

Checklist for PhD students

A) Preliminary procedure: Registration as a doctoral student.

To ensure that the planned doctoral procedures of the faculty are not only announced upon submission of the dissertation and the associated application for admission to the doctoral program, the Faculty of Mathematics, Natural Sciences and Technology has introduced the preliminary stage of "registration as a doctoral candidate". This registration takes place right at the beginning of the PhD program.

To register as a doctoral candidate, an application (see Attachment 1a) must be submitted. The following documents must be attached to this application:

- a signed resume
- degree certificates (diploma, master's degree or first state examination) and certificates, as well as a transcript of records (a copy is sufficient in each case, no certified copies are necessary). If the degree is from a university or college other than the University of Augsburg, the degree certificate, diploma, and transcript of records for the bachelor's program must also be submitted.
- the written confirmation of supervision from the supervisor of the respective doctoral procedure (Attachment 3)
- If you would also like to register as a doctoral student, please also submit the form from the Student Registry Office signed by the supervisor (<https://www.uni-augsburg.de/de/organisation/einrichtungen/studentenkanzlei/antrage/>) ("Confirmation of Supervision for Doctoral Studies"). We will obtain the dean's signature at the same time as the registration.

During registration as a doctoral student, it is already checked whether the basic requirements for admission to the doctorate (§ 4 PromOMNTF) are met.

Attention: This is only a preliminary procedure! Actual admission to doctoral studies only occurs upon submission of the dissertation and the application for doctoral studies (§ 7 APromO) with all necessary documents (see letters B and C).

B) Initiation of the doctoral procedure
(= services to be provided by the applicant)

a) Written application for admission to doctoral studies submitted to the chairperson of the Standing Doctoral Committee of the Faculty of Mathematics, Science and Technology, consisting of the following documents:

- 1)** Application for admission to doctoral studies (Attachment 1b)
- 2)** Application for the doctoral degree (Attachment 2)
- 3)** Curriculum vitae of the applicant (printed and signed)
- 4)** An official certificate of good conduct, which must not be older than six months.
- 5)** The written confirmation of supervision from the supervisor (Attachment 3)
- 6)** Proof of passing the examination entitling the candidate to pursue doctoral studies: diploma or master's degree certificate or first state examination for teaching at grammar schools (final grade in each case no worse than 2.5).
- 7)** Proof of sufficient command of the German or English language (e.g. certificates of language courses)
- 8)** The dissertation, including its appendices, in typescript or print, in triplicate. The printing of the three copies should generally be double-sided. A template for the dissertation's title page can be found in Attachment 7. If a third reviewer is to be appointed, an additional copy of the work must be submitted, along with the complete contact details of the third reviewer. The dissertation is written in German or English. The writing in another language must be requested from the Standing Doctoral Committee (Attachment 4).

At the latest when submitting the mandatory copies after the oral examination:

- the names of all reviewers and the date of the oral examination must be on the back of the title page.

- 9)** The explanations as well as the sworn statement (Attachment 5 and 6)
- 10)** Please bring an electronic version of the dissertation (PDF format) on a USB stick when submitting the work.

b) The methods used in the dissertation must fall within the scope of a subject area represented in the Faculty of Mathematics and Natural Sciences.

C) Procedure for the doctoral process

a) Dissertation

- 1) After reviewing the documents, the chairperson of the Standing Doctoral Committee decides whether the applicant meets the requirements for admission to the doctoral program and notifies the applicant in writing.
- 2) The chair of the Standing Doctoral Committee appoints two qualified and authorized persons in accordance with § 2 para. 1 and 2 APromO to review the dissertation. The supervisor is generally to be appointed as the primary reviewer.
- 3) The reviewers, to whom the dissertation is to be submitted simultaneously, should submit their evaluations within six months.
- 4) The dissertation may be returned to the applicant by the chair of the Standing Doctoral Committee for revision or be returned to fulfill certain requirements if the experts suggest it.
- 5) The dissertation and the expert opinions are to be displayed for two weeks in the dean's office of the Faculty of Mathematics, Natural Sciences and Technology. This also applies to additions and amendments to the expert opinions.

b) Oral examination

- 1) The oral examination takes place after the dissertation has been accepted. It should generally be held within three months of its acceptance. Generally, no oral examinations take place during the lecture-free period. Exceptions are permitted for important reasons with the consent of all parties involved.
The chair of the Standing Doctoral Committee invites the applicant, naming the eligible teaching staff members involved in the examination, with at least two weeks' notice. This deadline can be shortened by the chairperson of the Standing Doctoral Committee, with the consent of the applicant or at the applicant's request, by a maximum of one week.
- 2) After consulting with the supervisor and the doctoral candidate, the chair of the Standing Doctoral Committee, in addition to the first and second reviewers, appoints one (Institute of Mathematics / Institute of Materials Resource Management) and two (Institute of Physics) further members of the examination board and, after consultation with the supervisor and the doctoral candidate, determines the chair of the board.

3) The oral examination consists of two parts. The first part of the examination consists of the presentation of the dissertation in the form of a lecture lasting approximately 30 minutes; the second part consists of a scientific discussion on the dissertation, the subject area of the dissertation, and related fields. The second part should be between 60 and 90 minutes long.

4) The requirement that the oral examination be conducted in German may be waived with the consent of all members of the examination board and the applicant.

5) If the oral examination is passed, the examination committee determines the overall grade for the doctorate.

D) Services to be provided after the promotion

1) The applicant must publish the dissertation in the approved version within two years of passing the oral examination. In the to-be-delivered

The names of the reviewers and the date of the oral examination must be indicated on the back of the title page of the copies. The resume and the sworn statement are not to be included in the work.

There are four ways to publish:

1. Electronic Publication:

- Submission of 5 mandatory copies to the faculty administration of the MNTF (Faculty of Mathematics, Natural Sciences and Technology)
- Coordination of the version with the university library (OPUS-Bayern)
- Print out the form at the end of the submission process at OPUS (publication agreement for electronic publications) and bring it along with the mandatory copies, signed, to collect the doctoral certificate.

2. Via a publisher:

- Proof of a minimum print run of 150 copies
- Submission of 7 mandatory copies of this published edition (publishing contract and ISBN number) to the faculty administration of the MNTF

3. Submission of 41 mandatory copies free of charge to the University Library for the purpose of exchanging publications, and submission of one additional mandatory copy for the files in the Faculty Administration (Please bring all 41 copies to the Faculty Administration of the MNTF when picking up the doctoral certificate.)

4. Print-on-Demand Procedure:

- Proof of availability in bookstores for at least five years
- Submission of 7 mandatory copies of this edition (publishing contract and ISBN number) to the Faculty Administration of the MNTF.

When publishing your dissertation, please be sure to also observe the library's guidelines (<https://www.uni-augsburg.de/de/organisation/bibliothek/publizieren-zitieren-archivieren/veroeffentlichung-von-dissertationen/>).

In the case of the electronic version, the following minimum standards regarding the quality of the mandatory copies to be submitted must also be observed:

1. The paper used must be white, chlorine-free bleached, and age-resistant. The paper must have a minimum thickness of 80g/m². DIN A4 and A5 formats are permitted. Double-sided printing is possible.
 2. The binding must be strong to ensure long-term, intensive use and the copying of pages.
Ring binding, cardboard binding, and all binding methods that are produced using metal or plastic parts are not permitted.
 3. For dissertations with more than 500 pages (or 500 sheets for double-sided printing), the paper copies must be produced in two volumes.
- 2) Upon submission of the properly completed copies to the faculty administration of the MNTF, the doctoral degree will be conferred by handing over a certificate. The right to use the title of doctor only arises upon receipt of the certificate. For an important reason, the chairperson of the Standing Doctoral Committee may, as an exception, authorize the applicant to use the doctoral title earlier for a limited period (1 year) (informal application to the chairperson of the Standing Doctoral Committee after completion of the disputation for "early use of the doctoral title").

Please note: As soon as the faculty administration receives the completed and signed doctoral certificate from the central administration, you will automatically receive an email notification from the faculty administration. Only then, in the next step, can the appointment for the submission of the mandatory copies and the simultaneous handing over of the doctoral certificate be arranged with Mr. Hagen or Ms. Schenk.