



Leaflet for supervisors for the PromO 2023

Before starting the PhD program:

1. The PhD students should apply immediately prior to the start of the PhD program for the admission at the Examination Office.
2. According to § 7, a supervision agreement has to be reached.*
3. There is a first supervisor and a second supervisor. The first supervisor is responsible for the topic suggestion and usually the first reviewer.
4. The second supervisor is supposed to act as a mentor. She/he does NOT need to represent the field of the topic or to be the second reviewer.
5. According to § 7 (4), junior research group leaders, habilitated and people with accomplishments equivalent to habilitations can be granted the right to award doctorates upon application.
6. The above average qualification of the doctoral student has to be proven, for example through a selection interview (Confirmation see supervisor agreement).
7. The first supervisor has to issue a recommendation about the equivalence of a degree that has been acquired abroad.*
8. Functional language skills of the doctoral student in German or English have to be demonstrated from abroad.*

During the PhD program:

9. The doctoral student has the duty to report regularly. The first supervisor has to confirm the fulfilment of the reporting obligation.*
10. Courses in the amount of 20 SWS or rather 20 CPs have to be taken. The first supervisor has to confirm the proof for that.*
11. The PhD program should take 3 years. If it takes longer, the first supervisor will have to report to the chair of the PhD committee about the status of the thesis.
12. The dissertation can be written in the German or English language.
13. The first supervisor decides about the admissibility of pre-releases. These have to be mentioned in the dissertation.
14. A cumulative dissertation is possible but has to be applied for before the submission.

After completion of the dissertation

15. The doctoral student has to apply for the admission to the doctoral examination.
16. If the dissertation has been suggested for a distinction by both reviewers, a third external report needs to be obtained. The **suggestion** has to be addressed **in writing** to the chair of the PhD Committee.