

## **FAQ doctorate**

### **Which applications have to be filled out?**

At the beginning of the doctorate process, the application "Zulassung als Doktorand" must be submitted together with the form "Erhebungsmerkmale für Promovierte" and "Betreuungsvereinbarung".

This is necessary regardless of an enrollment as a doctoral student!

If the end of the doctorate procedure is foreseeable, the application for "Eröffnung der Promotion" is made. This document must be handed in/provided together with 5 copies of the dissertation no later than 10 days before the monthly meeting of the doctoral committee (see meeting dates/deadlines/news). All documents are submitted to the respective department offices of the faculty.

### **Do my certificates have to be certified?**

All certificates to be submitted for the application "Zulassung als Doktorand" will only be accepted as certified. If there is no certified copy available, the copies can only be subsequently certified by presenting the original in the respective department offices of the faculty.

### **How long should the CV be?**

The CV should be limited to no more than 3 pages.

It is not necessary to create references/publications.

### **How long should the short version of my work be?**

The short version (abstract) should not exceed one DIN A4 page in German and English.

### **How is the day of the defense/disputation determined?**

After approval and return of the documents to initiate the procedure from the doctoral committee, a notice period must first be kept. The thesis is available for inspection, including the submitted reports - the obtaining of the reports should not exceed 8 weeks after opening - for 12 working days (including Saturday). During the lecture-free period the inspection period extends to 18 working days. The reports must be submitted to the department office no later than 4 weeks before the examination day.

If a written statement has been announced to the doctoral committee after inspection of the authorized group of people, a further 7 days must be allowed for.

### **What must the final version of the dissertation/deposit copies contain?**

In contrast to the display copy, the final print version of the thesis contains the date of the disputation and the names of the supervisors (a sample can be found on the homepage).

The curriculum vitae is retained, but for data protection reasons it is recommended that this be limited to the printed version and not included in the electronic version.

### **How is the process completed? Who issues the certificate?**

After a successful defense, the procedure will be handed over to the Faculty Secretariat of the Dean's Office of Faculty IV. The necessary contact details can be found on the homepage.

The "Laufzettel Bibliothek" must – signed by the supervisor and the chairman of the commission - be handed in with four prints of the dissertation at the library's exchange office. Contact persons are Ms. Leidig-Krause (0271 740-5294) and Mr. Greiner (0271 740-4195).

If the Dean's office has received the "Laufzettel Bibliothek" - this will be sent by internal mail from the

library after processing - and another two copies of the thesis, the certificate can be handed over. It can also be sent abroad via mail.

**Is it possible to extend the deadline for submitting the thesis?**

According to the doctoral regulations, the deposit copies must be submitted to the Dean's Office no later than one year after passing the examination. The dean can extend the submission deadline upon a justified request and stating a date.

**Summary of the attachments to be submitted:**

**Antrag auf Zulassung als Doktorand (*form*)**

Proof of 8 compulsory semesters
Diploma/Master (certificate, transcript of records; each certified)
Summary/Abstract (German and English)
Tabular CV
Erhebungsmerkmale ( <i>form</i> )
Betreuungsvereinbarung ( <i>form</i> )

**Application to open the doctoral procedure (*form*)**

Tabular CV
5 printed copies of the dissertation (+ digital copy of the dissertation/PDF)
Registration evidence (not older than 3 months)
Laufzettel Bibliothek ( <i>form</i> )
Summary/Abstract (German and English)
If applicable: Proof of additional services (if not noted in the admission)
Letter of admission as a doctoral candidate and any originals submitted with admission