

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

Doctoral Committee: Dr. phil.

The rules and guidelines are summarized below to assist candidates wishing to pursue doctoral studies in Faculty #5 at Stuttgart University. No guarantee is given that the information provided is correct, complete, or up to date. Only the valid Regulations for Doctoral Studies (Promotionsordnung) of Stuttgart University are legally 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/forschung/promotion/fuenfschritte/>

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.

If you have a degree from a university outside Germany, you must fill in the application form for the formal recognition of the equivalence of your degree. 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 the Examination Office

The application for enrollment as a PhD student can be obtained at <https://www.uni-stuttgart.de/forschung/promotion/fuenfschritte/>. 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 the Examination Office.

The Examination Office 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, and following the rectorate's approval, the application documents are forwarded 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/forschung/promotion/einschreibung/>

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. Alternatively, the verifications can be submitted when the dissertation is being submitted.

The title page of the dissertation must comply with the applicable version of the Regulations for Doctoral Studies (Appendix 1).

The dissertation should be perfect bound; it must not be ring bound.

If the topics in the dissertation are studied and investigated jointly with other scientists, the PhD student must disclose these collaborations in his/her section of the dissertation.

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, 5th floor at the Dean's office in Faculty #5.

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

- ✓ A written confirmation from your supervisor that your thesis is ready for submission, and that the training program has been completed.
- ✓ Three printed copies of your dissertation; four copies are required in the case of two examiners and/or SimTech (+ an extra copy for SimTech, that is, a total of five copies)
- ✓ 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 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
- ✓ Dissertation as a PDF file on a memory stick, for example
- ✓ List of publications as a PDF file on a memory stick, for example
- ✓ If necessary, proof of compliance with provisions

By submitting the documentation 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 Sonja Krieger (685-67234).

The **examining board** for the oral test will be appointed by the doctoral committee. The doctoral advisor typically proposes the examiner(s). (Examiners are usually appointed at a prior meeting.)

(Generally speaking, the examining board or individual members of the board can be appointed long before the planned thesis defense.)

If the examining board is in place, you may submit your thesis to the Dean's office at any time regardless of the dates set for examining-board meetings.

All study advisers are then requested by the Dean's office to submit their reports. All reports must be submitted at least three weeks before the oral thesis defense. The thesis is publicly available for review via Ilias over a two-week period; the start of this period is announced when you are invited to attend the oral examination. (The thesis **must** be published for two weeks **before** the oral examination takes place.)

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. Examination

The oral thesis defense will be conducted as follows:

The candidate presents his/her dissertation. The presentation should take no more than 30 minutes. This is followed by an oral examination behind closed doors. The oral test will last at least one hour — the test duration will typically be between 60 and 90 minutes.

In the oral thesis defense (see PhD Regulations, Section 11) you must show that you have in-depth knowledge of the specialist field you have chosen for your dissertation.

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 submit the approved archival copies to the university library within a year of passing the oral examination.

<http://www.ub.uni-stuttgart.de/forschen-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, and a copy to the Dean's office. The Dean's office then issues the approval for printing.

6. Certificate

You can normally pick up your doctoral certificate at the Dean's office. You will be notified by e-mail.

THE PATH TO YOUR PHD

