

## Manual „Final phase of Doctoral Studies“

From the submission of the dissertation to the award of the doctoral certificate

Are you in your final phase of your PhD process and do you intend to hand in your dissertation shortly?

Then it is useful to look at the following procedures and regulations to make sure that the examination process will be completed without any problems. The applicable regulations are fixed in the valid Doctoral Regulations and the Implementation Guideline.

### 1. Submission of dissertation

In order to submit your dissertation you have to hand in an [application for admission](#) to the examination. The application has to be signed by the first supervisor. In accordance with your first supervisor you will propose a second, external, supervisor as well as the other members of the board of examiners (in general a third member of the board and the board's chairperson). Before you hand in the application the members you chose should already have agreed on being appointed member of your examination committee for the oral examination. Please note that you have to be enrolled in HafenCity University Hamburg when you apply for the admission to the examination.

The completed application form has to be handed in with five printed copies of your dissertation, the affidavit (template see [here](#)) and an abstract in German and English. The documents have to be sent to the Doctoral Examination Board's office (see contact details below) before the Board meets, according to the corresponding deadlines published on the [website](#). In case of submission by post the postmark date is important to meet the deadline.

You have to give a short presentation of your dissertation project at the corresponding meeting of the Doctoral Examination Board. The following points could be helpful when preparing the presentation:

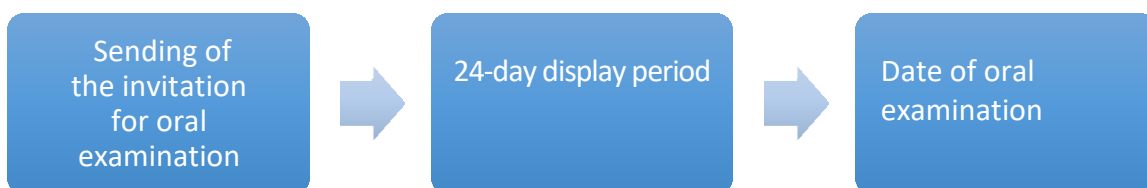
- the research gap you worked on and your main results have to be presented in max. 5 minutes
- the presentation has to be held without using any Powerpoint slides
- the members of the Doctoral Examination Board are allowed to ask questions
- the presentation can be held in English

The office of the Doctoral Examination Board informs you in good time about the date of the Board's meeting and also provides you with further information.

## 2. Phase of Revision

After you successfully presented your dissertation project to the Doctoral Board of Examination and after your admittance to the examination, the members of your examination committee will be officially appointed. The examiners get their correction copy of the dissertation as well as the letter of appointment by the Doctoral Examination Board's office. The further members of the examination committee are also informed by post. The examiners have to provide their reports to the Doctoral Examination Board's office within three months. They have to be provided in original, if necessary also as a scan via email. If a deadline extension is needed it has to be applied for at the Doctoral Examination Board's office in time. The reports are forwarded to the doctoral student.

After the reports were submitted to the office and provided that the dissertation was rated at least with „rite – sufficient“, a date for the oral examination can be fixed. In general, the doctoral student organises it in consultation with the chairperson of the examination committee. It is important to take into account the 24-day display period (21 days of display + 3 days for possible objections). The 24-day display period starts from the date on which the office of the Doctoral Examination Board informs the university public about the oral examination by sending the invitation.



As soon as the doctoral student and the committee have agreed on a specific date, it has to be calculated backwards to determine when to invite the university public at latest and when the reports have to be submitted to the Doctoral Examination Board's office. In general, the reports have to be at the office at least one day before the university public is invited to the oral examination.

The office of the Doctoral Examination Board has to be informed about the date of the oral examination as soon as it is fixed. Both, the invitation to the examination as well as the additional information for the examination committee, are distributed by the office of the Doctoral Examination Board.

*Please note: Generally, the oral examinations are held in presence at HafenCity University Hamburg. Exceptions to the standard procedure have to be applied for at the Doctoral Examination Board, according to § 11 Abs. 2.*

### 3. Oral examination

The oral examination is divided into two parts: a public one, where the university public is allowed to attend, and a non-public one, where only the examination committee and the doctoral student take part.

- 1. Part:** The doctoral student presents its project in 30 minutes to the university public and the examination committee. It is followed by a 30-minutes discussion in which the public is allowed to ask questions. The head of the examination committee moderates the discussion. He or she is also in charge of writing a report about the examination.
- 2. Part:** An examination of 60 minutes follows, which is held under exclusion of the public, only in the presence of the examination committee. Afterwards the committee members discuss the grade in the absence of the doctoral student and inform him or her about the results.

All committee members have to sign the report of the examination that has to be sent to the Doctoral Examination Board's office. Hereafter the office issues a provisional confirmation of the grade and sends it to the doctoral student. A routing slip (Laufzettel) regarding the publication process is also sent to him or her.

### 4. Publication

If the examination committee mentions any requirements concerning the final dissertation they have to be incorporated first. Then the first supervisor confirms on the routing slip (Laufzettel) that the final version of the dissertation corresponds with the correction copy in terms of content and that it can be published.

With regard to the publication the doctoral student can choose among different options, which are specified in § 13 (3) of the Doctoral Regulations. Most commonly, the dissertation is published either via a publishing house or digitally, which means via the repository of the HCU library. Further information or support is provided through the [website of the library](#) as well as by the library staff in charge.

If you choose to publish through a publishing house please send four printed versions of your published dissertation to the Doctoral Examination Board's office (one for each supervisor, one for the library and one which is kept in the office of the Doctoral Examination Board). If you hand in a printed version to the library on your own you have to make sure that the routing slip (Laufzettel) is signed by the library. Please inform the office of the Doctoral Examination Board if you intend to do so.

If you decide to publish digitally you receive a confirmation of publication by the library. Please send the confirmation to the Doctoral Examination Board's office. You have to provide the supervisors with a printed version of your final dissertation if they ask for. The office of the Doctoral Examination Board doesn't need a printed copy of the final dissertation.

As soon as the signed routing slip (Laufzettel) is submitted to the Doctoral Examination Board's office the doctoral certificate can be issued. The issuing process can take several weeks.

## 5. Award of certificate

Either you receive the certificate by registered mail or you can collect it personally at the Doctoral Examination Board's office. You also receive a written vow which you have to sign and send back to the office.

After receiving the certificate, you are officially authorized to use the doctoral title.

In case of questions or uncertainties, please contact

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