



10.10.2017

Doctoral Degree Procedure

Admission

- completion of a Staatsexamen, Diplom, Magister or Master program or a comparable course of study at university with a minimum standard study period of four years
- mark of “good” or better awarded for the final examination
- If the overall mark is lower than “good”, admission can be granted if two professors belonging to the faculty submit supporting statement that testify to the candidate’s academic aptitude (also if no overall mark exists).
- If the subject of the doctoral studies was not an examination subject in the preceding final examination, the candidate must demonstrate her knowledge by taking a colloquium of one hour with two professors of the faculty.
- Knowledge of Latin is no prerequisite

Acceptance

1. Agreement with the supervisor stating the topic and the dissertation topic (Promotionsvereinbarung, see attachment)
2. Registration at the online platform heiDocs
3. Application to the respective deanship (Dekanat der Neuphilologie) including the following:
 - Promotionsvereinbarung (see attachment)
 - Proof of compliance with admission requirements as defined in § 4 of the doctoral regulations (usually certificate of former studies, copy and original which will be returned)
 - Exposé of your dissertation project (3-10 pages), signed by the supervisor

- CV (including contact details) setting out her personal and professional background

Dekanat der Neuphilologischen Fakultät

Voßstraße 2, Gebäude 37, 1. OG

69115 Heidelberg

Phone +49 (0)6221 - 542891

FAX +49(0)6221 - 543625

Opening times:

Mo. - Fr.: 10-12 Uhr

Secretariat: Iris.Hoffmann@uni-heidelberg.de

4. Enrolment at Heidelberg University (optional), maximum duration of five years

Submission of dissertation and application for examination

The dissertation has to be submitted to the deanship via Mrs Hoffmann. The following must be enclosed with the application: three hard copies of the dissertation and a digital copy in a common format (PDF on CD – not on memory stick). Prior to this, all information on HeiDocs must be filled in or updated. In addition, the following documents must be included (see attachment):

- Curriculum Vitae (1 page)
- Document “Bescheinigung zur Vorlage beim Dekanat“, signed by first and second supervisor
- An affidavit pursuant to Appendix 1 to these doctoral regulations, which generally is to be submitted in writing (signed by the candidate)
- A copy of the affidavit instructions provided by the university on the meaning of the affidavit and the potential legal ramifications in case of untrue or incomplete statements (signed by the candidate)

The written evaluations by the supervisors should be submitted to the doctoral committee no later than three months after submission. When the doctoral committee has received the evaluation reports, the four-week inspection period of the deanship of the faculty starts (except August).

Oral defence

On expiry of the inspection period an examination committee is appointed (evaluators plus one other professor or associate professor from the faculty, but not from the department). The oral defence should be held during term time and within six weeks, but no later than six months after the end of the inspection period.

The oral defence is structured as follows:

- Two topics for the examination have to be chosen in agreement with Mrs Nünning. These two topics should not touch the topics discussed in the dissertation.
- For each topic you have to come up with a thesis statement, which, together with a short bibliography, should be sent to the examination committee one week before the defence.
- The oral defence lasts about 75 minutes. It starts with a report by the doctoral student on her dissertation. This report should last no longer than 15 minutes. The topics of the oral defence are made up in equal parts of the research fields of the dissertation, and the doctoral subject in general.
- After the report on the dissertation follows a discussion about the one or two (depending on the time) additional topics specified before.

Conferral of the degree of Dr. phil.

- The doctoral degree can only be conferred after the dissertation has been published. 3 copies must be handed in to the University.
- The overall mark of the dissertation and oral defence must be at least “adequate” (rite)
- The dissertation may only be printed once the final amendments have received the imprimatur of the evaluators (see attachment).

Doctoral Regulations

http://www.uni-heidelberg.de/md/studium/download/promotionsordnung_philoneuphil_en.pdf