




Procedure of doctoral examination

PhD student	Examination board	Examination office / deans office
 Application for admission to the examination procedure		
<p>Submit the following documents to the examination office:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fill out and sign the application for admission to the examination procedure <input type="checkbox"/> The dissertation / thesis work in at least 5 copies, bound and with title page (see template website) <input type="checkbox"/> PDF version of the thesis <input type="checkbox"/> Assurance that the submitted dissertation was written by the student him/herself and without outside help. <input type="checkbox"/> Proof of suitability determination in the case of special requirements 	<ul style="list-style-type: none"> <input type="checkbox"/> Doctoral student asks for possible reviewers <input type="checkbox"/> Composition of the committee; Four/Five persons, at least two of whom must be full professors of the department, max. two of the same subject area 	
 Acceptance of the application and opening of the examination procedure		
<p>After submitting all documents to the dean's office, the doctoral candidate receives 4 copies of the dissertation (with date stamp of the day of submission) to distribute to the members of the examination committee.</p>	<p>Members are informed by the doctoral candidate by handing over their proof copies of the dissertation.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The dean opens the examination procedure, this means also the committee members are approved <input type="checkbox"/> The digital examination file is made accessible to the members of the committee



Expert opinion

	The reviewers submit the signed original to the dean's office. The review process takes four to six weeks.	
	 Special case: „Summa“	
The doctoral candidate is requested by the dean's office to submit another printed copy of the thesis.	If the first reviewer proposes a "summa", he/she forwards the file to the examination office.	In case of a proposed "summa", the doctoral examination office obtains a third expert opinion parallel to the second opinion. For this purpose, the dean appoints another reviewer.



The display of the doctoral file

<p>The doctoral candidate will be informed about the display deadline. He/She can now start to make an appointment for his/her disputation.</p> <p>Date and booked room for the defense, have to be communicated to the examination office.</p>		<p>All members of the examination committee, the examination board, all professors as well as all habilitated members and the members of the department of biology are informed via a notice at the dean's office and via e-mail that the file is available for inspection.</p> <p>During the lecture period the display period is 2 weeks. In lecture-free period 4 weeks.</p>
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Defense

<p>After the expiry of the display period and acceptance of the dissertation, the doctoral candidate may inspect the file him/herself in order to be able to prepare appropriately for the upcoming defense.</p> <p>This is only possible in person at the Dean's office.</p>	The first examiner arranges a recorder for the defense. After the defense, he/she forwards the minutes back to the examination office / dean's office.	After the date for the defense has been set, the examination office / dean's office formally invites the candidate to the defense. It prepares the minutes and forwards them to the chairperson of the committee (usually the first examiner).
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Certificate and testimony

After the successful defense, the doctoral candidate fulfills his/her obligation to publish his/her dissertation at the university library (for information see under the homepage of the UB). He/She will receive a confirmation of his/her submission there.

The examination office / dean's office prepares the certificates and transcript on the basis of the protocol. It informs the doctoral candidate as soon as the certificate and transcript have been completed. It hands over the documents to the doctoral candidate upon presentation of the confirmation of the UB.

After receiving the certificate, the doctoral candidate may use the title "Dr. rer.nat".

