

Rules and Guidelines for Doctoral Students According to the Regulations for Doctoral Studies 2016

Doctoral Committee: Dr.-Ing.

*This leaflet contains information on the procedures for doctoral studies. **Only the regulations for doctoral studies (Promotionsordnung) are binding.***

0. Preparation

For important information, regulations and forms — such as, the PhD supervision agreement, the application form for enrolment as a PhD student, etc., — pertaining to doctoral degree studies, please go to <https://www.uni-stuttgart.de/en/research/doctoral-degree/fivesteps/index.html>

If you do not have a doctoral advisor (principal study adviser, supervisor), you will need to find one: <http://www.f-iei.uni-stuttgart.de/institut/index.html>

With the help of your supervisor, fill in the PhD supervision agreement, including the required qualification course, which you must successfully complete during your doctoral degree studies.

If you have a degree from a university outside Germany, you must fill in the form “Formal equivalence of degrees from universities outside Germany”. Please be aware that formal degree equivalence checking can take some time. (Please also refer to * in 1.)

You need to be a fellow of Stuttgart University for at least one year. You can complete this fellowship year while writing your dissertation.

1. Application for enrollment as a PhD student at GRADUS

The application for enrollment as a PhD student can be obtained at <https://www.uni-stuttgart.de/en/research/doctoral-degree/fivesteps/index.html>. Please fill in the application form that is relevant for you and submit it along with all mandatory appendices like, your CV, etc., required with the application. The PhD supervision agreement and the equivalence form, if required, also must be submitted to GRADUS (<https://www.uni-stuttgart.de/en/university/organization/persons/Hawlitsek-00001/>).

GRADUS verifies that the application documentation is complete and passes it on to the Dean's office, in the case of degrees from German universities, or to the rectorate* to verify equivalence in the case of degrees from universities outside Germany. In the latter case, the rectorate forwards the application documents to the Dean's office.

The documents are then sent from the Dean's office to the doctoral committee. The doctoral committee reviews the documents and, upon approval, enrolls the PhD student. The **acceptance letter** will be sent to you **by normal post** to the address on the application form for enrollment as a PhD student. If there are still some requirements that need to be met, they will be outlined in the acceptance letter.

The doctoral committee meets once a month during term. You can obtain a list of current dates from Frau Iryna Jung dekanat@f05.uni-stuttgart.de or 685-67234 at the Dean's office.

The letter of acceptance allows you to register **as a doctoral student** at <https://www.uni-stuttgart.de/en/research/doctoral-degree/enrollment/index.html>.

2. Meeting the requirements – Preparing the dissertation

You now draft the dissertation and meet any necessary requirements. Your doctoral advisor informs the Dean's office if and when the requirements have been fulfilled by submitting the necessary verifications.

Your schedule of tasks for the period between enrolling as a PhD student and submitting your dissertation is set out in the schedule and in the training program that is part of the PhD supervision agreement.

Formal requirements for the organization of a dissertation and for the title page are set out in the "Leaflet for doctoral candidates on the layout of the dissertation". This leaflet forms part of the regulations for doctoral studies.

The dissertation should be perfect bound or spiral bound, and the number of pages without the appendix should not exceed 120.

3. Submitting the dissertation – Application for admission to the examination – Appointing the examining board

When the dissertation is ready, it should be submitted to Frau Iryna Jung, Pfaffenwaldring 47, Room #4.116, 4th floor at the Dean's office in Faculty #5.

The following documents are to be **submitted** along with the dissertation:

- ✓ A declaration in writing by the supervisor that the thesis is ready for submission, and that the training program has been completed. The itemized training program should be signed off by your supervisor.
- ✓ Three printed copies of your dissertation; four copies are required in the case of two examiners
- ✓ A copy of your intermediate diploma or degree certificate
- ✓ Dissertation as a PDF file on a memory stick, for example
- ✓ E-mail address of the doctoral candidate
- ✓ Declaration by the doctoral candidate that, apart from the designated aids, he/she wrote the dissertation entirely by himself/herself
(Please either include this declaration as a loose sheet or integrate it in the thesis)
- ✓ The Dean's office also requires contact details for the external examiners

By submitting your thesis you are also **applying for admission to the examination**.

Please submit your dissertation along with the necessary papers by the Friday before the doctoral committee meeting scheduled to process your application. Committee-meeting dates can be had in the Dean's office from Frau Iryna Jung (685-67234).

The **examining board** for the oral test will be appointed by the doctoral committee. The doctoral advisor typically proposes the examiner(s).

All study advisers are then requested by the Dean's office to submit their reports. Upon receipt of the last report, the thesis is available for review by a selected group of persons instead of the two-week publication option.

Following a successful outcome of the review by all selected persons, you will be invited to defend your thesis at an appropriate date.

The principal study adviser (or their Secretary's Office) will consult with the examining board to set a **date for the oral thesis defense**. The Dean's office will be informed of the date.

Candidates are normally informed of the date while it is being arranged.

4. Oral examination

Immediately before the oral examination, the PhD thesis must be presented in public.

- Duration of presentation: 30 min.
- The members of the Examining Board each receives a printed copy of the presentation slides.
- The Chair of the Examining Board receives the presentation in .ppt, .pptx or .pdf. format on a memory stick.

In the oral examination (see PhD Regulations, Section 11) you must show that you have in-depth knowledge of the specialist field you have chosen for your dissertation. The format of the oral examination is as follows:

- Immediately before the examination the examiners will hold a short discussion lasting about 5 min. The candidate will leave the room during this period.
- The candidate should list the key elements of his/her thesis in max. 5 bullets on a sheet (4 times on paper or on a memory stick in .ppt, .pptx or .pdf format), and present them in 2 minutes at the beginning of the examination.
- The interview will last between 60 and 90 minutes.
- After the interview, the examiners will discuss the candidature. The candidate will leave the room again during this time.
- Finally, the candidate will be informed of the overall grade he/she has received.

5. Publication

You may have to make some changes to the thesis if requested by the examiners. The doctoral advisor will review the final version of the dissertation. When your advisor has completed his/her review he/she will advise the candidate that the work can be printed.

The candidate must lodge the archival copies with the university library within a year of passing the oral examination. Please refer to the "Leaflet for doctoral candidates on the layout of the dissertation" for more information. This leaflet forms part of the regulations for doctoral studies.

<http://www.ub.uni-stuttgart.de/-publizieren/stuttgarter-dissertationen>

University Library
Team #3: Theses, Exchange, Donations
Holzgartenstr. 16
70174 Stuttgart

Tel.: 685-83512

The university library will then send four copies for examination to the doctoral advisor. Following a review of the finished thesis, the doctoral advisor sends an approved copy to the Chair of the doctoral committee. The Dean's office then produces the doctoral certificate.

6. Doctoral certificate

You can normally pick up your doctoral certificate at the Dean's office. You will be notified by e-mail, or the doctoral certificate will be sent to the you by normal post.

Faculty #5
Doctoral Degree Studies in Electrical Engineering and Information Technology

THE PATH TO YOUR PHD

