

# FAQ PhD/Doctorate

## By when do the documents have to be submitted so that they can still be considered by the doctoral committee?

All documents must be submitted via the respective department office at least 10 days before the next meeting. For example, the doctoral committee "Dr.-Ing." always meets on the 3rd Wednesday of the month.

## Which applications need to be filled out?

At the beginning of the doctorate, the "*Antrag auf Zulassung als Doktorand/in*" (Application for Admission as a PhD Student) with the form "*Erhebungsmerkmale für Promovierende*" (Survey Characteristics for PhD Students) and "*Betreuungsvereinbarung*" (Supervision Agreement) must be submitted. This is necessary regardless of enrolment as a doctoral candidate!

If the completion of the procedure is foreseeable, the application for "opening of the doctorate" is submitted. This must be submitted with 5 dissertation copies at least 10 days before the monthly meeting of the doctoral subject committee (see meeting dates/deadlines/news).

All documents are submitted to the department office of the respective department.

## Do my certificates have to be certified?

All certificates to be enclosed with the "*Antrag auf Zulassung als Doktorand/in*" (Application for Admission as a PhD Candidate) will only be accepted in certified form. If no corresponding documents are available, the copies can only be subsequently certified upon presentation of the original at the department office of the respective faculty.

## How long should the CV be?

The CV should not be longer than 3 pages and should reflect the educational history (school to university) and any professional experience. References/publications do not need to be included.

## How long should the short description of the topic of my work be (admission)?

The short description, which must be attached to the application for admission as a doctoral candidate, can be of any length (but should preferably not exceed three DIN A4 pages). The language can be German or English.

## How long should the abstract of my dissertation be (opening)?

The abstract at the opening of the doctoral procedure should not exceed one DIN A4 page.

## What happens after the submission?

After approval and return of the documents for the opening of the procedure from the doctoral committee, a notice period must first be kept. The thesis, together with the submitted reviews, is available for inspection for 12 working days (incl. Saturday) during the lecture period and 18 working days (incl. Saturday) during the non-lecture period. Please note that the time limit for obtaining the reviews should not exceed 8 weeks after the opening of the doctorate. Accordingly, the reports must be available in the Department Office no later than 4 weeks before the examination day.

If the doctoral committee has been notified of a written statement after the inspection of the authorised group of persons, a further 7 days must be allowed for this.

## What must the final version of the dissertation/mandatory copy contain?

The final print version of the thesis, unlike the copy on view, includes the date of the disputation and the names of the supervisors (a sample can be found on the homepage).

The CV remains, but for reasons of data protection it is recommended to limit this to the printed version and to refrain from including the CV in the electronic version.

## How is the process completed? Who issues the certificate?

After a successful defence, the process is forwarded to the Faculty Secretariat of the Dean's Office of Faculty IV. The contact details can be found on the homepage (<https://nt.uni-siegen.de/dekanat/>).

The "Laufzettel Bibliothek" must be handed in - signed by the supervisor and the chair of the committee - together with four copies of the dissertation at the exchange desk of the library. The contact details of the contact persons can be found on the homepage of the University Library (<https://www.ub.uni-siegen.de/> → „Über uns“ → „Team Publikationsunterstützung“) or at <https://www.ub.uni-siegen.de/kontakt-hochschulschriften-und-tauschstelle/>.

If the dean's office has the "Laufzettel Bibliothek" (library routing sheet) - this comes from the library by internal post after processing - and two further copies of the work, the certificate can be handed over in the dean's office.

Postal delivery is also possible abroad.

## Is there the possibility of an extension of the deadline for handing in the work?

According to the doctoral regulations, the obligatory copies must be submitted to the Dean's Office no later than one year after passing the examination. The dean may extend the submission deadline upon reasoned application and by specifying a date.

## Summary of attachments to be submitted:

Application for admission as a doctoral candidate (*form*) [Antrag auf Zulassung als Doktorand (*Formular*)]

- Proof of 8 compulsory semesters
- Bachelor's + Master's certificates (certificates, transcript of records; each certified)
- Short description of the topic to be worked on (regardless of whether German or English)
- Tabular CV
- „Erhebungsmerkmale“ (*form*)
- „Betreuungsvereinbarung“ (*form*)

Application to open the doctoral examination procedure (*form*) [Antrag auf Eröffnung des Promotionsverfahrens (*Formular*)]

- Tabular CV
- 5 printed copies of the dissertation (+ dissertation digital/PDF)
- „Führungszeugnis zur Vorlage bei einer Behörde (Belegart „O“)“ (registration evidence), which is not older than 3 months.  
[The „Führungszeugnis“ can also be requested online at <https://www.fuehrungszeugnis.bund.de/> („einfaches Führungszeugnis zur Vorlage bei einer Behörde!“)]
- „Laufzettel Bibliothek“ (*form*)
- Summary/Abstract (in German and English, maximum 1 DIN A4 page)
- If applicable, proof of additional achievements (this was decided on during the “Antrag auf Zulassung” (application for admission))
- Letter of admission as a doctoral candidate and, if applicable, originals submitted at the time of admission