

How to do the final exam of the PhD-program „Wood Biology and Wood Technology“

After your PhD study you have to apply for the final exam.

Step 1: Check your credit-list in time whether you have got all the necessary credits.

Step 2: When your dissertation is written your supervisor should check it, before you give it to the Dean's office. Reading and corrections may take a few weeks! At this time you should clarify who should be your three (GFA) or 6 (GAUSS) examiners for the oral exam. The first one is your main supervisor, of course. The others may be the other professors of your supervision team, respectively the second auditor of the dissertation, but you are free to choose other persons, respectively subjects. Be sure to choose three different scientific fields according to appendix 1 of the examination rules!

Step 3: When your dissertation is ok you can start the exam process. Firstly you have to send a letter of application for the final exam to the Dean's office at least one week before the next meeting of the Faculty Board, with all the documents mentioned below as attachment:

Documents necessary:

- a) In minimum three copies of the dissertation plus one digital version.
- b) A comprehension of the dissertation explaining the problem, methods, results and conclusions in German and English.
- c) Evidence of successful completion of the doctoral course of study (List of credits)
- d) A curriculum vitae (CV), in English or German, which includes information on the academic career of the applicant.
- e) A notification about the suggested examiners (6 for GAUSS; 3 for GFA)
- f) A notification about the chosen form of the oral exam Rigorosum (according to Dr. forest.) or Disputation (according to GAUSS and GFA) and academic degree (Dr. rer. nat., PhD or Dr. forest.).
- g) A notification about the chosen scientific fields for the oral exam
- h) A sworn statement that the dissertation has been completed in an entirely independent manner.
- i) A statement as to whether the applicant has applied to a doctoral examination in the past, and if so, where and with which results.
- j) A statement that the dissertation has been completed in an entirely independent manner and not has been used in another exam
- k) A statement as to whether the applicant has already completed a doctoral course of study and examinations or whether these have not been completed.
- l) Publications and drafts if applicable
- m) If applicable, certificates about additional tests required for admission.
- n) Actual certificate of enrollment.

After sending the application to the Dean's office the *Fakultätsrat* (GAUSS) or the Graduate committee (GFA) decides about it. You have to be aware of the fact that it only meets in times of lectures (April – July and October – January), usually at the second Tuesday of the month. The candidate will get a written information on the decision of the *Fakultätsrat*, resp. Graduate committee.

One of the referee professors usually is the supervisor of the PhD-student. The PhD-student has the right to propose the second one. This might be an external professor. (According to the old rules two referees from our faculty are needed and an external one might join additionally!) The referees have a period of four weeks to check the thesis and write their statements. Then the thesis and the statement shall circulate within the exam commission for two weeks.

So not earlier than six weeks after the acceptance of the application by the *Fakultätsrat* resp. Graduate committee the oral exam can take place. The date should be fixed earlier when the thesis is handed in. The examination board consists of the referees and the professors who examine the subjects chosen by the PhD-student. These mostly but not necessarily are the same persons.