

## Guide & Checklist (version 04/2023)

### Doctoral Studies at the Faculty of Mathematics, Computer Science & Natural Sciences (Faculty 1)

Doctoral studies are legally defined in the official doctoral studies regulations (Promotionsordnung - PromO), which is a legally binding document and only available in German language. This Checklist sums up the main issues and steps toward a doctoral degree.

Forms as well as further information are available at the corresponding website. All forms can be submitted by post mail, via the dean's office postbox or in person after booking an appointment online in advance:

#### Office for Doctoral Studies of Faculty 1

Templergraben 59

[www.fb1.rwth-aachen.de/promotionen](http://www.fb1.rwth-aachen.de/promotionen)

e-mail: [promotionen@fb1.rwth-aachen.de](mailto:promotionen@fb1.rwth-aachen.de)

#### Office Hours:

Exclusively after booking an appointment online.

### 1) Admission to doctoral studies (§§ 8-11 PromO)

Admission must be requested in writing. The doctoral advisor of the dissertation, who is also the reviewer, as well as a second reviewer must be named in writing at the beginning of the doctoral studies. In order to rule out any conflict of interest between you and the designated reviewers, all reviewers must sign a respective form at the beginning of the studies.

The doctoral studies course program is a general requirement and can be part of the oral examination. Courses are offered by the Center for Doctoral Studies (CDS). The faculty will not ask for proof of attendance. A doctoral student can be exempted from the doctoral studies course program by endorsement of the advisor.

A letter of confirmation by the dean, regarding your admission to doctoral studies, is a prerequisite for enrollment at the registrar's office.

Please note that we only award the title "Doktor der Naturwissenschaften" (Dr.rer.nat.) or (rarely) "Doktor der Ingenieurwissenschaften" (Dr.-Ing.). You will not obtain the title „Ph.D.“ (Doctor of Philosophy).

Essential steps and all necessary documents are listed in detail in the following checklist.

## **2) Admission to the Doctoral Examination**

Admission must be requested in writing. The respective forms have to be filled in, signed and submitted together with required documents to the Doctoral Office. This step may be carried out by postal mail, if the required original signatures are present and submitted documents are officially certified. All necessary documents are listed in detail in the following checklist.

Admission to the doctoral examination is not possible without a confirmation of successful completion of the course "Good Scientific Practice".

## **3) Acceptance of the dissertation and oral examination**

As a standard procedure, your dissertation is open for review (electronically) after receiving the assessments from the reviewers. The reviewers have up to 3 months to submit the reports with the opening of the doctoral procedure. According to the doctoral studies regulations (§ 14) this can take up to 5 weeks. At least 2 more weeks are necessary for the mandatory official examination announcement and to prepare the examination documents. You will be informed as to the commencement and the duration of the review and the earliest possible examination date.

The doctoral committee consists of the reviewers, at least one additional examiner and the chairman. You ought to suggest the composition of the doctoral committee to the faculty (i.e. to the Office for Doctoral Studies). Please indicate your preferred date, time and examination location, bearing in mind the above mentioned restrictions. Your exam will be announced no later than 10 days before the oral examination will take place.

After a successful examination, you will receive a confirmation of the doctoral degree. The doctoral title must only be used after obtaining the official degree certificate. Administrative processing, leading to issuance of the certificate, with original signatures of the dean and the rector of the university, may take several weeks up to several months. Please plan accordingly.

#### 4) Publication

If your doctoral studies lead to publications, part of which you intend to use for your dissertation, please note (see § 5 Abs. 3 - 6 PromO):

- “RWTH Aachen University” must appear as an affiliation on your publication/s.
- If you are not sole author, you must identify the content/extent of your contribution to the publication.
- Cumulative dissertations are not permitted.

An affidavit (§ 12 Abs. 3 g PromO) must be part of your dissertation. This must be published within one year after having passed the examination. Respective *declarations of non-objection* from the reviewers are needed for publication. The Office for Doctoral Studies has to obtain one copy of the final print (see § 17 paragraph 3 of the doctoral studies regulations, or contact the university library for details.) A confirmation of the university library and in some cases of the department library (Department of Computer Science and Physics only), must be submitted to the Office for Doctoral Studies. The doctoral degree certificate will carry the day of the submission to the university library.

The university library can be reached as follows:

E-Mail: [pub.services@ub.rwth-aachen.de](mailto:pub.services@ub.rwth-aachen.de)

Print version: 0241-8094464; Online publication: 8094494

Appointment bookings can be made online via the university library's website.

<https://coop.rwth-aachen.de/tpt/ub/SitePages/Homepage.aspx>

A step by step checklist for the dissertation process can be found on the following page.

### Checklist for Admission to Dissertation

- Template 1 „Application for admission to doctoral studies“, completely filled in and signed in original
- Signed, tabular CV
- Template 3 „confirmation of advisor“(i.e. first reviewer)
- Template 4 „conflict of interest“ from advisor (signed by all reviewers)
- Accompanying certificates or proof, according to § 8-11 of the doctoral regulations (original or certified copies only)
- Proof of enrollment, in case of previous studies at the RWTH.
- University entrance qualification (diploma; original or certified copy)
- First degree (diploma; original or certified copy)
- Advisor agreement (should this not be concluded, a declaration or alternative agreement from your reviewer is required)

In addition, in case of degrees obtained from abroad, (in German or English language):

- Transcript/s and degree certificates
- Summary of the dissertation (of previous degree/s)
- Official translation of certificates and transcript/s, in case originals are issued in a language other than German or English.

### Checklist for Admission to Doctoral Examination

- Template 2 „Request for admission to doctoral examination“, completely filled in and signed in original
- Template 4 „Conflict of interest“ of all other reviewers, if it was not done with application for admission to dissertation.
- signed, tabular up to date CV
- Certificates or proof, according to doctoral studies regulations § 8-11, in case these were not submitted when applying for admission originally (certified copies or originals only)
- Legal certificate of good conduct or copy of an active employment contract within a public or church institution, in case this was not submitted upon applying for admission to doctoral studies (certified copy or original)
- Dissertation (printed edition), including cover sheet, according to template 5
- Data device with files in pdf (Acrobat): dissertation; list of own publication/s (if applicable); summary
- Proof of successful completion of the course "Good Scientific Practice"

### **Checklist following the successfully passed Doctoral Examination**

- One final and authorized mandatory dissertation print, including cover sheet (template 6) for the office of doctoral studies, as well as confirmation of appropriate publication by the university library, according to doctoral studies regulations § 17
- One mandatory dissertation print for the department library (only applicable for the field of computer science and physics). A corresponding confirmation (by the library) must be submitted to the office for doctoral studies.
- Only in case of conditional approval: consent (“clearance”) from the reviewers (original signatures required)

### **Important Notice:**

Please submit photocopies (preferably double-sided) of all required documents with your applications for admission to the doctoral program and admission to the doctoral examination. These copies will remain in the Office for Doctoral Studies. It is not possible to make copies for you in this office.

Please print your dissertation double-sided.

Templates may only be available in German language.