

Guideline for the Examination Procedure¹

1. Before you submit your thesis, contact the BeCog coordination office to check that you fulfill all **credit requirements** and to discuss the composition of your **examination board**.
 - a) For the credit requirements please prepare the check list. If the check list is complete, the BeCog coordinator will sign the third page.
 - b) Composition of your examination board (see §11 in [RerNatO](#)): If you want to add a person without an authorization for examination to your examination board, contact the BeCog administration office **at least three months before submission**. The board is composed of six members, including all TC members authorized to examine². At least three of the six members must be authorized to examine in BeCog, the other three members must have at least an authorization for examination in another GAUSS program. Two of the six members will referee your thesis and both referees must have the authorization for examination in BeCog. At least one of your referees is also member of your TC, and at least one must be a professor. You can use this table to check if all requirements are fulfilled:

Role	Name	Member of TC	AoE BeCog*	AoE GAUSS*	professor
Referee 1					
Referee 2					
Board member 1					
Board member 2					
Board member 3					
Board member 4					
Must Be:		At least 2, and at least 1 referee	At least 3 and both referees	All	At least 1 referee

2. **Arrange date, time and location for the thesis defense** with the members of the examination board. The defense should be scheduled 5-7 weeks after submission. At least four of the six members of the examination board must be present during the defense, including both referees.
3. When **finalizing your thesis**, check that the correct title page (see sample page in [English](#) or [German](#)) and a CV are included. Please note that the title pages are different for a Dr.rer.nat and a PhD respectively. A summary in German and English is also required. Also include a declaration that all parts of the dissertation were written by yourself, that assistance of third parties was only accepted if scientifically justifiable and acceptable in regards to the examination regulations and that all sources have been quoted. In a manuscript based dissertation please also include a statement for which parts of the dissertation you have been responsible.
4. **Submit your thesis online** using the link "[Application for doctoral examination](#)".
Make sure to submit all of the following documents (*you must submit all at once online, the data in the form cannot be saved temporarily*):

¹ This guideline is based on the GAUSS doctoral degree regulations, which are available [online](#). Reliance in law can only be placed upon the official degree regulations.

² The list of members with authorization of examination can be found [here](#).

- a digital copy of the thesis. We recommend to submit the thesis as a pdf-document.
 - signed CV (English or German)
 - signed “Doctoral student’s declaration” (“Promovierendenerklärung; if not submitted upon admission)
 - complete checklist with the confirmation by the BeCog Coordination; please include all available certificates.
 - Copies of publications in connection to the dissertation (if applicable)
 - in case of paper based dissertations: detailed declaration on own contribution to the work and a statement of your supervisor that the manuscripts mirror the essential part of your PhD work
5. **Submit the hardcopies** of the thesis together with the **signed application for doctoral examination** to the coordination office. Submit at least one hard-copy of your thesis, but add more if your referees had requested a printed copy.
 6. After a successful evaluation of the thesis and the defense, the thesis must be published on the eDiss Server within one year. A restricted online publication (access to the abstract only for six months after the defense, which can be extended by another six months) is possible upon application. This application is only possible if a) a patent is pending or b) if the manuscript is already in revision or accepted by a publisher and the contract with the publisher expressly forbids the publication in a dissertation. **An application must be submitted before the defense and must be signed by the PhD candidate and the referees.**
 7. **The defense**
 - a. For defenses via Zoom, or other video conference tools, please note the regulations on the GAUSS page. All members of the committee and the candidate needs to confirm that the defense is held online in written form.
 - b. The defense is open to the public and will be held in English. You need to submit a justified application to the BeCog coordination office to deviate from this regulation.
 - c. At least four of the six members of the examination board must be present during the defense, including both referees. If this is not possible, the defense will be postponed.
 - d. The defense consists of a thirty minutes’ presentation of the main outcomes of your PhD, followed by at least thirty and a maximum of 60 minutes of questions from the examination board and the general audience.
 8. Between the defense and the awarding of the degree certificate, the thesis evaluation reports and the minutes of the defense can be inspected. Please contact the GAUSS Office to arrange a date.
 9. You will be invited to the convocation ceremony, which is a purely ceremonial event. If you cannot participate, please inform the GAUSS Office at least one week before the ceremony.
 10. **Publication and completing the procedure**
 - a. Revise your dissertation (if requested by the referees).
 - b. Have your supervisor sign the revision certificate ([Revisionschein](#)), confirming that the supervisor agrees with the publication of the thesis and send the certificate to the GAUSS Office.
 - c. Publish your dissertation on the eDiss Server of the University Library. The dissertation must be **published at the latest one year after the defense**. In exceptional cases, the deadline may be extended twice by six months each. A **written application** must be submitted **prior** to the one-year deadline.

- d. If necessary, you can also **publish only the abstract** of your thesis with the SUB for the first 6 months after the defense. This period can be extended for up to 12 months. For this, please submit an **informal application including the reason to restrain the dissertation together with your supervisor to the examination board before the defense.** (please see RerNatO § 21, Abs.9)
- e. As soon as you receive the certificate you are officially entitled to use the title “Dr. rer. nat.” or “Ph.D.”