



### Leaflet 3 “Admission of the Doctoral Examination”

After finishing the dissertation, you need to submit an **informal application for admission of the doctoral examination to the head of the PhD Committee** (§7 of PromO 2011) containing the supervisor and the title of the dissertation. The following documents are also required:

- informal application for admission of the doctoral examination
- objectively justified suggestions for the experts if necessary (can be included in the application)
- An audience is allowed to take part in the thesis defence. If this is not desired, you have to object the participation in written form.
- CV in English and German including educational background (this also has to be part of the dissertation)
- proof of fulfilment of additional requirements if necessary (pursuant to §3 subs. 6)
- proof of successful completion of taught courses (pursuant to § 2 subs. 6)\*
- confirmation of fulfilment of the reporting obligation by the supervisor (pursuant to § 4 subs. 5)\*
- Four printed and bound copies of the dissertation as well as one electronic version on CD have to be submitted (pursuant to § 6). Please consider the design of the title page\*.
- Either an enrolment certificate if you are enrolled as PhD student  
*or*
  - an employment contract or a similar proof if employed in Public Service and if de-registered more than three months ago *or*
  - an official certificate of good conduct if de-registered more than three months ago and not employed in Public Service.

The affidavit is completed and signed at submission.

#### Time schedule for the doctoral examination procedure (§ 9 and 10 of PromO 2011)

The normal procedure takes at least eight weeks:

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|---|------------------|
| 1. From submission of the dissertation until receipt of expert opinions | 4 weeks          |
| 2. Display  | 2 weeks          |
| 3. Announcement of the date for the thesis defence                      | at least 2 weeks |

\* Forms are available at the Dean's office or online on our website.