



## Information on the doctoral thesis revision process and guidelines for the preparation of the public Defence

### Revision Process

After submission of the thesis, the PhD Committee selects one of the three suggested external experts. Then the dissertation copies will be sent to the 4 reviewers (3 TAC members + 1 selected external reviewer). The reviewers are asked to submit their evaluation to the coordination office within 6-weeks after reception.

In case at least three of four reviewers suggest the dissertation to be graded with the degree of „summa cum laude“, an additional evaluation from a second external reviewer will be obtained.

As soon as the PhD committee has approved all evaluations, the dissertation will be made available to all graduated university members during a period of 14 days. This will be announced by e-mail (public display, Mailing “Auslagefrist”). If there are no objections by university members, the thesis is accepted and the PhD student can defend her/his thesis (disputation).

The final grade is composed as follows: 60% average grade of the dissertation, 40% grade obtained at the defence.

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

### Preparation of the public Defence

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

It is the PhD student’s responsibility to schedule the defence.

Note: At least 4 examiners have to evaluate the defence: the TAC members and the external thesis reviewer. Furthermore, one of the examiners should be member of the PhD committee. Should TAC members 2 or 3, or an external reviewer not be available for the defence, they can be replaced by a member of Ulm University, qualified as a professor/or equivalent and not from your institute.

As soon as the date is scheduled, the form “thesis defense registration” has to be submitted to the coordination office. After consultation with the candidate, the coordination office takes care of room booking and/or organizing the online meeting (Zoom link).

Prior to the defence, there will be a public announcement via email to Ulm University mailing lists. The PhD student is responsible for the invitation of the external examiner(s) to the defence.

The defence consists of a public talk (30 minutes) and a discussion (30-60 minutes).

Directly after the defence the candidate receives a preliminary certificate detailing the grades of dissertation, defence and the overall grade. This preliminary certificate however does not include the permission to carry the academic title pursued with the doctorate.



## **Final Publication**

After the disputation, the candidate has to start the final publication process with the KIZ (<https://www.uni-ulm.de/en/einrichtungen/kiz/service-katalog/wid/publikationsmanagement/university-publications/>).

The supervisor has to confirm the congruence of content of the examination copy and the publication copy. This confirmation (“Übereinstimmungserklärung”) has to be submitted to the coordination office. As soon as the publication process is completed, the candidate and the coordinaton office will receive the confirmation via E-Mail (“Abgabebestätigung”).

The final publication has to be done within 1 year after the date of defence at the latest.

It is only then that the final certificates are issued. The degree/title (Dr. rer nat. or Ph.D.) may only be used after receiving the Dr. rer. Nat. or Ph.D. certificate.

## **Travel issues of External Reviewers:**

It is the PhD 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 IGradU. The reimbursement procedure/rules of Ulm University apply (<https://www.uni-ulm.de/en/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/>).