

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.

Admission to a doctorate

Following documents are needed:

- Application form for Admission signed by you and your supervisor
- Curriculum Vitae giving details of your educational and academic background.
- Do not forget to sign your CV!
- Original or officially 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
- Please present photographic identification (ID-card, passport) when submitting your application for admission.

If you provide officially certified copies of relevant certificates, diplomas and other documentation issued abroad, make sure that the copies you submit are identical with the original documents. You must also provide officially certified translations of any original documents that are not in German or English. You will find brief guidelines on what certified copies should look like, who can issue them and which documents must be translated. Before submitting your application, please check carefully that any documents requiring certification comply with the criteria specified. More information find under <https://www.fau.eu/study/from-abroad/important-information/notes-on-certification-of-documents/>

Regulations for China and Pakistan

China: Applicants with documentation in Chinese must in all cases submit their booklets that have been certified and stamped by a Chinese notary.

Pakistan: Applicants with documents from Pakistan have to submit certified copies including the HEC Attestation Stamp (Attestation Stamp of the Higher Education Commission Pakistan). The HEC Stamp has to be on the Degree Certificate as well as on the Transcript of Records.

Please only send us the officially certified copies of your original documents and their translations and never the original documents. The Office for Doctoral Affairs accepts no liability for lost application documents. 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 post mail. Your admission status will also be displayed in DocDaten.

Initiation of the doctorate procedure

Following documents are needed:

- Application form for Initiation - please update your working title in DocDaten and add the German translation of the title before you download the Application form for Initiation
- The rules of bias of the DFG always apply to the appointment of reviewers
- You need to submit 3 bounded copies of your thesis (4 copies in case of 3 reviewers); no spiral binding!, DIN A4, double-sided printed, no thick book binding
- Your thesis has to include a detailed summary in English and a translation in German.
- In case admission has been accepted under any reserve, you have to attest that all the requirements are fulfilled.
- Ordinary certificate of good conduct for submission to an authority (Belegart 0), not older than three months and has to be also submitted at the initiation. Please note that it can take up to 4 weeks to process the application for a certificate of good conduct at the Federal Office of Justice.
- 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.
- In the case of a cumulative dissertation, the following documents must also be submitted.
 - confirmation of the authorship of individual contributions. The form find under https://www.tf.fau.de/files/2021/02/2021-01-15_bestaetigung-der-beitraege-von-ko-autorinnen-in-publikationen_final_eng_sd.pdf
or
 - author contribution statement

Following documents has to be uploaded to DocDaten:

- Dissertation
- curriculum vitae
- publication list
- **in case of cumulative dissertation**
 - confirmation of the authorship of individual contributions
or
 - author contribution statement

Attention: For procedural reasons, the documents can only be uploaded once. Please upload PDFs-files without restriction

- The documents for the initiation of your doctoral procedure have to be submitted on time, i.e. by Monday, 12.00 pm, in the week prior to when the doctoral affairs committee meets

Please note: In case of initiation of the procedure according to FPromO § 25 para. 2 in the Faculty Council meeting, the documents for the initiation must be submitted in time 2 weeks before the next Faculty Council meeting by 12:00. Thank you for your understanding!

You can find the dates under <https://www.apps.tf.fau.de/intranet/content/sitzungstermine>

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 in time, on condition that the reviewer has recommended the acceptance of the thesis and the Doctoral Affairs Committee assumed the evaluation reports. The candidate will receive a copy of the information about the public display. The acceptance of the thesis will happen automatically, if no objections have been raised during the two-week display

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 after the end of the 2-week display period. However, the appointment should be arranged so that there is at least eight days between the last day of display and the oral exam.

The invitation letter for the oral examination will be sent by the Office for Doctoral Questions at the end of the two-weeks period.

After the oral exam, the thesis has to be published (s. § 15 RPromO/FPromO). For further information on the publication, please visit <https://ub.fau.de/forschen/dissertationenstellen/>

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

Please note: As of 01.01.2021 the "Vorsitzende/r des Promotionsorgans" is the chairperson of the Doctoral Affairs Committee, Prof. Dr.-Ing. Prof. Knut Graichen

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.

The Doctoral degree will be handed out if

- the mandatory copies have been submitted to the University Library (Erlangen city centre) or upload in OPUS FAU and the Library has confirmed receipt in writing. **The upload in DocDaten is no publishing of the thesis**

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 please do not hesitate to contact:

Mrs. Kirsch, Mrs. Schwinn and Mrs. Weber

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Office of Doctoral Affairs opening hours: Mo & Thu 8:30 to 15:00

Tue, We & Fr 8:30 to 12:30

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