

### **Step 1: Admission to the PhD examination process**

Timeframe: after the successful submission of all documents and their review and acceptance by the doctoral office

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### **Step 2: Submission of the doctoral thesis**

Timeframe: at least four months before planned defense

Please note: A special application ("Sonderfallantrag") is required if you plan to include external reviewers and examiners. This application must be submitted to and approved by the doctoral degree office before you hand in your doctoral thesis!

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### **Step 3: Planning the oral examination (aka. thesis defense)**

Consult with the doctoral degree office to answer all questions about the upcoming examinations

Start planning for the doctoral candidate's thesis defense:

Who will be the chairperson of the examination committee? (list available in the doctoral degree office)

Are there any external members in the examination committee? If so, a special application must be submitted (see above).

What are the technical requirements?

Which room can be booked for the defense? Does everybody know how to get to the room?

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### **Step 4: Evaluation of the submitted thesis by the officially appointed reviewers**

Timeframe: 3 months

Reviewers receive the manuscript from the doctoral degree office. All reports must be compiled independently of one another. The Bamberg University grading chart is provided together with the manuscript by the doctoral degree office.

(For reviewers: If a *summa cum laude* grade is likely, please inform the doctoral degree office as soon as possible, preferably before the three month period is over, to minimize delay. Additional reviews take additional time!)

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### **Step 5: Faculty revision of the dissertation with the reviews (online via DissViewer)**

Timeframe: 14 days during the semester / 28 days during semester break

Organization: –Files are uploaded by by the doctoral degree office

Objections from within the faculty may be raised in writing during this time and must be submitted to the doctoral degree office with detailed reasons for the objection. The doctoral degree office makes a decision regarding consideration of these objections in their next regular meeting.

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## **Step 6: Submission of additional thesis papers for the oral examination**

Time: no later than three weeks *before* the defense

Organization: the additional topics and their respective theses must be agreed upon with the members on the doctoral degree committee, including the chair person, beforehand; the file including the topics and theses is then sent via Email by the doctoral candidate to the doctoral degree office.

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## **Step 7: Acceptance / Rejection of the Doctoral Thesis**

Timeframe: after the end of the revision by the faculty (see Step 5)

Organization: The doctoral degree office sends the acceptance letter to the doctoral candidate (by email).

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## **Step 8: Official Invitation to the Oral Examination**

Timeframe: one week before the defense

Organization: The doctoral office sends an invitation, including the thesis papers, to the examination committee and the dean of the faculty (by email)

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## **Step 9: Oral Examination**

Timeframe: 90 minutes

For the organizational details please see Step 3. Informal guidelines for the oral examination/defense can be requested from the doctoral degree office!

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## **Step 10: Grades Certificate**

Timeframe: a few days after the oral defense

Organization: the document is sent by email from the doctoral degree office to doctoral candidate.

Content: The document certifies that the examination has been successfully completed. It does NOT yet entitle the recipient to use the title in any official capacity!

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## **Step 11: Preparation of the manuscript for publication**

Timeframe: individual

Orga: The candidate may talk to their reviewers regarding their respective recommendations for changes to the manuscript in preparation for the publication. The doctoral candidate sends a revised version of their doctoral thesis manuscript to the reviewers by email before publication.

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### **Step 12: Acceptance of the manuscript for publication**

Timeframe: after the manuscript has been revisited

Orga: Both reviewers inform the doctoral office that the dissertation can be published as submitted (by email).

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### **Step 13: Permission to publish**

Timeframe: as soon as all reviewers have given their consent (see Step 12)

Orga: The chair of the doctoral committee grants permission for publication (by email).

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### **Step 14: Publication**

Timeframe: around 2 years, a deadline extension can be issued via e-mail request

Orga: The doctoral candidate and the University Library coordinate the publication. Informal guidelines for the publication process can be requested from the doctoral degree office or found on the homepage of the doctoral office. The candidate can now apply for a preliminary doctoral certificate. Only *after* the issuing of this preliminary doctoral degree certificate may the doctoral title be used in any official capacity.

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### **Step 14: Confirmation of Publication**

Timeframe: after publication is complete

Orga: The University Library sends their final confirmation of the completed publication process to the doctoral candidate and the doctoral degree office.

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### **Step 15: Completing the Doctoral Degree Certificate**

Timeframe: only after publication process if finalized

Orga: The doctoral degree office checks all the information needed to complete the doctoral degree certificate and goes through individual options for the certificate with the phd candidate (by email).

Please note that due to the signaturing process, it may take several weeks for the certificate to be issued.

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### **Step 16: Official issuing of the doctoral degree certificate**

Timeframe: completes the doctoral degree process

Orga: The certificate will be sent by postal mail or may be picked up in person. After receiving the certificate, the candidate can now use the doctoral title in any official capacity.

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### **Step 17: Graduation Ceremony**

Timeframe: once a year

Orga: Please contact the dean's office of your respective faculty (GUK or HUWI) for more information.