**CHECKLIST** issued March 2023

effective retroactively from April 1st, 2022

This form sheet is composed for your individual self-check

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| Name: |  |
| Supervisors: |  |
| Date of acceptance GCh: |  |

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| Thesis Committee (TC) Meetings | *Latest meeting date Actual meeting date* |
| 06-month TC Meeting: |  |
| 18-month TC Meeting: |  |
| 30-month TC Meeting: |  |
| Please submit your TC meeting report to: *gch@uni-konstanz.de* | |

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| Reports  *Submission date: one week before TC Meeting* | *Submission date* |
| 06-month report (proposal): |  |
| 18-month report (abstract): |  |
| 30-month report (progress report) or first author publication: |  |
| Please submit your report/abstract as a pdf to: *gch@uni-konstanz.de* | |

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| Good Scientific Practice Course | *Latest course date Actual course date* |
| Mandatory within the first 6 months: |  |
| Please submit your certificate to: [*gch@uni-konstanz.de*](mailto:gch@uni-konstanz.de)  The course is offered by the Academic Staff Development  <https://asd-veranstaltungen.uni-konstanz.de/promotion/index.php> | |

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| Course participation | *Please fill in the completed courses* |
| Scientific course (1-3 days): |  |
| Transferable skill course (1-3 days): |  |
| Please note: A total of 4 course days are required, a minimum of 1 course day from each area (scientific and transferable) | |
| Please submit your confirmations of participation to gch*@uni-konstanz.de* | |