

Check List Initiating the Doctoral Examination Procedure



TECHNISCHE
UNIVERSITÄT
DARMSTADT

General Tasks

- three copies of the dissertation
(one copy for the Departmental Management, and one copy each for the first referee and co-referee)
- one identical electronic copy of the dissertation in pdf-format to be sent by E-Mail to promotion@wi.tu-darmstadt.de
- CV
- Declaration relating to the Doctoral Thesis and Transfer of Rights
German: https://www.tu-darmstadt.de/forschen/wissenschaftlicher_nachwuchs_tu/promotionsinteressierte_tu/artikel_details_de_en_169536.de.jsp
English: https://www.tu-darmstadt.de/forschen/wissenschaftlicher_nachwuchs_tu/promotionsinteressierte_tu/artikel_details_de_en_169536.en.jsp
- proof of three research contributions including a statement from the supervisor (informal letter)
- proof of payment of the doctoral fee (Euro 100)
The doctoral fee of Euro 100 is to be transferred to *Sparkasse Darmstadt*,
IBAN: DE36 5085 0150 0000 7043 00, BIC: HELADEF1DAS, Project-No. 40100191 and Purpose „Promotionsgebühr FB 01“

In case of a dissertation defence in a foreign language the following attachments are to be submitted:

- Informal request to the chairperson of the doctoral board of the department (see template)
The doctoral board agrees with a dissertation defence held in a foreign language subject to consent of the examination committee. The consent of the members of the examination committee must be obtained by the doctoral candidate.

In case of a cumulative dissertation the following attachments are to be submitted additionally:

- Statement of the referees according to § 9 (4) of the PO/AT (see template)
- Declaration on publications according to § 9 (4) of the PO/AT (see template)
- Declaration allowing the independent work to be assessed according to § 9 (5) of the PO/AT including original signatures of all co-authors (see template)