



### Leaflet 3 “Admission to the Doctoral Procedure”

After finishing the dissertation, you need to submit an **informal application for admission to the doctoral procedure 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 procedure
- 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.
- 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\*. The dissertation must be written in German or English (pursuant to § 11 (7))
- CV in English or German at the end of the dissertation which must contain at least details of the academic background and year of birth (pursuant to § 11 (8))
- 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 procedure (§ 12 and 13 of PromO 2023)

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 online on our website.