

Doctoral procedures during the pandemic

Stand: 26.10.21

Admissions:

The submission of the application for admission and the related documents (certificates, transcripts, proof of identification) is first done via e-mail as pdf to the respective doctoral office.

In addition, please send the written application and the original documents or officially certified copies by mail to the doctoral office.

Instead of the signature of the supervisor, confirmation by using a digital signature or by e-mail is possible.

Extensions:

You can send the application for extension as a scan (pdf) by e-mail to the responsible doctoral office after signing it in person. Please indicate how long and until when the extension should be granted. Please submit the required justification for the extension as a separate letter (pdf).

The approval of the supervisor is possible by e-mail or digital signature. Supervisors - please explicitly confirm the extension date.

Publishing:

The submission of the application to begin the examination process and the related documents (see website) as well as the dissertation is done via e-mail as a pdf to the respective doctoral office.

In addition, please send the original documents by mail to the doctoral office.

Clarify with the chairperson of the doctoral committee how many bound copies of the dissertation are required by the committee and who should receive them. All other members or reviewers will receive the dissertation as a pdf.

Defence:

The defence can take place in presence, as hybrid or digitally. You can find more information about the procedure on the website.

Hybrid disputations are subject to the condition that the chosen technical means of transmission are suitable for ensuring that all those present are able to participate continuously and without disruption in the formation of the Commission's opinion. The choice of technical means shall be at the discretion of the Commission.

Certificates:

The University Registrar's Office currently accepts copies of the dissertation by mail only; the confirmation of submission is sent directly to the Office of Doctoral Studies.