Exemplary doctoral process
at the Faculty of WIAI

Application

Doctoral student
Application for admission to doctoral studies

- Digitally and in writing at the PhD Office
- Application for admission
  - Suggestion for supervisor
  - Proposal for the doctoral committee
  - Proposal for colloquium subjects - three subjects from two subject groups
  - Form of the colloquium
- Attachments
  - CV
  - Declaration on the application for admission
  - Supervision agreement
  - Supplementary survey form
  - Examination certificates
  - if applicable, official certificate of good conduct (= Führungszeugnis)

Details can be found on the WIAI PhD website.

~ 1 week

PhD Office
Confirmation of receipt

~ 2 weeks

PhD Office
Sending the admission letter and inquiring about the chair of the examination board

~ 2 weeks

PhD Office **Examination Board**
Determination of the chair of the examination board

1 week objection period by the doctoral committee

PhD Office
Information to doctoral candidates about the composition and chair of the examination board

usually a few months until colloquium

Colloquium

Doctoral student
Scheduling and conducting the colloquium together with the examination board

Examination Board
Scheduling and conducting the colloquium together with the doctoral student

~ 1 week

PhD Office
Preparation and dispatch of the colloquium notice after receipt of the minutes by the chair of the examination board

from colloquium 5 years until submission of dissertation

Dissertation

Doctoral student
Submission of the dissertation

- Submission of the dissertation to the PhD Office
  - Three printed copies and one electronic version
  - German and English abstract
  - Declaration of Authenticity
  - Cumulative: Overview of co-authors
  - Further declarations

Details can be found on the WIAI PhD website.

~ 1 week

PhD Office **Doctoral Committee**
Information to the Doctoral Committee about submission

1 week objection period

Reviews

Reviewer
Writing the reports

3 months deadline for report creation

~ 1 week processing

PhD Office
Display of the dissertation with both reports for inspection in the dean's office and DissViewer

4 weeks display

Doctoral student
Declaration of consent for the digital display of the dissertation

Theses & Disputation

Doctoral student
Coordination of the disputation date with the doctoral office and doctoral committee and, if necessary, the dean's office regarding room reservation and catering equipment

Examination Board **PhD Office**
Coordination of the disputation date with the doctoral candidate

Doctoral student
Submission of theses on the main results

Theses at least 3 weeks before the disputation

Dean
Invitation to the disputation including theses

Invitation at least 2 weeks before the disputation

Doctoral student
Conduct of the disputation

Examination Board **PhD Office**
Conduct of the disputation

~ 1 week

Publication & Certificate

Chair of the Examination Board
Sending the protocol to the doctoral office

~ 1 week

PhD Office
Sending the results notification to the doctoral student and information to the university library regarding publication

~ 1 to 3 months

Doctoral student
Publication of the dissertation, usually jointly with the university library

University Library
Publication of the dissertation together with doctoral student

~ 1 month

PhD Office **In-house Printing** **Dean** **President**
Printing of the doctoral certificate and sealing by the Dean and President

~ 1 week

Doctoral student
Receipt of the doctoral certificate

PhD Office
Awarding of the doctoral certificate

From now on you can use the title of doctor!

PhD Office ≙ *Promotionsbüro*
Doctoral Committee ≙ *Promotionsausschuss*
Reviewer ≙ *Gutachter*
Examination Board ≙ *Promotionskommission*

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