

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. 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 <https://www.fau.eu/graduate-centre/doctoral-degrees/general-faqs/>

Admission to a doctorate

The following documents are required:

- Application form for admission signed by you and your supervisor
- Curriculum Vitae with the details of your educational and academic background.
- Do not forget to sign your CV!
- Original documents or officially certified copies of your Diploma / 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.

Officially certified copies of relevant certificates, diplomas, and other documentation issued abroad must be identical to the original documents. You must also provide officially certified translations of any original documents that are not in German or English. Brief guidelines on formal criteria for certified copies, how to obtain them, and which documents must be translated can be found under <https://www.fau.eu/study/from-abroad/important-information/notes-on-certification-of-documents/>

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 assumes no liability for lost application documents.

Regulations for China and Pakistan

- **China:** Applicants with documents from China must in all cases submit their documents in form of a booklets that is officially 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 is required on the Degree Certificate as well as on the Transcript of Records.

After the submission of your **Application for Admission** along with all the required documentation, your docDaten registration is updated accordingly. After your verification you will receive the letter of admission via mail. Your admission status will also be displayed in docDaten.

Initiation of the doctorate procedure

The following documents are required when you want to initiate the doctoral procedure:

- Application form for initiation - please update the working title of your thesis in docDaten and add the German translation of the title before you download the Application form for initiation
 - The supervisor of the dissertation is typically appointed as the first reviewer and is responsible for the selection of the further reviewers. Please note that according to FPromO § 11 para. 3, at least one reviewer must not have published with the candidate within the last five years. The rules for avoiding conflicts of interest (rules of bias) of the DFG generally 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 must include a German title on the first page in addition to the English title and also has to include detailed summary in English and a translation in German
 - In the case of a cumulative dissertation, the following documents must be submitted for every publication:
 - the form “Confirmation of contribution made by co-authors in publications” must be filled out and signed by all co-authors. The form is available under <https://www.tf.fau.eu/research/doctorate/>
- or**
- an author contribution statement as part of the respective publication that lists the individual contributions of the authors in such a way that it can be concluded that you are the main author of the publication.
- In case that the admission to the doctorate (see above) has been accepted under certain conditions, you have to provide evidence that these conditions are fulfilled.

The following documents have to be uploaded under docDaten:

- Dissertation
- Curriculum vitae
- Publication list
- In case of cumulative dissertation: the form “Confirmation of contribution made by co-authors in publications” **or** the author contribution statement for each publication.

Note that due to administrative reasons the documents can **only be uploaded once**. Please do not upload read-only PDF files. Please refer to the handout for cumulative dissertations for further details: [LINK](#)

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 before the next meeting of the doctoral affairs committee. You can find the dates at <https://www.apps.tf.fau.de/intranet/content/sitzungstermine>.

If the doctorate procedure is initiated according to FPromO § 25 para. 2, the documents for the initiation must be submitted the day (12:00 pm) two weeks before the next Faculty Council meeting. You can find the dates at <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. The status of the submission of the reviews is displayed under docDaten. The time span between the receipt of the reviews and a potential examination date is typically 4-5 weeks. This also includes the faculty-internal display of the reviews for two weeks. The faculty-internal display of the thesis usually begins on a Monday, provided that the Office of Doctoral Affairs has received all reviews in time and. The candidate will receive a copy of the information about the faculty-internal display.

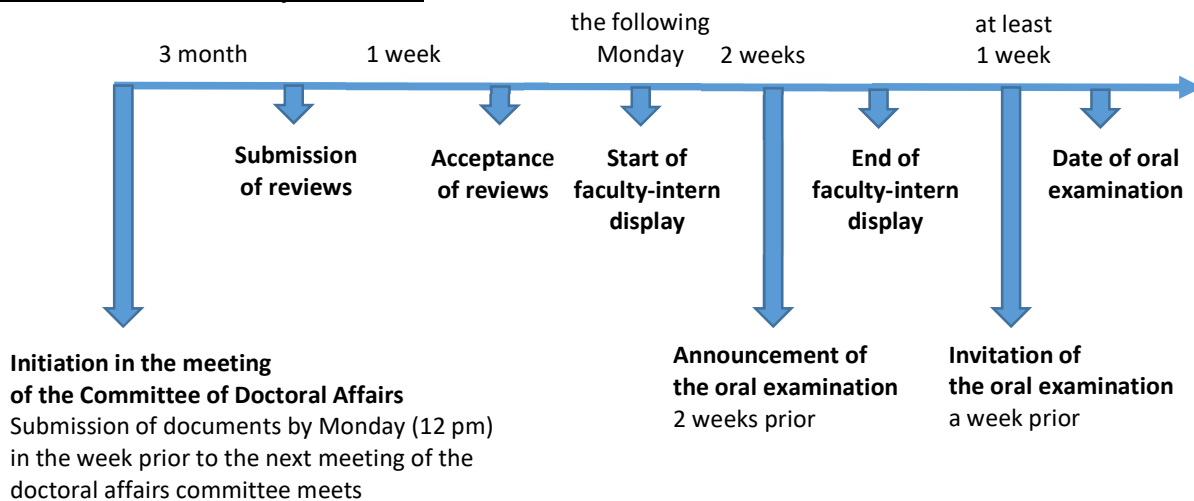
The thesis is considered being accepted, if

- the reviewers recommend acceptance of the thesis and the Doctoral Affairs Committee accepts the reviews regarding formal criteria
- no objections have been raised during the faculty-internal display

The **date for the oral examination** will be arranged by your supervisor with the members of the examination board. The Office of Doctoral Affairs has to be informed about the schedule examination date at least 14 days in advance by using the **form** available under <https://www.tf.fau.eu/research/doctorate/>

The date of the oral exam can be scheduled at earliest one week after the two-week faculty-internal display of the reviews has ended. The **invitation letter for the oral examination** will be sent by the Office for Doctoral Affairs at the end of the two-weeks period.

Time line of the doctoral procedure¹



¹ This time line is not legally binding.

The thesis has to be published after the oral examination (cf. § 15 RPromO/FPromO).
See <https://ub.fau.de/en/research/doctoral-theses-service/> for further information on the publication.
Before publishing, please add the missing information on the back of the title page.

Important: Please submit (irrespective of the type of publication) a PDF file of the first two pages of your thesis to the Office of Doctoral Affairs for final verification and to avoid corrections afterwards.

The **doctoral degree certificate** will be issued if

- the mandatory copies of the dissertation have been submitted to the FAU library (Erlangen city centre) or uploaded on OPUS FAU and the FAU library confirms receipt to the Office of Doctoral Affairs. Note that **the upload in docDaten does not constitute publishing of the thesis!**
- the form “Druckfreigabe” has been signed by the supervisor, cf. § 15 Abs. 3 RPromO and be submitted to the main library. You can find the form as a download in DocDaten

If the thesis is published by a commercial publisher, a confirmation of a minimum circulation of 150 copies is required. 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. Note that it is only permitted to actively hold the doctoral title after the receipt of the doctoral degree certificate.

If you have any further question please do not hesitate to contact the Office of Doctoral Affairs!

Contacts: Mrs. Kirsch, Mrs. Schwinn and Mrs. Weber
Phone: +49(0)9131/85-28100
E-mail: tf-promotionsbuero@fau.de
Address: Martensstraße 5a, 91058 Erlangen, R. 0.09
Opening hours: Monday - Friday from 8:30 - 12:30
Please make an appointment by phone at 09131/85-28100 or
by e-mail to tf-promotionsbuero@fau.de