



Fact Sheet Applying for Doctoral Examinations¹

In accordance with the PhD Regulations of 2 March 2017

Doctoral candidates are required to apply for their examination when submitting their dissertation, at the latest four months before the desired date of their oral examination. Please be advised that no doctoral examinations are held during MA examination sessions. Candidates are required to apply for their doctoral examination in person at the Office of the Dean of the Faculty of Humanities and Social Sciences. Candidates seeking admission to doctoral examinations must submit a written application and the following documents (in accordance with § 14):

1. A written application, addressed to the Dean of Research, seeking formal admission to the doctoral examination. Applications must include the following details:
 - a. The applicant's name, including his or her full first name and last name, current address, telephone number, e-mail address;
 - b. The subject and, if applicable, the doctoral program;
 - c. The names of the members of the candidate's Doctoral Dissertation Committee (please provide the full address of external supervisors);
 - d. The exact title of the dissertation, including its subtitle;
 - e. The date on which the dissertation was submitted;
 - f. The names of the requested examiners (examiners who are not members of the candidate's Doctoral Dissertation Committee must be approved by the PhD Awards Committee (Promotionsausschuss) prior to the examination. Please include a copy of the approval letter);
 - g. Please enclose copies of the supporting documents listed below (2.-6.).
2. Curriculum vitae (including date of birth, education, an outline of your university studies)
3. Documentary evidence that the candidate has satisfied all admission requirements (please enclose a copy of your Individual Plan of Study, bearing your first supervisor's signature)
4. Documentary evidence of the credit points obtained in formal compliance with the signed Doctoral Agreement (please enclose copies of your first supervisor's signed confirmation on your Individual Plan of Study and of your MOnA performance summary). Candidates are reminded that they must have obtained the total number of required credit points when applying for their doctoral examination.
5. One copy of the dissertation manuscript. (Candidates should ensure that each member of their Doctoral Dissertation Committee receives a copy of the dissertation manuscript for appraisal.)
6. Dissertation Declaration, made in accordance with § 14.d) of the PhD Regulations (do not enclose the declaration in the dissertation manuscript).
7. For the members of doctoral programs: such candidates are required to submit evidence of their successful completion of the program and that they have fulfilled all coursework and curricular requirements.

Candidates applying for doctoral examinations must present the **original** of the last signed version of their Doctoral Agreement and their Individual Plan of Study *and* submit **copies** of both documents.

Admissions to doctoral examinations are subject to the supervisors' acceptance of the dissertation. In accordance with § 13 of the PhD Regulations, decisions on the acceptance or rejection of the dissertation are taken within four months of submission. Confirmations of acceptance and of the examination admission are sent to candidates together with the corresponding examination schedule. Examinations are held within two months of the acceptance of the dissertation.

Candidates are required to be matriculated when sitting their examinations.

¹ Translation – only the German version is legally binding.