

## Doctorate in the structured PhD programme in Psychology: Description of the procedure - regular entry

### Step 1: Topic, supervision and planning of participation in the doctoral programme

- The doctoral candidate has a supervisor and topic (Attention: The doctoral committee does not arrange topics!)
- The doctoral candidate and supervisor conclude a supervision agreement (form "Supervision agreement", see programme homepage). This must include a note stating whether the doctoral candidate will participate in the structured PhD programme of the Department of Psychology → Supervision agreement with note = confirmation of the supervisor(s) to take over the supervision of the doctorate within the structured PhD programme
- The doctoral candidate and supervisor plan the selection and use of the offerings in the Structured PhD programme. The planning is recorded in the form "Planning doctoral programme" (see programme homepage). When planning, we recommend initially assuming a programme duration of 3 years. We also recommend planning at structural level. This means that the planning document does not yet have to include any specific activities. Instead, the four qualification areas should be studied in detail and a decision made as to which elements from which areas should be completed. Moving on, the programme offer can then be scanned for suitable concrete activities. The planning may also be changed in the course of the process according to needs and requirements (see step 4). Our recommendations for crediting are helpful for planning (see programme homepage).

### Step 2: Registration of the doctoral project as part of the doctoral programme

- Registration of the doctoral project within the framework of the doctoral programme in accordance with the regulations (qualification, documents, etc.) of the current doctoral regulations (examination regulations of 16 October 2016 and amendment regulations of the examination regulations of 01 August 2022) with the doctoral committee / doctoral committee chairman Prof. Fries (secretary's office Christine Schröder, Tel. 0521/106-12495 Room: U4-117, email: [promotionen.psypo@uni-bielefeld.de](mailto:promotionen.psypo@uni-bielefeld.de)) (form "Anmeldung Promotionsvorhaben", see programme homepage)
- Lateral entrants transferring from a free dissertation into the structured PhD programme submit the documents specified in the examination regulations amendment regulations of 01 August 2022 after joint planning with the supervisor
- Examination by the doctoral committee
- Written notification from the doctoral committee about acceptance as a doctoral candidate incl. "Certificate of acceptance for submission to the student office" (enrolment form, see programme homepage)
- Written notification of admission to the doctoral programme including a request to find a mentor from the group of university lecturers in the Department of Psychology Bielefeld University or another location (decision of the Doctoral Committee of 04 July 2024 and procedural details on the programme homepage). The mentoring agreement must be submitted to the doctoral office within 6 months.

### Step 3: Enrolment at the student office (enrolment is mandatory!)

- The doctoral candidate registers as a doctoral candidate at the Student Office by submitting the enrolment form and other documents (please contact the Student Office for more information).

### Step 4: Completion of the doctoral project and participation in the structured PhD programme

- The doctoral committee is not responsible during the processing of the doctoral project, unless there is a change of supervisor or difficulties in the supervisory relationship.
- Implementation of the planning defined in step 1 by "translating" it into concrete activities from the doctoral programme and self-generated activities (at other locations and departments). The planning may be adapted during the course of participation (e.g. participation in a thematically appropriate summer school not previously planned). The programme coordinator Ruth Reinardy is available to answer any questions (Tel.: 0521 106 12495, Email: pprogramm-psy@uni-bielefeld.de).
- Original certificates of participation or other comparable evidence are required as proof of academic achievements within the framework of the doctoral programme (a template for the certificate of participation can be found on the programme homepage). Activities that do not have the character of an event (e.g. participation in publications, own advisory activities for other participants in the doctoral programme) must be recorded in the template "Proof of further activities in the doctoral programme" (see programme homepage), stating the point in time or timespan, and countersigned by the supervisor. Self-organized exchange and consultation activities with other programme participants must be documented in the document "Proof of networking activities" (see programme homepage).

### Step 5: Further procedure from dissertation to disputation

After completing the doctoral thesis and achieving at least 18 credit points in the doctoral programme within the provisions of the resolution of the Doctoral Committee of the Faculty of Psychology and Sports Science of 04 July 2024 (see programme homepage), the doctoral procedure continues in the following steps:

- Application by the doctoral candidate for the transcript of the doctoral programme in psychology at Bielefeld University to the programme coordinator Ruth Reinardy (Tel.: 0521 106 12495, Email: pprogramm-psy@uni-bielefeld.de)
- Verification of the evidence by the programme coordinator and subsequent issuing of the transcript (processing time approx. 4 weeks).
- Application by the doctoral candidate to open the procedure (form "Opening doctoral procedure" in accordance with the valid doctoral regulations upon registration, see programme homepage) and submission of the doctoral thesis. In addition to the opening application with attachments, 5 print copies of the doctoral thesis including an abstract and a digital version must be submitted to the doctoral committee (secretary's office Christine Schröder, contact: see above) (The abstract can also be integrated into the doctoral thesis).
- The appointment of examiners by the Chair of the Doctoral Committee (usually following a proposal by the doctoral candidate)
- Request for expert opinion (deadline for submitting the expert opinion is 2 months from the date of submission)
- After receiving the reviews, the doctoral candidate can comment on them, common practice is the waiver of the statement. The statement or waiver must be submitted in writing (by email) to the doctoral committee (secretary's office Christine Schröder, contact: see above).
- Faculty public display of the expert opinions (deadline 3 weeks)
- After the display period has expired, the oral examination may take the form of a disputation or colloquium

- Doctoral candidate coordinates date for disputation or colloquium with examination committee
- After the oral examination, the doctoral candidate receives written notification of the grade from the doctoral committee

The doctoral committee/chair of the doctoral committee Prof. Dr. Fries (secretary's office Christine Schröder, Tel. 0521/106-12495 Room: U4-117, email: [promotionen.psypo@uni-bielefeld.de](mailto:promotionen.psypo@uni-bielefeld.de)) is responsible for any queries regarding the above procedural steps.

If the disputation is successfully completed, the entire doctoral process is transferred to the Examination Office Psychology (Ms. Schäfer, Tel. 0521/106-4287, Room: U4-208, Email: [pruefungsamt-psychologie@uni-bielefeld.de](mailto:pruefungsamt-psychologie@uni-bielefeld.de)). Ms. Schäfer will contact the doctoral student.

#### **Step 6: Publication, granting of the certificate**

- Publication of the doctoral thesis by the doctoral candidate (single or cumulative)
- Assistance from the university library with electronic publication (Ms. Weingarten, Tel. 0521/106-4021, Room U3-208, email: [bettina.weingarten@unibielefeld.de](mailto:bettina.weingarten@unibielefeld.de))
- As soon as the proof of publication has been submitted to the examination office, the certificates are presented to the doctoral candidate at the examination office
- Archiving the file

The competent authority for queries regarding the above procedural step 6 is the Psychology examination office.

**\*Note:**

Forms are available on the programme homepage of Psychology:

<https://www.uni-bielefeld.de/fakultaeten/psychologie/nachwuchs/promotion/promotionsprogramm/>