



Fact Sheet Applying for Doctoral Examinations¹

In accordance with the Doctoral Study 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 via the [Phil-App](#) or by [email](#). After submission of the dissertation thesis to the members of the doctoral committee², candidates seeking admission to doctoral examinations must submit a written application with the following documents (in accordance with § 14):

1. Application documents (to be submitted in a single PDF document):
 - a. A written application, addressed to the Dean of Research, seeking formal admission to the doctoral examination. Applications must include the following details:
 - The applicant's name, including his or her full first name and last name, current address, telephone number, e-mail address, matriculation number;
 - The doctoral subject and, if applicable, the doctoral program;
 - The names of the members of the candidate's Doctoral Committee (please provide the full address of external supervisors);
 - The exact title of the dissertation, including its subtitle;
 - The date on which the dissertation was submitted to the supervisors;
 - The form of the dissertation (monograph or cumulative thesis)
 - b. Dissertation Declaration, made in accordance with § 14.d) of the Doctoral Study Regulations
 - c. Last signed and full version of the Doctoral Agreement, incl. 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 academic progress summary).
Candidates are reminded that they must have obtained the total number of required credit points when applying for their doctoral examination.
 - d. 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.
 - e. Candidates who submit a cumulative dissertation: a complete bibliography of the articles and their status of publication (including a copy of the acceptance/submission confirmation).
2. One copy of the dissertation manuscript (to be submitted as a PDF document).

Admissions to doctoral examinations are subject to the supervisors' acceptance of the dissertation. In accordance with § 13 of the Doctoral Study 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.

The University of Basel offers an online verification service for electronic documents. Due to this verification process, it is only possible to a limited extent to implement modifications after issuing the documents. Therefore, please update your personal details in the Online Services before the examination. Please also provide a private e-mail address so that we can continue to contact you during the publication process should your unibas-address expire upon leaving the university.

¹ Translation – only the German version is legally binding.

² Each member of the doctoral committee receives one copy of the dissertation for review. These are to be submitted by the applicant directly to the supervisors. The form of submission (printed or digital version) must be agreed with the supervisors.