

PhD Formalities in a Nutshell

This document presents an overview over the PhD process at FB12. It outlines – in brief – which actions have to be taken when and by whom, and can serve as a guideline to plan your PhD formalities. This document is not formally binding. Suggestions for improvement are welcome, and can be sent to christin.seifert@uni-marburg.de. More information on the [website](#).

Actors – Who is involved in the process

	Doctoral researcher	Doktorand:in	Doctoral Committee	Promotions-ausschuss
	Examination Committee	Prüfungskommission	Supervisor	Betreuer:in
	Examination Office	Prüfungsbüro	Reviewer	Gutachter:in

Start of PhD

Recommended within the first six months	- Prepare doctoral proposal - Send the application for admission as a doctoral candidate with all relevant completed / signed documents on website to the examination office - Register doctorate in MARVIN	
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During PhD

	- Maintain doctoral registration / re-registration	
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Upon Completion, starting 3 months before envisioned defense date

12 weeks before	- Discuss intended defense period - Identify possible reviewers and committee members	 & Supervisor
12 weeks before	- Coordinate availability and find a provisional defense date	
12 weeks before	- Reserve room for defense	
10 weeks before	- Submit dissertation and application for admission to the doctoral procedure to the examination office	
10 weeks before	- Appoint reviewers and examination committee - Send dissertation to reviewers	 & Doctoral Committee
6 weeks before	- Submit reviews within 4 weeks	Reviewer

5-6 weeks before	- Inform doctoral researcher that reviews have arrived - Start display (Auslage). Duration 2 weeks within semester, 3 weeks outside semester	
5-6 weeks before	- Confirm provisional defense date and inform exam office about the date and the location	
2-3 weeks before	- Decide on acceptance of dissertation and formally confirm disputation date	
2 weeks before	- Send official invitation / announcement of disputation	

Defense Day

before defense	- Collect disputation file from examination office	Chair 
before defense	- Check room, audio and video equipment	
during defense	- Presentation of dissertation work (duration 30 mins)	
during defense	- Disputation (Q&A) (duration max. 90 mins)	 & 
after defense	- Discuss reviews and defense, obtain a final grade	
after defense	- Hand paperwork back to examination office - Obtain the preliminary certificate from the examination office	Chair 
after defense	- Hand out provisional PhD certificate to doctoral researcher	Chair 

After Defense

after defense (if requested)	- Complete required corrections and obtain approval of final publication version	
within 1 year	- Publish dissertation with the University Library	
after publication	- Hand over final PhD certificate	