

Doctoral procedure after acceptance as a doctoral candidate at Faculty 4

Green = Notifications to doctoral candidates

1. The dissertation must be submitted to the Dean's Office 10 weekdays before the Faculty Council meeting:

- 1 bound copy including the doctoral candidate's signed declaration of ownership (glue or spiral binding, DIN A4, printed on 2 sides)
- 1 signed declaration of ownership separate
- 1 digital version on USB stick - or by e-mail to the Dean's Office

2. Once the above documents have been submitted, the dissertation is submitted to the Faculty doctoral committee for admission to the examination.

After the meeting, the doctoral candidates will receive an e-mail notification of the decision (Confirmation of admission).

3. After admission to the examination, the Dean's Office sends the dissertation to the main supervisor and co-supervisor(s) with a request for a review. The delivery of the review should not take longer than 3 months.

The doctoral candidate will receive an e-mail notification that the review request has been sent.

4. Once all reviews have been received, the Dean's Office will initiate the electronic circulation procedure - "UMLAUF". It should not take longer than 3 weeks.

The doctoral candidates receive an e-mail notification of the opening of the circulation procedure.

5. After positive feedback, the circulation procedure is closed and the Dean's Office organizes the examination date with the members of the examination board and the doctoral candidates.

The doctoral candidates receive an email notification of the end of the circulation procedure and the start of the scheduling process.

6. After successful scheduling:

The doctoral candidates and the examination board receive an e-mail notification of the final date and location of the examination.

7. After a successful oral examination, the doctoral candidate submits a copy of his/her thesis to the main examiner for examination (see § 13, paragraph 1 of the doctoral degree regulations of the University of Stuttgart dated 01/09/2011). For information on the type and manner of publication, see §13, paragraph 2 and 'Information sheet for doctoral candidates on the external form of the dissertation'. The manuscript copies must be received by the university library **within one year**.

Information on publication can be obtained from the University Library, Ms Alexandra Haid:

<https://www.ub.uni-stuttgart.de/en/research-publishing/stuttgart-dissertations/>

E-mail: publikationsdienste@ub.uni-stuttgart.de

8. § 13, paragraph 4 After receipt of the manuscript copies by the library, the library shall send four copies, labelled with the date of receipt, to the main reviewer. The Professor checks the accuracy of the printed copy on the basis of the manuscript in his/her possession and sends one copy with his/her approval to the chairperson of the doctoral committee (current Dean).

Doctoral candidates receive an e-mail notification about the initiation of the process for the creation of the doctoral certificate.

9. After receipt of the certificate in the Dean's Office:

The doctoral candidates receive an e-mail notification of receipt of the certificate, which is sent by mail.

10. § 20 Inspection of files

(1) For up to one year after the oral examination, the candidate has the right to inspect the doctoral files including the reviewer reports.

(2) The request to inspect the files must be submitted in writing to the person chairing the Faculty doctoral committee (Dean's Office).

The Faculty shall determine the time and place of the inspection.