

*This leaflet contains information on the procedures for doctoral studies. **Only the regulations for doctoral studies (Promotionsordnung) are 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.
- ✓ 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 doctoral degree regulations.
- ✓ The dissertation should be perfect bound or spiral bound.
- ✓ The number of pages without the appendix should not exceed 120.

### 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 declaration in writing by the supervisor that the thesis is ready for submission, and that the agreement on doctoral studies has been completed. The itemized agreement on doctoral studies 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 (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.