>
<td></td>
<td></td>
<td>Why? Articles 36 and 38</td>
</tr>
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<td>23.</td>
<td>doctoral conferral date</td>
<td>Doctorate Committee</td>
<td>...decides whether to confer the doctorate</td>
<td></td>
<td>Conferral of the doctorate by the Doctorate Board</td>
<td>Why? Articles 37 and 39</td>
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