Graphic summary of the thesis submission / End

1 Documents for the thesis submission

Please contact the PhD Office **ONLY** having all the required documents

1.1

original and the copy of the **employment contract in a public service institution**

- or: **a criminal record certificate** „Führungszeugnis zur Vorlage bei einer Behörde nach § 30 Abs. 5 BZRG“

1.2

Online Form „Thesis submission“

LINK

1.3

C.V.

1.4

Two bound copies of your thesis with Sample title pages.pdf

1.5

Application for admission to the thesis defence.pdf

1.6

Affirmation in lieu of an oath.pdf

1.7

Declaration.pdf

1.8

Confirmation concerning the proper return of one’s workplace.pdf

9.9

Examination Board Members.pdf

1.10

Einwilligungserklärung_Disclose.pdf

1.11

In case: **Immatrikulationsbescheinigung**

2 Digital process

Confirmation of submission by the PhD office. Then your email to all members of the committee and in cc to the PhD office with 2 PDFs (thesis and CV). Later communication of the examination details.

3

Evaluations (Gutachten) *within max. 3 months.*

4

Circulation (Umlauf)
Upload of the thesis acceptance or refusal *within max. 4 weeks.*

5

Official invitation to the defence only if the circulation has been accomplished. Deadline *at least one week* before the date of the exam.

6

Defence (Rigorosum) At least one examiner (preferably the doctoral supervisor or/and chairperson of the committee) should be physically present with the candidate. The remaining members could be switched into the conference via digital streaming services or be present.

7

After the defence: Corrections and submission of depository copies to the university library

After the oral examination.pdf

8

Final degree certificate : Four up to eight weeks its collection by the PhD candidate or by an authorised representative.

Authorization to collect the PhD degree certificate.pdf