

## **Beginning the doctoral examination process**

**Last update: June 2023**

### **Formatting**

The faculty does not provide a template and only regulates via the Doctoral Regulations 2018:

- the use of the sample title page (see appendix of the PO 2018)
- the insertion of a declaration of independent work signed by hand (this applies to the PDF file and print copies).
- Print copies must not have a ring binding.

### **Application to begin the doctoral examination process**

After completion of your thesis, please submit an application to begin the doctoral examination process to the responsible doctoral office. At the same time, please send your dissertation as a PDF file and follow the above instructions regarding the title page and the declaration of independent work.

Please clarify with the responsible colleague in the doctoral office the submission modalities of the required documents (digital/ by mail) and the number of required print copies.

### **Further required application documents**

In addition to the application and the dissertation, further documents must be submitted. Please refer to the checklist (see website). Please submit these documents separately, even if they may be part of your dissertation (such as abstract and summary).

### **Beginning of the doctoral examination process**

Your complete application documents will be formally checked in the doctoral office and their content will be checked by the respective department and the doctoral degree board. If all requirements are met, the doctoral examination process officially begins. This means that the reviewers are appointed and the doctoral degree committee is set up. The reviewers are members of the doctoral degree committee.

Information on the composition of the doctoral degree committee can be found in the doctoral regulations (PO 2018 §8). Please check whether further regulations have been issued at your department.

## **Deadlines**

According to the doctoral degree regulations of 2018, the reviews must be submitted within two months of their request.

Once all reviews have been received and examined by the doctoral degree committee, the two-week display period begins: the thesis, including the reviews, is displayed for at least two weeks for confidential inspection by the university teachers of the faculty at the responsible department. During this period, objections and comments on the thesis and the reviews are possible.

After the expiration of the two-week period of display, the doctoral degree committee determines the acceptance or rejection of the thesis. In case of acceptance, an invitation will be issued with your planned defence date and sent out by the responsible colleague in the institutes.

Two weeks before the disputation, the date will be publicly announced and you will be granted access to the reviews.

## **Disputation**

The disputation is open to the public. The doctoral degree committee decides on exceptions upon request. You and the chairperson must be present in the room. At least half of the voting members of the doctoral committee must be present for the disputation. Among them, two of the reviewers should be present.

## **Interim report**

After the disputation, you will receive an interim report from the doctoral office, but this does not yet entitle you to use the doctoral title.