

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 Doctoral degree regulation (Promotionsordnung) of Stuttgart University are legally binding.

Submitting the dissertation and Application for admission to the examination

Preparing the dissertation - Meeting the requirements

- ✓ If you have been issued requirements these must be fulfilled before submitting your dissertation. 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 Doctoral degree regulations (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.

Submitting the dissertation – Appointing the examining board

When the dissertation is ready, it should be submitted to Dean's Office, Pfaffenwaldring 47, Room #4.116, 4th floor at 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 agreement on doctoral studies 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 fulfilling issued requirements

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 (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

llias 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.