

Information Sheet Doctoral Procedure

Department of Physics Faculty of Mathematics and Physics

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The Doctoral Degree Regulations of the University of Stuttgart form the legal basis for the doctoral studies at the faculty of Mathematics and Physics. This information sheet only provides an overview of the key issues; the Doctoral Degree Regulations remain legally binding.

Step 1: Admission as a doctoral student

As soon as you start working as a member of the academic staff or, in case of scholarship holders, have been employed as a doctoral student, you have to apply for admission as a doctoral student.

Upon acceptance,

- the formal requirements for the admission as a doctoral student will be verified,
- an (approximate) topic has to be given (which can be changed at a later date),
- a Supervision Declaration by the intended academic supervisor has to be submitted.

The application for admission as a doctoral student and all appendices have to be addressed in writing to the responsible authority in the Central Administration (Examination Office, Pfaffenwaldring 5c, 70569 Stuttgart). The Chairman of the Doctoral Committee (i.e. the Vice Dean of Physics) decides on your admission as a doctoral student. The admission may also be subject to certain conditions.

You will then receive a confirmation of the admission as a doctoral student by the Deanery of the Faculty 8.

You can only enroll as a doctoral student after you have been accepted as a doctoral student. The enrollment is restricted on 10 semesters, a prolongation by 4 semesters is possible. The maximum period between the admission as a doctoral student and the conferral of the doctorate has been set at 6 years.

Examination of formal requirements

In most cases, you will be accepted as a doctoral student if you have successfully completed your studies (Diplom, Master's Degree or State Examination for Teachers) and if the planned dissertation project is in accord with the subject you studied.

1. Candidates with a **degree from outside Germany** need

- a) Rector's approval of the "admission as a doctoral student"
- b) prove that your degree is equivalent to a German university degree.

Concerning b) if you have a *degree from outside Germany*, you have to apply informally for Recognition of Equivalence of your degree to the Chairman of the Doctoral Committee of the subject area (Vice Dean) with the following documents:

- Diplom Thesis, Master's Thesis, State Examination for Teachers Thesis,
- University Diploma,
- Curriculum Vitae,
- Transcript of Records.

If you graduated *in a European country*, the chairman decides on the equivalence of the degrees, if you graduated *in a non-European country*, two internal evaluators from the Doctoral Committee decide on the equivalence of the degrees. If the scientific work does not meet the standards of a German thesis, the candidate may be asked to produce further academic achievements defined in a report by the evaluators to the Doctoral Committee.

2. Candidates, whose subject studied is not in accord with the focus of the planned dissertation project, or who only studied this field as a minor subject, have to prove in-depth knowledge in this field.

3. If the candidate is planning to work on a self-chosen topic, the Doctoral Committee will certify if the faculty is responsible for the planned topic.

Step 2: Application for admission as a doctoral student

2.1. Examination Office: All doctoral students (with German degrees or degrees from outside Germany) have to apply to the Examination Office (NWZII, Pfaffenwaldring 5c, Ms. Hawlitschek) for „Admission to Doctoral Studies“, usually at the same time as they apply for admission as a doctoral student. Processing this application usually takes three to four weeks.

2.2. Deanery: To be admitted to doctoral studies at the Department of Physics, the following additional regulations apply:

- Candidates who have not been employed as a member of the academic staff of the University of Stuttgart for at least one year have to apply for exemption to the Dean.
- Candidates have to prove that they have been participating in teaching totaling 4 weekly lecture hours,
- in case of non-university evaluators, you need the Doctoral Committee's *approval of external evaluators* (the application will be filed by the academic supervisor to the Chairman of the Doctoral Committee).
- A copy of the dissertation has to be submitted to the Deanery. The Chairman of the Doctoral Committee will ask the evaluators to prepare an expertise.

If it is conceivable that the dissertation will be rated „*with distinction*“, this grade will have to be explicitly accounted for in the expertises, and a third external evaluator has to be appointed by the Chairman of the Doctoral Committee. The appraisal of the dissertation should generally be completed within 3 months.

Step 3: The doctoral examination

The doctoral candidate agrees with the evaluators and the Chairman of the Examining Committee upon a possible date for the doctoral examination and informs the deanery of this date. The expertises and the dissertation file will be available for inspection in the deanery *from 14 days prior to the oral examination*.

Oral examination:

The *Examining Committee* consists of the examiner, the co-examiner/s and the Chairman of the Examining Committee. The examination usually lasts 60 minutes.

The results of the dissertation and the oral examination are recorded in writing.

Step 4: Release for publication

After the examination, the dissertation file and the results of the examination will be sent back to the Examination Office via the Deanery. The doctoral candidates have to submit 6 printed copies and one PDF file or 7 copies of the published edition of their dissertation to the University Library (Graduate Office, Holzgartenstraße 16, Stuttgart-Mitte). The University Library will then send a copy to the examiner, who will confirm to the Deanery that the copy submitted to the University Library corresponds to the original dissertation. The dissertation will then be released by the Chairman of the Examining Committee and the doctoral candidate will receive the doctoral certificate.

Dissertation

Instructions to writing the dissertation: A *prior publication* of parts of the dissertation before the doctoral procedure has been completed is possible. However, there should be no indication that the publication is a part of a dissertation.

The *dissertation* should be written in German. An English summary of about 10 pages has to be attached. The dissertation can also be written in English. It can also be produced in any other language providing that this has been approved by the Doctoral Committee.

To all dissertations written in a foreign language, a German summary of about 10 pages has to be attached.

Assessment of the dissertation:

For a *differentiated assessment of the dissertation and the oral examination*, the half-grades 1,5 and 2,5 can be made. The overall grade is calculated from the grades of the dissertation and the oral examination. It may differ from the arithmetic mean of both grades by one full grade. The following designations are used for the final grade: „Excellent“ (1), „very good“ (2), „passed“ (3), „not passed“ (4). In case of outstanding achievements, the overall grade “with distinction” can be conferred.

Further information:

Deanery of the Faculty 8, Pfaffenwaldring 57, 70569 Stuttgart

Tel.: 0711/685-64818

dekanat@f08.uni-stuttgart

Useful links:

http://www.uni-stuttgart.de/zv/bekanntmachungen/bekanntm_5_2016.pdf

http://www.uni-stuttgart.de/pruefungsamt/promotion/Antrag_auf_Annahme_als_Doktorand_-_Bildungsinlaendisch.pdf

http://www.uni-stuttgart.de/pruefungsamt/promotion/Antrag_auf_Annahme_als_Doktorand_-_Bildungsauslaendisch.pdf