

The COS PhD program Guidelines for PhD students **NOT** recruited via HBIGS (starting date of PhD before 01.01.2015)

Please note: You will **NOT receive reminder letters** by the COS PhD office for any of the activities listed below. If any of the formal requirements are not fulfilled, admission to the PhD defense will not be granted.

Address of the PhD office: INF230, 02.010 (Alexis Maizel) and 03.009 (Steffen Lemke)

Immediately after you are enrolled at the Faculty of Biosciences:

- Visit the home page of the COS PhD program (www.cos.uni-heidelberg.de)
- Go to *Enrollment/Downloads*
- Download the PDF document Overview/CP Structure/Blue Sheet
http://www.cos.uni-heidelberg.de/data/phdprog/download/COS_PhD_BlueSheet_2014.pdf
- Fill in the forms PhD student Information and THESIS ADVISORY COMMITTEE (pages 4 and 5)
- File these completed forms with the PhD office

Now you are officially registered for the COS PhD program.

Official registration has to be completed within the weeks after enrollment at the faculty of biosciences. The date of registration will be the reference date for all of the activities below.

Within 6 months from the reference date:

- First TAC meeting (fill in date on **TAC Report and Review** form)
- TAC forms are available at the home page of the COS PhD program (www.cos.uni-heidelberg.de)
- Go to *Program/Downloads*-Download the PDF document **TAC Assembly/TAC Report and Review**
http://www.cos.uni-heidelberg.de/data/phdprog/download/COS_PhD_TAC_Form.pdf
- **Within 2 days after the TAC meeting** file the following documents with the PhD office:
 - (1) A copy of your written **Project Proposal**
 - (2) The completed **TAC Report and Review** form

Within 18 months from the reference date and then ANNUALLY:

- Regularly TAC meetings (fill in date on the **TAC Report and Review** form)
- TAC forms are available at the home page of the COS PhD program (www.cos.uni-heidelberg.de)
- Go to *Program/Downloads*-Download the PDF document **TAC Assembly/TAC Report and Review**
http://www.cos.uni-heidelberg.de/data/phdprog/download/COS_PhD_TAC_Form.pdf
- **Within 2 days after the TAC meeting** file the following documents with the PhD office 230
 - (1) A copy of your written **Project Proposal**
 - (2) The completed **TAC Report and Review** form

During the period of your PhD project:

- Collect a minimum of 15 credit points (detailed information is listed on pages 2/3 of the **Blue Sheet**)
- Document TAC-Meetings and all other activities on pages 6-11 of the **Blue Sheet**, Certification of participation.

For more information, please refer to PDF document **Overview/CP Structure/BlueSheet**

At the end of your PhD project:

File the fully completed *Blue Sheet* with the PhD office. The final approval of the COS PhD coordinator will only be granted if all formal requirements are fulfilled.