

## Instructions for submitting an application for the opening and conduction of a doctoral degree program

### Opening procedure

#### Submission to the Office of the Dean of Studies (SDA)

- Present your doctoral thesis to your SDA in good time (before submitting it to the office!). The dates of the SDA meetings are available from the respective office. If you are presenting your doctoral thesis to the FSP, please ensure that the application for opening is forwarded to the SDA so that it can be approved there.

#### Submission to the office

- The application must be submitted by e-mail or post with all signatures and the names of the examiners and the chair of the examination committee. In the case of internal supervision, this must be done no earlier than two years after admission to the doctoral degree program; in the case of external supervision, no earlier than three years after admission to the doctoral degree program.
- Six hard-bound** printed copies (perfect binding) and a PDF version (by e-mail or in a cloud) in German or English (no foreword, no acknowledgements, no dedication) must be submitted. Please note:
  - the use of the correct cover sheet for submission; (\*)
  - the existence of a summary of the content in the doctoral thesis (in the language in which the doctoral thesis was written);
  - the doctoral thesis should ideally be printed double-sided
  - the addition of a **current and complete curriculum vitae in tabular form** (at the end of the doctoral thesis). (\*)
- The following should be submitted as separate attachments
  - a one-page summary in the language of the thesis,
  - an abstract in German and English (max. 8 lines each),
  - a list of the author's own publications (or a nil return if applicable),in the case of a cumulative doctoral thesis, the reviews from the appropriate peer review process should be sent by e-mail to [promo@tuhh.de](mailto:promo@tuhh.de).
  - For cumulative doctoral thesis, the supplementary sheet for cumulative doctoral thesis (at least one per article) must be attached
  - the form "Declaration in lieu of an oath (\*) two pages.

In the case of a cumulative doctoral thesis, please note that only publications can be considered, where your predominant collaboration has been confirmed in writing by all co-authors on the provided form. A predominant contribution is deemed to exist if more than 50% of the scientific contribution can be attributed to you. We recommend that you obtain confirmation from the co-authors at an early stage, preferably when the publication is accepted.

## Procedure Implementation

- Once all the reports have been received by the deadline, they will be discussed at the next meeting of the doctoral degree committee.
  
- After the acceptance of the reviews, all parties involved will be informed in writing and the doctoral thesis will be made **available to the university public for two weeks. Only after these two weeks have expired** may the candidate be invited to the **oral examination**.
  
- The procedure for the oral examination is regulated in the doctoral regulations. Should **special regulations** be necessary (e.g. due to a pandemic), these will be published on the homepage of the doctoral degree committee's office.

(\*) <https://www.tuhh.de/tuhh/en/studying/after-graduation/doctoral-degrees/translate-to-alternative-antraege-und-hinweise>