

GRADUATION

IS A CUMULATIVE DISSERTATION POSSIBLE AND IF YES, HOW MANY (JOURNAL) PAPERS ARE NECESSARY?

Yes, a cumulative dissertation is possible. No specific number of papers is required.

WHY CAN I NOT START THE REGISTRATION FOR GRADUATION IN THE STUDENT ADMIN TOOL?

It is very likely that one or more milestones in your student tool has not been completed. Please check the status of your milestones and contact your supervisor or PhD program coordinator.

WHOSE NAMES SHALL I MENTION ON THE PHD THESIS COVER PAGE?

Names of the PhD committee members that has been in place for the duration of the PhD should appear on the cover page of your PhD thesis.

WHEN AT THE LATEST SHOULD I UPLOAD MY THESIS?

You need to upload your thesis 6-8 weeks before the date of your defense.

IN THE REGISTRATION FORM, I SHALL ENTER TWO DATES: ONE FOR THE COLLOQUIUM AND ONE FOR THE DISPUTATION. DO THESE TWO PARTS HAVE TO TAKE PLACE SEPARATELY?

The Colloquium and the Disputation normally take place on the same day: 60 minutes are usually reserved for Colloquium and 90 minutes for Disputation. Therefore, you can set the same date for both parts.

AT WHICH POINT OF THE PROCESS DO I UPLOAD THE NAME OF MY EXTERNAL REFEREE?

The external referees need to be added in the Milestone Circulation round.



ARE THERE ANY REQUIREMENTS REGARDING THE COMMITTEE PRESENT DURING THE DEFENSE?

At least two people with the right to award a PhD title ("Promotionsrecht") have to be present during the defense.

ONLY ONE PROFESSOR FROM MY PHD COMMITTEE HAS THE RIGHT TO AWARD A PHD TITLE ("PROMOTIONSRECHT"). I HAVE INVITED A FEW PROFESSORS FROM MY INSTITUTE, SOME OF THEM HAVE THE "PROMOTIONSRECHT". DO I HAVE TO ENTER THIS INFORMATION IN THE MNF STUDENT ADMIN TOOL?

After the defense, all participating professors sign "Proceedings of PhD defense". This document serves as the evidence that at least two out of all professors meet the criteria reg. "Promotionsrecht". It is not necessary for you to make any changes in the portal.

WHAT IS THE REGISTRATION PROCEDURE FOR THE PHD DEFENSE?

You can start the registration once all your milestones have been completed. Opening the Registration Form will allow you to upload your PhD thesis.

Once uploaded, your professor will receive an email with a request for approval. As soon as the approval has been submitted, you will get an email with a list of documents which you need to send over to the Office of Student Affairs (not later than 4 weeks before the defense).

You are registered for the defense as soon as you have sent these documents and the Office of Student Affairs has processed them.

