

PhD Checklist

with the most important information for PhD students of the Computer Science / Technology and Natural Sciences (STEM) sections of the University of Lübeck (UzL).

All information and references to paragraphs in this document refer to the current PhD regulations (PromO MINT (STEM) 2023), which can be found in the download area of the UzL (<https://www.uni-luebeck.de/en/doctorate/service/downloads.html>).

If you have questions about your PhD project or the PhD process, you can contact the MINT(STEM) Office (mint.buero@uni-luebeck.de). The PhD Council (promovierendenrat@uni-luebeck.de) and the Center for Doctoral Studies Lübeck (CDSL, cdsl.service@uni-luebeck.de) also help with questions about the PhD.

Note: The Personnel Department should be contacted for questions about employment, but not for questions about the PhD.

- Registration of the PhD (PhD project)

The PhD project refers to the process of research work for the PhD, i.e., the time when you deal with the questions of the PhD topic and write the dissertation.

- Familiarize yourself with the currently valid PhD regulations.
- Examination of admission requirements (§ 7 and § 8)
- Process of acceptance and supervision (§ 4)

1. Application for verification of admission requirements

The PhD student applies for acceptance to the PhD project at the MINT Office (<https://www.uni-luebeck.de/en/structure/sections/mint-sections/application-for-admission.html>) and is notified about the admission.

2. Enrollment at the University

Afterwards, the PhD student must enroll at the Student Service Center (SSC). The application for enrollment in a PhD semester and a list of required documents for first-time enrollment can be found here: <https://www.uni-luebeck.de/en/university-education/student-service-centre/services/forms-and-flyers.html>.
Important: PhD students CAN pay the semester fee and receive all associated benefits (e.g., semester ticket), but are not obliged to do so.

3. Registration at CDSL

With the proof “Admission to PhD project” and the enrollment

certificate, registration is done at CDSL <https://www.uni-luebeck.de/en/doctorate/service/registration-at-the-cdsl/registration-new.html>

4. Conclusion of a supervision agreement

Within three months after enrollment, a supervision agreement must be concluded between the supervisor and the PhD student using the sample supervision agreement provided by CDSL <https://www.uni-luebeck.de/en/doctorate/service/downloads.html> and submitted to CDSL.

● Writing the Dissertation

○ Requirements for the dissertation (§ 11)

- The content must provide a new substantial scientific contribution and demonstrate the PhD student's ability to work independently and scientifically.

- The independent scientific achievement must be evident from the document, and contributions from other people (e.g., in software development or evaluation) must be clearly marked (this also applies to co-authors in joint publications).

- The dissertation can be written as a classic monograph or in a publication-based form, i.e., include already published works and materials.

- **Publication-based Dissertation:**

For publication-based dissertations, it must be ensured that the written PhD performance in its entirety is equivalent to that of a classic monograph (in accordance with a position paper of the Science Council "Design of the PhD in the German Science System" [2023]). In principle, publication-based dissertations must also contain a substantial part that goes beyond the already published works. A purely additive form of publications is excluded. Already published materials and texts can be taken verbatim into the dissertation, but they must be put into an overall professional context and represent a coherent document. The assessment of whether the conditions for a publication-based dissertation are met should be carried out in consultation with the supervisor. The final decision lies with the examination committee.

- Language: German or English. Regardless, the work must contain a summary (abstract) in German and English.

- The cover page and second page should be designed according to the layout specifications of the office.

- The last page of the work should include a scientific CV with a photo (no private information such as date or place of birth, address, etc.), which gives information about the educational path and course of study.
- **PhD Procedure**

The PhD procedure refers to the official process of the PhD, i.e., the submission, evaluation and defense of the dissertation, as well as the time of post-processing and certificate handover.

 - Contact the STEM Office about half a year before submitting your work to receive all relevant information for opening the PhD procedure.
 - **Application for admission to the PhD procedure (§ 9)**
 - Deadline: Submission two weeks before the next meeting of the Senate Committee STEM (SA-STEM).
 - Requirements: Admission qualification, enrollment at SSC, registration at CDSL, completed supervision agreement, police clearance certificate (which is still valid for at least half a year at the time of submission)
 - finished dissertation and summary of the work (4 printed copies, 1 copy in electronic form, e.g., PDF)
 - current publication list
 - copy of the degree certificate qualifying for a PhD
 - recommendation letter from the supervisor
 - **Admission decision** by PhD committee (=SA-STEM) (§10)
 - **Evaluation and display** of the dissertation (§ 12-16)
 - **Oral examination** (§ 18)
 - Deadline: Within 3 months after acceptance of the dissertation
 - timeline:
 - 40 minutes presentation and discussion (open to university, other people may be admitted at the request of the PhD student)
 - followed by up to 40-minute oral examination before the examination committee (first and second reviewers and chairperson of the examination committee) and habilitated members of the STEM section.
- **Grading (§ 20)**
 - The decision on awarding “summa cum laude” (highest distinction) is made by the PhD committee with the addition of an external report (§20). The process requires a unanimous recommendation (with justification) from the examination committee and suggestions for possible reporters. This requires characteristics of an outstanding promotion (e.g., high-quality publications or prizes).
- **Post-processing** after successful defense Deadline:
 - 1 year, otherwise, the promotion cannot be carried out

- possible correction based on feedback from examiners
- Receipt of printing approval from STEM office
- Entry of data and examiners on the second page of the work
- Publication of work (§ 21) (either web publication by university library, including 2 printed forms or alternatives listed in § 21). *Important: The publication must take place within one year after passing the promotion (date of oral examination).*
- Consent form for publication
- Issuance of PhD certificate

Zeitstrahl Promotionsverfahren

