

Information on the PhD graduation procedure

Step 1 – Request for admission as PhD student

The request is to be filled online in the database HalDoc ([Antrag auf Annahme](#)¹). The filled form must be printed in order to collect the required signatures and submit it with the documents about your academic career in the Promotionsgeschäftsstelle (Von-Danckelmann-Platz 3). Written confirmation will be sent to you about the admission as graduate student at MLU; please note that it may take several months due to the validation of foreign academic documents by a governmental office. The acceptance as PhD student is given for 5 years. Prolongation must be requested including a confirmation by your academic supervisor before this deadline.

Step 2 – Submission of PhD thesis

a. PhD thesis

The length of the PhD thesis is to be in accordance with the *Promotionsordnung* § 7 (Regulations on PhD graduation). Respective questions will be answered by your scientific supervisor or the head of the specific PhD commission (German: Fachspezifische Kommission). All citations, including those of your own work, need to be cited according to the rules of good scientific practice. This also protects your own interest to avoid accusations of plagiarism later. In case of doubts, ask your scientific supervisor or the head of the specific PhD commission.

- b. [Antrag auf Zulassung](#)²: The **request for PhD thesis submission** is to be filled online in HalDoc. The thesis with the required documents and signatures will be submitted in the Promotionsgeschäftsstelle (Von-Danckelmann-Platz 3). **Attention NEW: The electronic version of the dissertation has to be uploaded in a cloud, the doctoral candidate receives the access data. There is no need to hand in a stick or CD.** Documents will be checked there and forwarded to the specific PhD commission. The acceptance of the thesis and the start of the PhD promotion procedure will be decided in the next meeting of the PhD Committee (German: Promotionsausschuss) of the Faculty of Natural Sciences II.

Step 3 – Start of PhD promotion procedure

The candidate will receive written confirmation about the start of the PhD promotion procedure. The reviewers will be made public (on the websites of the Faculty of Natural Sciences II). Reviewers are asked to report on the PhD thesis within two months and to recommend acceptance or rejection of the PhD thesis.

Step 4 – Faculty-internal information on the thesis and reviews

After all reviews have been received, the PhD thesis and the reviews are made accessible for the members of the Faculty in the Promotionsgeschäftsstelle for the duration of 2 weeks. This will be announced on the websites of the Faculty of Natural Sciences II.

Step 5 – The PhD defense committee

After the 2 weeks of faculty-internal information (step 4), the specific PhD commission receives the documents to prepare the decision of the *PhD committee of the Faculty of Natural Sciences II* about the continuation of the promotion procedure and the members of the PhD defense committee.

Step 6 Acceptance of the PhD thesis

The PhD candidate receives written confirmation about the acceptance or rejection of the PhD thesis as well as about the members of the PhD defense committee. The latter is also published on the websites of the Faculty. The members of the PhD defense committee will be informed by Email, the head of the defense committee receives the documents for preparing the defense.

Step 7 – PhD defense

The date and time of the PhD defense will be set by the head of the PhD defense committee in agreement with the PhD candidate and the defense committee members. The head of the PhD defense committee informs the Promotionsgeschäftsstelle about the date and time. The PhD candidate will be invited in written form. He/she can request access to the reviews by contacting the head of the PhD defense committee. The PhD defense will be announced on the websites of the Faculty of Natural Sciences II.

Step 8 – Permission to publish the thesis (§ 14 Abs. 1 Promotionsordnung)

In the case of changes to the thesis which are explicitly requested by a reviewer, the candidate will receive a written information. Only in this case, a permission for publication of the PhD thesis is required and given in the Promotionsgeschäftsstelle, after a confirmation from the (first) thesis supervisor about the completed corrections is obtained. All other PhD candidates can publish their PhD thesis after the defense in the university library.

Step 9 – Publication and PhD certificate

The PhD thesis must be published through the university library within one year from the defense date. After this step, the PhD will receive the certificate, which finishes the PhD promotion procedure. The related documents will be stored in the university archives.

Regulations, forms and supporting information can also be found at:

<http://www.natfak2.uni-halle.de/promotion/>

¹ https://loewenportal.uni-halle.de/portal/rds?state=verpublish&publishContainer=applicationForm1&menu_open=n

² https://loewenportal.uni-halle.de/portal/rds?state=verpublish&publishContainer=openingForm&menu_open=n