

## **Handout for thesis evaluation and disputation**

1. All documents have to be submitted to Dean's office of the Faculty of Biology and Psychology during the regular office hours. The application form (<http://www.uni-goettingen.de/en/415855.html>) has to be filled and submitted together with the documents listed at page two of this form.
2. All documents will be sent to the GAUSS office, Friedrich-Hund-Platz 1. Pick up the green doctoral file at the GAUSS Office after notification *via* email.
3. Arrange an appointment with the Dean for the signature on the admission to the doctoral examination.
4. Circulate the green doctoral file to the reviewers of the thesis and the examination committee and return it to the first reviewer subsequently
5. Inform all members of the examination board about the time and the place of thesis defense.
6. After disputation the green doctoral file has to return to the GAUSS office immediately. It has to be there not later than one week before the celebration ceremony.