

Guidelines on doctoral degrees at the FAU Faculty of Sciences

FAU's general doctoral regulations have been in effect in conjunction with the doctoral regulations of the faculty of sciences (FPromO Nat.) since January 21st, 2013. The doctorate procedure has several stages. These guidelines contain instructions of supervisors and doctoral candidates. Further details are available at following website: <https://www.nat.fau.eu/faculty/boards/councils/>.

1. Registration

Doctoral candidates **must register** at www.docdaten.fau.de (to provide all necessary details for admission to a doctorate)

2. Application for admission to a doctorate

Open e-mail-link & print admission: Sent **admission, required documents + supervisor confirmation** to Promotionsbüro Naturwiss. Fakultät, Bahnhofplatz 2, 91054 Erlangen

3. Admission to a doctorate

After the documents have been considered and accepted by the doctoral affairs committee, **admission** (in written form) is granted

Writing of the doctoral thesis

(Duration: about 3 years)

4. Application for initiation of the doctorate procedure

Approx. 4 weeks before submission of the thesis, the **application for initiation of the doctorate procedure** must be submitted to the Promotionsbüro. This application is available at www.docdaten.fau.de

5. Submission of the thesis

The thesis must be submitted to the Promotionsbüro as a **printed and bound version in quadruplicate** and as an **unencrypted PDF-file** on a CD or DVD

Important:

- appearance in person is **NOT** required!
- application will only be considered if all necessary documents are included!

Important:

- the admission to a doctorate is independent from other similar checks such as checks during the hiring as a scientific employee after TV-L!

Important:

- the Departmentbescheid contains suggestions for reviewer and members of the examination board. The final decision lies with the doctoral affairs committee!

Important:

- only after publication and confirmation by the library the **doctoral degree certificate** conferred and allows the holder to the doctoral title. You can monitor the progress of the administrative process at www.docdaten.fau.de.

Important:

- The Promotionsbüro publishes the examination date via the respective departments at least **7 days in advance** and officially invites the candidate to the examination. **The legitimacy of the examination depends on this important formality.**

6. Review of the thesis

After consideration and acceptance of the documents, the doctoral affairs committee initiates the review procedure and requests at least **2 reviewers**: The reviews are submitted after about 4 to 8 weeks

10. Publication of the thesis

After passing the oral examination & receiving the supervisor's confirmation regarding the version to be published the candidate must submit the thesis (within one year) to the FAU library according to the publication guidelines in RPromO

9. Oral examination

The oral examination consists of two parts (approx. 45 minutes public and 45 minutes non-public)

8. Determination & publication of oral examination date

After having been notified of the end of the circulation period, supervisor & candidate must determine a **date for the oral examination**. Date & place must be notified at **least 10 days in advance** (to: promotion-nat@fau.de).

7. Circulation/Display

The office of doctoral affairs initiates the circulation/display of the thesis in the relevant department after receiving positive reviews (duration: 4 - 6 weeks); in case of **objections** by eligible examiners, further reviews may be requested



Good luck!