

Process after submission of the dissertation

1. After the dissertation is submitted to the study and examinations office, the doctoral committee designates the reviewers by issuing a resolution.
2. After the resolution is passed (typically one week after submission), the dissertations are sent to the reviewers.
The reviews are supposed to be on hand six weeks after they are requested.
3. After the assessment process is complete, the dissertation is publicly displayed at the study and examinations office, together with the reviewers' proposed grades, for two weeks (or four weeks during the period when courses are not in session).
4. The study and examinations office must be notified of the members of the commission, including a designation of the chair and deputy chair, by the end of the period when the dissertation is on display at the latest so that the dissertation can be accepted and the doctoral file can be sent to the commission chair.
The supervisor or doctoral candidate is responsible for notifying the study and examinations office of the members.
5. One day after the end of the period when the dissertation is on display at the earliest, the doctoral commission decides whether to accept or reject the dissertation or request that it be revised. If the dissertation is accepted, a grade is determined on the basis of the proposed grades.
 - 5.1 The chair can hold a vote regarding acceptance of the dissertation by circulating a resolution via e-mail. The chair must file the relevant e-mails among commission members as part of the records.
 - 5.2 If one or more reviewers recommend that the dissertation be revised, the matter must be discussed at a meeting.
 - 5.3 If the dissertation has been accepted by way of a resolution circulated by e-mail, the chair must call a meeting of the commission prior to the defense for the purpose of evaluating the dissertation. The grade for the dissertation is determined at this meeting. The dissertation must be graded before the defense. Abstention from voting is not permitted.
6. After the dissertation is accepted, the doctoral commission notifies the candidate of its decision.
7. The doctoral commission sets the date and time of the defense by mutual agreement with the candidate. **The defense can take place ten days after the dissertation is accepted at the earliest.**
The chair of the commission invites the commission members to the defense and notifies the study and examinations office of the time and place. The study and examinations office sends out the posted notice of the invitation one week before the defense.
8. After the defense, another meeting is held to determine the grade of the defense and the overall grade for the doctorate. Abstention from voting is not permitted.
9. The publication and fulfillment of the obligation to deliver to the Dissertations Department at the University Library (Hoschschriftstelle) must take place within one year, counted from the date of the defense.
10. After the dissertation is published, the Dissertations Department at the University Library (Hoschschriftstelle) issues a confirmation of receipt, which must be submitted to the study and examinations office. After that, the doctoral certificate is issued.