Description of doctoral examination procedure
for doctoral candidates at the Faculty of Engineering

Please register on docdaten.fau.de to begin the doctoral examination procedure. Afterwards you will receive a link that will take you to the application form for Admission to Doctoral Examination. According to FAU’s General Doctoral Regulations and Faculty Doctoral Regulations, you need to be admitted first before you can initiate the doctoral examination process or submit your thesis.

You will find answers to frequently asked questions regarding the registration process on www.promotion.uni-erlangen.de/faq.shtml.

Guidelines on documentation to be submitted along with admissions application:
- Original or certified copies of your Diplom / Bachelor’s and Master’s degrees together with the corresponding academic records, e.g. diploma supplements, transcript of records, are to be submitted. Original documents will be handed back after inspection; certified copies will be retained. If your name has changed because of marriage, please keep your marriage certificate as well as your passport or ID card available.
- Curriculum Vitae giving details of your educational and academic background. The photo can be added digitally. Please do not forget to sign your CV.
- Please present photographic identification (ID-card, passport) when submitting your application for admission.
- Please read the second page of the application form carefully! If the doctoral thesis was not commissioned for a fee by a third party, the supervisor has not to sign this part of the application.

On receipt of your Application for Admission along with all the required documentation, your data record will be activated immediately (if it hasn’t already been done). After verification you will receive the letter of admission by mail. Your admission status will also be displayed in DocDaten.

Please download the Application form for Initiation from DocDaten and refer to the checklist on the first page for further information on which documents to enclose. Please note:

- You need to submit 5 bound copies of your thesis (6 copies in case of 3 reviewers; no spiral binding!) Your thesis has to include a detailed summary in English. If the thesis is written in English, the title and summary have to be translated into German.
- In case admission has been accepted under any reserve, you have to attest that all the requirements are fulfilled.
- The certificate of good conduct should not be older than three months.
- Please provide a short explanation if the chosen external examiner (“fachfremder Prüfer”) for the oral exam is not from the Faculty of Engineering as this case is an exception to the rule.
- The documents for the initiation of your doctoral examination have to be submitted on time, i.e. by Monday, 12.00 pm, in the week prior to when the Faculty Council meets. During the semester break you can submit your thesis anytime (so-called “Ferienverfahren”).

After the initiation of your doctorate, the Office of Doctoral Affairs will request the thesis evaluations from the reviewers. You can follow the entrance of the evaluation report via DocDaten.

On receipt of the last evaluation, the 2-week public display will be started. The display of the thesis usually begins on a Monday, provided that the Office of Doctoral Affairs has received all evaluation reports by Thursday, 12 p.m., of the previous week, and the reviewer has recommended the acceptance of the thesis. The candidate will receive a copy of the information about the public display.

The acceptance of the thesis will happen automatically, if
- the reviewers recommend the acceptance and
- no objections have been raised during the two-week display.

Please note if the initiation of the doctoral examination procedure takes place during the semester break (“Ferienverfahren”), the public display of your thesis can start, at the earliest, in the week of the semester’s first Faculty Council meeting.
The date for the **oral exam** has to be arranged with the members of the oral exam committee. The Office of Doctoral Affairs has to be informed about this date at least 14 days prior to when the exam is scheduled for in writing using the **provided form**. The oral exam can take place one day after the end of the 2-week display period at the earliest. However, the appointment should be arranged so that there is at least two weeks between the last day of display and the oral exam.

The invitation letters for the oral exam will be sent out by the Office of Doctoral Affairs.

After the oral exam, the thesis has to be published (s. § 15 RPromO/FPromO).

Before publishing, please remember to add the missing information on the back of the title page.

Please note: "Vorsitzende/r des Promotionsorgans" is the dean of the Faculty of Engineering; since 1st October 2016: Prof. Dr.-Ing. Reinhard Lerch.

**Attention:** Please submit (irrespective of way of publication) a PDF file of the first two pages of your thesis to the Office of Doctoral Affairs to have the details checked and to avoid corrections afterwards. Please get in contact if your original title will be changed in the published version of your dissertation.

The Doctoral degree will be issued once
- the mandatory copies have been submitted to the University Library (Erlangen city centre) and the Library has confirmed receipt in writing, and
- the form from the supervisor (“Druckfreigabe”) acc. to § 15 Abs. 3 RPromO has been received.

If the thesis is published by a commercial publisher, a confirmation of a minimum circulation of 150 copies is needed.

The publishing process has to be finished within 1 year!

The doctoral degree certificate will be issued once the doctoral examination procedure has been completed. The graduate may only assume the doctoral title after receiving the doctoral degree certificate.

If you have any further question, especially during the doctoral process during the semester break, please do not hesitate to contact: **Mrs. Kirsch, Mrs. Schwinn and Mrs. Weber**

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**Visitors address:** Martensstraße 5a, 91058 Erlangen, R. 0.09

**Office of Doctoral Affairs opening hours:**  
Mo & Thu 8:30 to 15:00  
Tue, We & Fr 8:30 to 12:30 and by appointment

Stand: 25.01.2017