



Leaflet 3 “Admission to the Doctoral Examination”

After finishing the dissertation, you need to submit an **informal application for admission to the doctoral examination to the head of the PhD Committee** (§ 9 of PromO 2023) containing the supervisor and the title of the dissertation. The following documents are also required:

- Informal application for admission to 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 § 5 (2))
- Proof of successful completion of taught courses (pursuant to § 8 (2))*
- Confirmation of fulfilment of the reporting obligation by the supervisor*
- Four printed and bound copies of the dissertation as well as one electronic version have to be submitted (pursuant to § 11). 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 (§ 12 and 13 of PromO 20123)

The normal procedure takes at least eight weeks:

- | | |
|---|------------------|
| 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.