

## **Doctoral examination procedure**

Is your doctoral dissertation project finished and your dissertation almost complete? Now, you are faced with further procedural steps: If you haven't done so already, you should now find and specify a second reviewer: You need another professor to review your doctoral dissertation from a scientific point of view. It is advisable to involve the second reviewer as early as possible so you can discuss your work with her or him from a technical point of view before submission.

Then you must apply for admission to the doctoral procedure. Here, you must state the exact title of your work and make a proposal for the composition of your examination board. Please observe § 3 (1) and (2) of the Doctoral Degree Regulations. Your application must be approved by the Faculty Council, which meets three times per semester during the lecture period. The time-limit for submitting is at least 10 days before the meeting. After approval, you can then submit your dissertation including the documents which are listed in the Request for review to the Doctoral Office.

## **Review of the doctorate**

Once the complete documentation has been submitted, your work will be forwarded to the reviewers, who will usually review your dissertation within eight weeks.

When all the reviewers are available and the acceptance of the dissertation has been determined, the authorized examiners and the other members of the Faculty of Agriculture will be informed of the two-week inspection period. This is followed by a three-day objection period. If no objection has been raised, the first assessor will obtain a declaration of printability.

## **Public lecture and scientific debate**

Now, a doctoral colloquium can be convened with a notice period of at least two weeks. For this purpose, you inform the Doctoral Office in good time by e-mail of the required information (date, time, institute, lecture hall, possible substitute for the chair). After successful completion of the doctoral colloquium, you will promptly receive a preliminary certificate of the overall evaluation of your doctoral performance.

## **Completion of the doctorate**

Your doctoral procedure is considered complete when your dissertation has been published. You have a maximum of one year to do so. You will receive more detailed information after the examination, where you will receive a letter from the chair.

The doctoral certificate will be issued as soon as the documents required for graduation are available. You will receive two certified copies. At this point the doctorate is considered to have been completed and the title may be held. The original of the certificate will be presented by the Dean at the annual doctorate celebration.