

2 Initiating the examination procedure

Dr. phil.

Step 1: Application

- Please inform the dean's office (PEG, Room 5. G116) at least 14 days before a doctoral committee meeting about your intention to start the examination procedure
Informally via e-mail/telephone to: Ms Siebert (siebert@psych.uni-frankfurt.de, Tel. 069/798-35301) or
Ms Emmerich (emmerich@psych.uni-frankfurt.de, Tel. 069/798-35309)
- Submit all required documents (see below) to the dean's office at least 7 days before the meeting. Please make an appointment for the submission of the documents.
- The dates of doctoral committee meetings can be found on the website at: [Goethe-Universität — Promotion Psychologie \(uni-frankfurt.de\)](https://www.uni-frankfurt.de/promotion-psychologie)

The following documents must be submitted with the request to initiate the examination procedure. To facilitate the submission, the "Checklist 2: Initiating the examination procedure" can be completed and submitted with the application.

- seven copies of the thesis incl. bound in:
 - + Five-Page German summary (if the cumulus is written in English)
 - + Declaration that the thesis was written independently and that only the resources and aids specified in the thesis were used
 - + Declaration that the principles of good scientific practice have been followed
 - + Declaration on previous doctoral attempts
 - + Declaration that the relevant doctoral examination regulations are known
(A template for the four declarations above can be found here:
[Template Erklärungen zur Promotionsleistung Dr. phil.pdf \(uni-frankfurt.de\)](https://www.uni-frankfurt.de/promotion-psychologie/template-erklarungen-zur-promotionsleistung-dr-phil.pdf))
 - + Detailed explanation and statement on each of the points (6) to (12) of the criteria for publication-based dissertations (only for publication-based dissertations)
(see (6)-(12) of the „Regeln zur Eröffnung und Durchführung von Prüfungsverfahren“:
[Regeln für die Eröffnung und Durchführung von Prüfungsverfahren Promotionen.pdf \(uni-frankfurt.de\)](https://www.uni-frankfurt.de/promotion-psychologie/regeln-fur-die-eroffnung-und-durchfuhrung-von-prufungsverfahren-promotionen.pdf))
 - + Detailed presentation of your own work and statement on the criteria of the rules for initiating and conducting examination procedures mentioned in point (2) for each publication or study included in the dissertation
(see (2) of the „Regeln zur Eröffnung und Durchführung von Prüfungsverfahren“)
 - + Curriculum vitae (without picture)
- Additionally submit the „Application for initiating the examination procedure“ which you can find here:
[Application for opening the examination procedure.pdf \(uni-frankfurt.de\)](https://www.uni-frankfurt.de/promotion-psychologie/application-for-opening-the-examination-procedure.pdf)

- + Curriculum vitae (with picture)
- + Certified copies of certificates
- + Confirmation from the respective journal that the paper has been submitted (e-mail/screenshot)

- All documents have to be submitted also on a USB-Stick (as PDF)
- In addition, proposals for the members of the examination board (see below) should be submitted by the doctoral candidate in consultation with the supervisor.

Composition of the Examination Board:

- The examination board consists of five members and one substitute member:
 1. First reviewer
 2. Second reviewer
 3. Chairperson
 4. Member
 5. Member(+ substitute member)
- The first reviewer is usually the supervisor, if this person is also a member of FB 05 or was a member at the time of acceptance.
- In the case of a publication-based dissertation from which parts have already been published/submitted, no more than one member of the examination board may also be a co-author.

Step 2: Display

- The reviews should be received by the dean's office within 12 weeks after receipt of the dissertation.
- After receipt of the reviews, they will be displayed for two weeks (during the lecture period) or for four weeks (outside the lecture period).

Step 3: Dissertation Defense

- After the end of the display the dissertation defense takes place.
- Dissertation Defenses usually take place on Wednesdays during the lecture period in the PEG building.
- The disputation lecture lasts approx. 15-20 minutes

Step 4: Publication

- After the successful defense, you must fulfil your publication obligation in the University Library (UL) within one year (for alternatives, see § 13 of the relevant doctoral examination regulations).
- In the case of a publication-based dissertation, the submission of five copies in letterpress to the UL is recommended in order to comply with copyright regulations.
- More information on publication can be found at: [Abgabe von Dissertationen \(uni-frankfurt.de\)](https://www.uni-frankfurt.de/abgabe-von-dissertationen)

- In addition, you have to submit to the Dean's Office for internal distribution:
 - One copy for the doctoral office
 - Two copies for the institute library in the PEG building
 - (One copy for each reviewer, if a change was requested)

- For the printed copies of the dissertation all declarations can be taken out, only the curriculum vitae (without personal data) must remain included.

- After submitting the certificates of the UL and the dean's office about the publication, you will receive your doctoral certificate.