

Instructions for submitting an application for **INITIATING** and **COMPLETING** a doctoral examination procedure

Initiation procedure

Submission to the School of Study (SDA)

- Present your dissertation to your SDA (or research centre [FSP]) **in good time** (before submitting it to the office). The dates of the SDA meetings are published in the relevant office. If you give your presentation at the FSP, ensure that the initiation application is forwarded to the SDA so that it can be approved there.

- Submission to the office

- The application must be e-mailed or posted and include all signatures and the names of the reviewers and the Chair of the Board of Examiners. In the case of internal supervision, this takes place two years after admission to a doctoral degree at the earliest; in the case of external supervision, this takes place three years after admission to a doctoral degree at the earliest.

- Six hardbound**, printed copies (adhesive binding) as well as a PDF version (sent via e-mail or uploaded to the cloud) must be submitted in German or English (no foreword, no acknowledgement, no dedication). In doing so, note the following:
 - Use the correct cover sheet for the submission; (*)
 - Provide a summary of the content (at the beginning of the dissertation in the language in which the work was written);
 - Attach a **current** and **complete** curriculum vitae in **tabular form** (at the end of the dissertation). (*)

The following must also be included separately:

- A one-page summary in the language in which the work was written;
- A German/English abstract (Each max. 8 lines);
- A list of own publications (state "None to report" if necessary);
- The sworn statement form (*) over two pages

In the case of a cumulative dissertation, it should be noted that only publications can be used for which your predominant collaboration has been confirmed in writing by all co authors on the form provided.

A predominant contribution exists if more than 50% of the scientific contribution can be attributed to you. We recommend that the confirmation from the co-authors at an early stage, preferably when the publication is accepted to pick up

Completion procedure

- After **all reviews** have been **received in due time**, they will be dealt with at the next Doctoral Degree Committee meeting.

- Once the reviews have been accepted, all those involved will be informed in writing and the dissertation will be **made available to the university public for a fortnight**. Only

once these two weeks have elapsed may the candidate be invited to an oral examination.

- The oral examination procedure is set out in the doctoral regulations. Should **special regulations** be necessary (e.g. due to a pandemic), these will be published on the website managed by the Office of the Doctoral Degree Committee.

(*) <https://www.tuhh.de/tuhh/studium/studienangebot/promotion-und-habilitation/formulare.html>