

Guidelines for conducting a doctoral procedure at the Faculty of Technology at Bielefeld University

Contact: promotionen-techfak@uni-bielefeld.de

This guide is aimed at future doctoral candidates of the Faculty of Technology and shows which steps are necessary to carry out a doctoral procedure, which responsibilities exist and which, if any, time limits have to be observed. The legal aspects are regulated by the doctoral regulations of the university and the faculty, which remain unaffected by these guidelines. The information provided here only serves as an orientation as to how a procedure that conforms to the doctoral regulations can be realised.

Procedural steps

A doctoral procedure at the Faculty of Technology proceeds in the following steps:

1. acceptance as a doctoral candidate;
2. opening of the doctoral procedure (with submission of the dissertation);
3. disputation (oral examination);
4. publication of the dissertation.

These steps are explained below and further information on responsibilities etc. is provided. If you need more detailed information, please refer to the above-mentioned doctoral regulations.

1. Acceptance as a doctoral candidate

Anyone intending to do a doctorate at the Faculty of Technology must first fulfil the admission requirements for the doctoral procedure. These essentially consist of having sufficient previous academic training (such as a Master's degree from a German university) in the subject area of the doctoral project. If these requirements are met, the first step you need to take is to apply in writing for acceptance as a doctoral candidate. To do this, you should send a letter to the Dean of the Faculty stating the following information:

- The intended framework in which the doctorate is to take place:
 - a. free doctorate
 - b. Doctoral program "Bioinformatics" or "Intelligent Systems"
- Form of the dissertation (monograph or cumulative***-please note the end of the guide**)
- Supervisor and title or topic of the planned dissertation;
- Confirmation of your knowledge of the framework doctoral regulations of Bielefeld University and the doctoral regulations of the Faculty of Technology;
- Confirmation that you have not submitted any current or previous doctoral applications.

As attachments you must enclose:

- a [supervision agreement](#);
- a current curriculum vitae;
- proof of the above-mentioned admission requirements (e.g. a certified copy of the Master's degree certificate and the Master's transcript);
- the [certificate of acceptance as a doctoral candidate for submission to the Student Secretariat](#);
- If applicable, the confirmation of admission from the steering committee of the respective doctoral program;
- if applicable, a complete list of publications with details of previous academic publications;

After receipt of your application, the dean decides on its acceptance. Acceptance as a doctoral candidate may be subject to conditions (e.g. studies in preparation for the doctorate), but is in any case initially limited to 5 years. With the acceptance, the faculty expresses its willingness to supervise you in the preparation of the planned dissertation and later to evaluate the work you submit.

Doctoral candidates are required to register at the university as doctoral students; the contact person here is the Student Secretariat.

2. Opening of the doctoral procedure

Please send all documents to the Examinations Office - Doctoral Studies Section.

If your work on the doctoral topic has been successful and you can prove corresponding scientific results and have prepared them in a dissertation, the doctoral procedure must be opened. To do this, you must submit a written application to the Dean of the Faculty at least 10 days before the date of the Faculty Conference at which your proceedings are to be opened, stating

- which doctoral degree (Dr.-Ing. or Dr. rer. nat.) you are seeking;
- who your supervisor is;
- the form of your dissertation (monograph or cumulative*-please note the end of the guide-)
- what the title of your dissertation is;
- which reviewers and members of the examination committee are proposed; in the case of external reviewers, please state your full address and e-mail address;
- that you are familiar with the framework doctoral regulations of Bielefeld University and the doctoral regulations of the Faculty of Technology;
- that you have not submitted any current or previous doctoral applications;
- a declaration that you have worked independently on the topic and have written the dissertation independently;
- as well as a declaration as to whether the scientific discussion on the occasion of the disputation can take place in public at the university.

The following must be attached to the application

- the dissertation in (x+3)-copies (x the number of reviewers); the dissertation as well as a current list of publications must also be sent as a PDF document to the above mail address 10 days before the faculty conference.
- a declaration by your supervisor to review the work as a dissertation;
- your current curriculum vitae;
- a list of publications with details of previous academic publications; in advance as a PDF document by e-mail
- if applicable, proof of studies in preparation for the doctorate or of fulfilment of further requirements.

After receipt of your application, the Faculty Conference decides on its acceptance, sets up an examination committee and appoints its chairperson. The examiners now have 2 months to recommend acceptance of the dissertation, if applicable, and to evaluate it. You will then be informed of the evaluations. You then have 14 days to submit a statement, but you can also choose not to do so. After expiry of this period or upon receipt of your statement, or the declaration that you do not wish to submit a statement, the 14-day public display of the dissertation together with the expert opinion begins.

3. disputation (oral examination)

If the dissertation has been finally accepted (on the basis of the expert opinions prepared), an oral examination will take place after the expiry of the deadline for displaying the expert opinions (see 2.). For this purpose, you arrange an appointment with all members of the examination committee and notify the examination office as soon as possible. In order to ensure proper announcement of the disputation, there should be at least 7 working days between the end of the display period and the announcement of the date in the examination office.

In the disputation itself, you must first present the results of your dissertation and then discuss them in the form of an examination discussion with the members of the examination committee. The subject of the disputation can also be questions from related fields. Minutes are kept of the presentation and the examination discussion. After the disputation, it is evaluated by the examination committee and the overall grade of the doctorate is determined on the basis of the totality of all grades (evaluation of the written performance, grading of the disputation).

4. Publication of the dissertation

If the doctorate is deemed to have been passed, the dissertation must still be published in the form agreed with the examination committee within 12 months of the disputation. In addition to submitting deposit copies to the faculty, various options are available for this purpose (book / photo printing, electronic distribution, ... see also information from the library of Bielefeld University on electronic publication: <https://pub.uni-bielefeld.de/pubtheses>).

*Provided that the supervisor agrees, the dissertation may be submitted in cumulative form with the scientific rank of an individual dissertation. In this case, scientific articles that have been written under a common scientific question and have been published in the proceedings of peer-reviewed scientific conferences or in peer-reviewed scientific journals or have been accepted for publication are submitted as written doctoral work. **The publications must originate from the period after acceptance as a doctoral candidate and must be submitted together with a paper prepared by the candidate** in which the scientific context, the scientific problem investigated, the approaches used to solve it, the results obtained and conclusions reached as well as the related literature are to be presented in a compact form and, in the case of co-authorships, the candidate's own achievements are to be highlighted. The publications intended as doctoral theses are to be attached to this paper as an appendix. The faculty conference decides **before** opening the doctoral procedure whether the candidate's submitted publications fulfil the criteria of a cumulative dissertation.