



Guidelines for the formal procedure at the public defense of Doctoral dissertations

Procedures and timeline:

Time between submission and defense: approx. 2-3 months

After submission of the thesis, the coordination office will send copies to the 4 referees (3 TAC members + 1 external reviewer). The referees have up to 6 weeks to send their evaluation to the coordination office.

In case the referees suggest a candidate for „summa cum laude“ an additional evaluation from a second external referee will be obtained.

As soon as the coordination office has received all evaluations, the dissertation will be made available to all graduated university members for the duration of 14 days. This will be announced by e-mail. If there are no objections by university members, the thesis is accepted and the PhD candidate can defend his thesis (disputation).

Disputation:

The disputation has to take place AFTER the 2 weeks of public display but within 6 weeks after announcement.

It is the student's responsibility to organize the disputation.

The disputation consists of a public talk (30 minutes) and a discussion (30-60 minutes). It counts 40% of the final grade.

A total of 4 examiners have to be present:

At least 1 examiner must be member of the PhD committee. The other examiners should be TAC members and/or external thesis reviewers or members of the PI list of the Graduate School.

Should your dissertation have been graded “summa cum laude”, two members of the PhD committee have to be present at your disputation.

The coordination office has to be informed of the date and time of the disputation and the participating examiners and whether the office should arrange a room.

Directly after the disputation the candidate receives a preliminary certificate confirming that the doctoral procedure has been successfully completed.

It takes up to 2 months till the final diploma is issued. The degree/title (Dr. rer. nat. or Ph.D.) may only be used after receiving the Dr. rer. nat or Ph.D. diploma.

Organization:

It is the student's responsibility to organize the disputation and take care of all issues related to travel arrangements etc.

Travel costs and accommodation of external examiners will be reimbursed by the Graduate School (only 2nd class train and flight tickets and hotel costs up to 80 Euro per night).