## Countdown to doctoral degree
(according to the RerNat-O 2018)

### - Checklist -

<table>
<thead>
<tr>
<th>Time (approx.)</th>
<th>Task</th>
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<tr>
<td>6 months before submission</td>
<td>In the last thesis advisory committee meeting, discuss with your committee members about the thesis submission and potential members of the examination board for your thesis defense.</td>
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- Rules for the composition of the examination board (for details see RerNat-O 2018 §11):
  - The examination board should be composed of a minimum of six members, including at least three from your doctoral program, covering all research areas dealt with in your doctoral thesis. **Important:** Please check the composition with the respective deanship or program office.
  - All members must hold an examination accreditation in GAUSS. Especially if external members are requested to be included, they have to apply for an individual examination accreditation (see [https://www.uni-goettingen.de/en/577091.html#einzelpage]). **Important:** Make sure the respective person(s) applies for the examination accreditation long before you want to apply for admission to the doctoral examination, so that, if the application is unsuccessful you can still change the examiner. Only after the approval of the application for individual examination accreditation you can finally apply for the doctoral examination procedure.
  - The two reviewers of your dissertation (usually members 1 and 2 of your thesis advisory committee) need to have the examination accreditation for your specific Ph.D. program, and at least one of them has to be a member of your thesis advisory committee. Furthermore, one of the reviewer has to be a member of the professorial group of the University of Göttingen.

Do not only ask potential members if they would be willing to serve in your examination or for examiner 1 and 2 to act as reviewers, but also if they will be available to take active part in your thesis defense (about 5-7 weeks after submission).

<p>| 5-6 months before submission | Make sure that you have fulfilled the credit requirements according to your program specified in the corresponding appendix of the RerNat-O, and that you have attended the mandatory Seminar on Good Scientific Practice. The credits need to be collected on your Checklist for PhD Students (proof of performance or Leistungsnachweis). <strong>Important:</strong> This also includes special teaching requirements. Please check your degree regulations well ahead of time and make sure you have fulfilled the requirements. |</p>
<table>
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<tr>
<td><strong>min. 4 months before submission</strong></td>
<td>Discuss with your supervisor if you will write a monography (§10 (2)), or a manuscript-based thesis (§10 (3)). In case of a manuscript-based dissertation: application is not required; make sure to check possible copyright issues for publication of your thesis with the journal publishers well in advance!</td>
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<tr>
<td><strong>2-3 months before submission</strong></td>
<td>Ask your supervisor when he/she will have time to proofread the final draft of your dissertation and plan accordingly.</td>
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| **6-7 weeks before submission** | • Inform your program office or deanship of the planned submission (informal by e-mail). If not already done, clarify whether all members of your examination board hold an examination accreditation, and submit the proposal for your examination board according to the criteria of RerNat-O §11 (see above).  
  • Send your filled and signed checklist (TAC-meetings and credit achievement) to your deanery or programme office for approval.  
  • Arrange date, time and location for your thesis defense with the members of your examination board. **Important**: the thesis defense has to take place approximately 5-7 weeks after the thesis submission.  
  In case of scheduling conflicts with a member of the examination committee, please select a new member available for your thesis defense (approval is required as well). |
| **2-3 weeks before submission** | Only in well-founded cases: discuss with your supervisor if you need to apply for a restricted online publication (§21 (8)). In this case only an abstract will be published for one year after the thesis defense; you may already receive your degree diploma. For more information, see [https://www.uni-goettingen.de/en/577097.html](https://www.uni-goettingen.de/en/577097.html)  
  Please note, it is not possible to apply for this after your thesis defense.  
  **Important note**: If you are considering pursuing an academic career, please make sure that you familiarize yourself with the eligibility criteria of various funding agencies concerning the cut-off dates for applying for fellowships. Especially the highly attractive longer term or junior group funding schemes (e.g. Emmy Noether, Sofja Kovalevskaja, Helmholtz, Fritz Thyssen) are varying in this regard. For some the cut-off date is the date of your PhD certificate, for some it is that of your thesis defense, which makes a noteworthy difference when, for example, you can only apply up to four years after your PhD. In this regard, please make yourself familiar with these regulations early on and, if possible for you, consider a restricted online publication to avoid missing the chance to apply for these funding schemes. Please check the cut-off dates of a selection of fellowships [here](https://www.uni-goettingen.de/en/577097.html) (please note the list is not exhaustive). |
| **Format of dissertation** | Information for templates and details on what to include in the dissertation can be found in §10 RerNat-O |
### Day of submission

Submission of the dissertation and application for the doctoral examination is made online via eCampus. Please use the form Application for doctoral examination (Promotionsprüfungsantrag/Antrag auf Promotionsprüfung) (see [https://www.uni-goettingen.de/en/637895.html](https://www.uni-goettingen.de/en/637895.html) for further instructions).

The following data and documents are requested in the submission form:

- **Final title** of your dissertation.
- **Declaration** which doctoral degree (Ph.D. or Dr. rer. nat.) you wish to receive. Please note: you may only use the doctoral degree you have been awarded, i.e. if you were awarded a “Ph.D.”, you may not use the title “Dr.” and vice versa.
- **Proposal** for (two) reviewers of your thesis and (four) further members of the examination board, including their valid email addresses (Important: all members must hold an examination accreditation in GAUSS at this step).
- **Time, date, and location** of thesis defense.
- **Upload of the following documents**:
  - One electronic version (PDF) of the dissertation (identical to the bound version)
  - Copy/scan of the Promovierendenerklärung, which you have completed at start of your PhD
  - CV
  - Optional:
    - copies of publications in connection with dissertation
    - approved Checklist for PhD Students / proof of performance / Leistungsnachweis
    - application for restricted online publication, if applicable (see above)
    - consent to video-disputation, if applicable
    - other documents

- **Submit as hardcopy** the signed PDF Application for doctoral examination* (which you receive at your email-address registered in eCampus after you have sent the online form) to the respective deanship or programm office together with the following documents (as long as those are not uploaded in the form):
  - **Bound copy(s) of your dissertation** (please ask for the number of copies required by your faculty at the relevant dean's office). Please check with your examination board who would like to receive a printed version of your dissertation - you are responsible for the distribution.
  - If not already submitted at the time of admission to the doctoral program: Originals or certified copies of university diplomas (M.Sc./Diplom), in English or German. If diploma is not available in English or German: translations by
*Please note*, the examination procedure can only start once the the respective deanery or programm office has received (at least (via email) the digital version of) the signed Application for doctoral examination. The submission of the signed application meets the submission deadline.

| **Approx. 5-7 weeks after submission: thesis defense** | At least two thirds of the members of the examination committee have to be present at your defense including at least two reviewers of the dissertation.  
The disputation may be conducted by means of a suitable system by way of video and audio transmission in accordance with §16 Para. 2, provided you agree to this procedure at least in text form.  
Audio and/or video recordings of the oral examination are not permitted. |
| **After thesis defense** | Should you need a preliminary certificate, inform the GAUSS Office. We will prepare and send it to you (please allow 5-10 days).  
You can exmatriculate the day after the defense – enrollment as a student is not necessary for the thesis publication.  
Revise your dissertation and prepare publication. |
| **Between thesis defense and awarding of degree** | You may inspect the thesis evaluations and minutes of the thesis defense. Please contact the GAUSS Office.  
**IMPORTANT**: you may use the doctoral title only after receiving the official degree diploma. |
| **Graduation ceremony** | The graduation ceremony is a purely ceremonial event (you will not receive a diploma). You are automatically registered for the upcoming ceremony. Please find the exact date on your admission to the doctoral examination. If you cannot take part in the graduation ceremony, please contact the GAUSS Office.  
To be able to take part, the minutes of your thesis defense have to arrive at the GAUSS office at least one week before the ceremony. Please keep this in mind (and maybe remind your supervisor) should your defense take place shortly before this deadline. |
| **Max. one year after date of thesis defense** | • Complete the required revisions and get a signature on the revision certificate (*Revisionsschein*) from your supervisor.  
• Publish thesis (see [https://www.uni-goettingen.de/en/577097.html](https://www.uni-goettingen.de/en/577097.html)).  
• Submit the revision certificate and the proof of publication to the GAUSS Office (see RerNat-O §21).  
**IMPORTANT**: you have to keep the exact deadline in mind since GAUSS will NOT remind you of the publication. If you miss the deadline for the publication of the dissertation, you lose the right to receive the doctoral degree! |
Only in exceptional, well-founded cases and upon application, the program committee may extend the one-year deadline.

| Approx. 4 weeks after submission of publication to the GAUSS Office | The GAUSS Office can give or send you your diploma. Please get in contact via email in order to find out if your diploma is ready. You receive the degree diploma and may now officially call yourself Dr.rer.nat. or Ph.D.! Many congratulations! For international students: Please check with the authorities of your home country whether you will need a special authentication (Apostille) for your certificate (which is easier to obtain while still in Göttingen). For further information, see the handout “Pre-authentication of certificates of the University for use abroad/Apostille” |