**Example of how to plan a doctoral studentship equivalent to four years, full time**

**Basis:** 8 courses x 7.5 credits (60 credits = approx. 40 working weeks), thesis 180 credits (= at least 110 working weeks = average approx. 2-4 pages/week up to the final seminar).

**Departmental duties, example of time used:** 10% is equivalent to about 4.5 weeks’ work per year and 20% is equivalent to 9 weeks per year.
 *This example can be used as a template: change the contents of columns 2-5 on the basis of your individual planning and check that the number of working weeks per year is not exceeded.*

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| **1. Doctoral year:** **No. of 40-hour working weeks excl. holidays** (average 6 weeks) | **2. Courses** (7.5 credits is equivalent to 5 weeks) | **3. Seminars, meetings, admin., unforeseen circumstances, etc.** (subject/school/CBEES) | **4. Thesis work, incl. fieldwork, collection of material, seminar texts, conferences, etc.** | **5. Departmental duties**(max. 20% of full time/year) |
| **Year 1**46 weeks | 4 courses x 7.5 credits = 20 weeks  | 6 hrs/week = approx. 7 weeks/year + 2 weeks’ introduction = 9 weeks | **17 weeks *minus* departmental duties**Work for year 1 is specified in the ISP  | No. of weeks subtracted from thesis work and added to the fifth year.  |
| **Year 2** 46 weeks | 3 courses x 7.5 credits = 15 weeks | 6 hrs/week = approx. 7 weeks/year | **24 weeks *minus* departmental duties**Work for year 2 is specified in the ISP  | No. of weeks subtracted from thesis work and added to the fifth year.  |
| **Year 3** 46 weeks | 1 course x 7.5 credits = 5 weeks | 6 hrs/week = approx. 7 weeks/year | **34 weeks *minus* departmental duties**Work for year 3 is specified in the ISP (incl. *60% seminar*) | No. of weeks subtracted from thesis work and added to the fifth year.  |
| **Year 4** 46 weeks  | No courses | 6 hrs/week = appr*o*x. 7 weeks/year | **39 weeks *minus* departmental duties** Work for year 4 is specified in the ISP (incl. *final seminar* approx. 6 months before the end of the doctoral studentship & public defence final month of the doctoral studentship – filled in in year 5 if an extension is necessary).  | No. of weeks subtracted from thesis work and added to the fifth year.  |
| **Year 5-x** Extension due to departmental duties, parental leave or illness = x weeks | -- | Approx. 4 hrs/week = x weeks based on extension. | X weeks based on extension.  |  |