

The following document is an English translation of the original and binding German language version of the document "Promotionsverfahren nach Abschluss des Promotionsstudiums"

Doctoral examination process upon completion of doctoral studies

Based on the doctoral regulations and the Guide to Doctoral Regulations

Application to begin the doctoral examination process

Applications to begin the doctoral examination process must be submitted in writing to the dean for the attention of the Faculty Assembly. Applications can be submitted at any time.

Excerpt from the Guide, section 4 'Beginning the doctoral examination process':

'The following documents should be enclosed with the application to begin the doctoral examination process:

- a. Sufficient printed copies of the dissertation to cover one for each of the planned examiner assessments plus a copy for display in the dean's office,
- b. A candidate declaration stating that he or she completed the submitted work independently, that only the aids mentioned were used in writing the dissertation, and that any passages taken from other works (verbatim or in content) have been indicated as such,
- c. A declaration stating if the dissertation has been submitted to a faculty in the past or in another version,
- d. Proof of the academic achievements gained,
- e. Proof of registration for the duration of doctoral studies.'

Beginning of the doctoral examination process by the Faculty Assembly and naming of examiners

The Faculty Assembly begins the examination process and confirms the examiners. The first assessment is prepared by the supervisor, whilst the doctoral student is entitled to submit a proposal for the second examiner. The dean will inform the doctoral student of the Faculty Assembly's decision.

Assessment

The first and second examiners have a period of three months to complete the assessment. The dean's office will inform the examiners of the submission deadline and grading type (whole or half marks, grading scale). They can contact the dissertation supervisor if they have any questions regarding the assessment.

Inspection

Once all the assessments have been submitted to the dean's office, they are displayed together with the dissertation in the dean's office for a period of three weeks for inspection by members of the Faculty Assembly

who hold doctorates. These individuals may submit further written opinions on the dissertation and the associated assessments to the Faculty Assembly until three days after the end of the display period.

An item only needs to be placed on the Faculty Assembly agenda if additional opinions have been submitted or if one of the assessments awards a mark lower than 4.0.

Defence

The dean's office will inform candidates whether the dissertation has been accepted (at end of the display period or following acceptance by the Faculty Assembly, see 'Inspection') or rejected and of the date of the defence. The dean's office sets the date of the defence, which will be no later than three months following acceptance of the dissertation. The members of the Faculty Assembly should be invited. The defence is public, meaning that interested individuals (e.g., family, friends) may attend. In general, all examiners will attend the defence, which is headed by a faculty member not involved in the examination process.

Completion of doctoral examination process

The doctoral examination process is complete once the defence is over. The dean's office issues a 'preliminary certificate' stating the overall mark.

The Student Administration Office is informed by email that the examination process is complete. The Student Administration Office terminates the student's enrolment.

The examination and degree fees are invoiced by Financial Services.

A second copy of the preliminary certificate is presented at the graduation ceremony.

Publication

The dissertation must be published within two years of passing the defence, either by a publishing house or in electronic form through the Main & University Library (LORY). The title of Ph.D. (in German: Dr. oec.) will only be awarded and the doctoral certificate (including overall mark and grade) and degree certificate presented once the dissertation has been published and the deposit copies have been filed. The date on the doctoral certificate will be the date of the defence.

Six deposit copies must be filed with the dean's office: two are given to the examiners and four to the Main & University Library (one of which is archived).