

## **The doctoral procedure at the Faculty of Humanities, Social Sciences, and Theology (Dr. phil.)**

1. The currently valid versions of the **General doctoral regulations and the Faculty doctoral regulations for the degree of Dr. phil.** are available on the website of the Graduate Center and Young Researcher Support at FAU. Please consult the doctoral regulations.  
<https://www.fau.de/graduierenzentrum>
2. **Registration:** When you start your doctoral degree, you will be asked to register in FAU's doctoral research database (<https://www.docdaten.fau.de>).
3. Registration is a prerequisite for **admission** to the doctoral degree. Please submit all forms stipulated on the application for admission to the Office of Doctoral Affairs. Please submit the originals of all requested forms. You will receive the **application form for admission** to the doctoral degree by e-mail after registering in our database. Please mail everything to: Promotionsbüro Dr. phil., Schloßplatz 4, 91054 Erlangen  
If the admission procedure is completed successfully, you will receive **official notification of admission**. You can now download confirmation that you have been admitted to a doctoral procedure from your account in Docdaten.de at any time. If you have any questions about **enrollment to the doctoral degree**, please contact the FAU Student Records Office directly ([studentenkanzlei@fau.de](mailto:studentenkanzlei@fau.de)).
4. Once you have completed your doctoral thesis, please make sure to follow the template for the title page and the second page as stipulated on the last page of the general doctoral regulations. The **application for initiation of the doctoral procedure** is available for downloading from your account in Docdaten. Please send it together with all required documents as stipulated in the application together with four print copies of your doctoral thesis bound with adhesive binding plus an electronic version of your doctoral thesis (1 DVD or 1 USB stick) to the Office of Doctoral Affairs (Schloßplatz 4, 91054 Erlangen).  
If your second reviewer is not from FAU, you should include an informal application stating their personal details and confirming that your main supervisor approves of your choice.  
Go to [www.docdaten.fau.de](http://www.docdaten.fau.de) (Login Doctoral Candidates) and log on to your IdM user account in order to see the current status of the reviews and the doctoral procedure itself.
5. Pursuant to the general doctoral regulations of FAU, reviewers have three months' time to complete their reviews. Please note that a further review is required in the event of the evaluation "summa cum laude".
6. Once the reviews are submitted, the thesis and reviews are made available for **inspection** by professors at the Faculty of Humanities, Social Sciences, and Theology for a period of 14 days (or 28 days during the lecture-free period). Please bear in mind when planning and setting a date for the oral examination that the Disputation can only take place after the period for inspection has passed.
7. Please arrange the date for the **oral examination (Disputation)** with the three examiners. You must inform the Office of Doctoral Affairs of the date of the examination by e-mail no later than **3 weeks** before the date of the examination.

Please send the **three topics** for the oral examination by e-mail to all those attending the examination and to the Office of Doctoral Affairs one week before the oral examination.

The examination lasts at least 90 minutes and consists of three parts (FPromoO Section 12):

1. A presentation lasting approximately 15 minutes in which the candidate presents the most important results of the thesis, followed by a discussion (topic 1)
  2. a scientific discussion on another topic from the subject of the doctoral degree (topic 2)
  3. a scientific discussion on a topic from a related discipline (topic 3).
8. The Office of Doctoral Affairs generally issues invitations to the oral examination two weeks before the oral examination.
9. After the oral examination is passed, the chair of the examining committee proposes the **overall grade** based on the grade for the doctoral thesis and the grade for the oral examination and this is finally determined by the chair of the Doctoral Affairs Committee, after checking the documents. You receive a **provisional certificate** signed by the chair of the examining committee stating the examination taken and the overall grade. Please note section 11 below.
10. The **doctoral degree certificate** is only issued once you have met the **publication obligations** that are a compulsory part of the procedure.
11. You can only meet your **publication obligations** once **permission/approval for publication** has been granted (on the basis of written confirmation from your supervisor). The final, approved version of the thesis shall be submitted to the **University Library** in one of the following publication forms (including approval for printing):
1. Six copies if the thesis is published as a complete book by a commercial publisher and proof is provided of a minimum circulation of 150 copies
  2. Six copies if the complete thesis is published by FAU University Press
  3. A machine-readable copy of the thesis in an electronic format specified by the University Library; if the thesis is submitted electronically, the candidate grants the University the right to copy, electronically transmit and convert the thesis into other formats within the scope of its official business.
- If you publish via a publishing house, you must file an application for the certificate to be issued early and guarantee that you will submit the compulsory copies within one year. The application is available on Docdaten.
- Please note when publishing your thesis that the doctoral thesis must be marked as a doctoral thesis from Universität Erlangen-Nürnberg. You must state the original title of the doctoral thesis if the published version has a different title.
12. The doctoral degree is only completed once the certificate is issued and only then are you entitled to use the doctoral title. You are not permitted to use a provisional doctoral title.