To-Do-List for Doctoral Candidates at the
Leibniz University Hannover

Issued by the Dean’s Office, Faculty for Civil Engineering and Geodetic Science

1. Formal Admission as Doctoral Candidate

Before starting to work for the doctoral dissertation the candidate must make a formless
application to the Dean’s Office for admission to the doctorate. (Comment: This application
can be made in English).

The application shall be appended with the following documents:

1. a written confirmation of the supervising professor
2. graduation certificates
3. a CV in tabular form
4. a declaration on where and how often he has previously applied for an exam as a
doctoral candidate at another academic institution, and under which dissertation
topic

If the application is brought to the Dean’s Office in person the original graduation
certificates shall be shown at the office and a photocopy of the documents shall be left
there. In case the documents are not presented in person notary certified copies of the
documents to be left at the Dean’s office are required. The Dean’s office checks, if the
admission conditions are fulfilled according to the regulations imposed by the faculty, then
the professors being members of the faculty board decide at a meeting chaired by the Dean,
if additional exams are to be passed before admission.

2. Matriculation (Enrollment)

Since the modification of the University Law of the State of Lower Saxony (NHG) on
January 1\textsuperscript{st}, 2007 it is required, that Doctoral Candidates register as Doctoral Students at the
University. The registration takes place at the Matriculation Office of Leibniz University
Hannover. Among other things, the University Graduation Certificates are to be presented,
and a written confirmation of the supervising professor is to be submitted. Subsequently
the registration was made for the study type “without graduation”. But this could mean an
assessment of long term study fees. For these candidates falling into this category it is now
possible to be transferred to the study type “doctoral candidate”. This category still does not
require to pay registration fees. For this transfer a letter by the Dean’s Office is required,
which has to be submitted by the candidate to the Matriculation office. Please contact the
Dean’s Office in this case.
Please note that the doctorate is obtained according to the Ministry approved regulations of the Faculty, and that the registration with the Matriculation office does not imply, that admission for the degree has been granted. For the formal admission an application must be made to the faculty (see section 1).

3. Application to start with the Doctoral Exam

In due time an application for the start of the doctoral exam must be made at the Dean’s Office. In this application the title of the dissertation must be listed. Also the suggested examiners of the thesis must be listed. If these are not professors of the Faculty of Civil Engineering and Geodetic Science in Hannover, their addresses shall be added.

The application shall be appended with the following documents:

1. one copy of the dissertation
2. a summary of the thesis in German and in English
3. the admission to the doctoral program issued by the Dean’s Office
4. a CV in tabular form
5. a declaration,
   - that the candidate knows the Regulations for doctoral candidates at the Faculty of Civil Engineering and Geodetic Science ([Promotionsordnung](#))
   - that the candidate has completed the thesis independently; used materials by others shall be listed in the references
   - that the candidate didn’t pay any monetary benefits for regards to content
   - that the dissertation has not been used as a M.Sc. or similar thesis before, and that the thesis or parts of it have not been published before
   - on where and how often he has previously applied for an exam as a doctoral candidate at another academic institution, and under which dissertation topic,
6. an official certificate to attest, that the candidate has no criminal record should be procured and requested early enough from the respective authorities (e.g. the Ordnungsamt in Germany at the place of residence as a foreigner, or the Bürgerbüro for German citizens).
7. an agreement between Doctoral candidate, a Member of the thesis review board, the Dean and the doctoral thesis supervisor ([Promotionsvereinbarung](#)).

This documentation must be available at the specified deadlines to be decided upon at the regular meetings of the faculty board during the academic year.

Another copy of the CV and the declaration that the thesis has been made independently must be bound together with the text of the dissertation.

It is recommended to the candidate, that he supplies additional copies of the dissertation to each member of the thesis review board.
The Dean presents the application to the next scheduled faculty board meeting. The board formally opens the doctoral exam procedures by approving the doctoral exam commission. The Dean then invites the approved referees to the exam, which is to be scheduled by the doctoral candidate in agreement with the members of the doctoral exam commission. The time of the exam also needs to be coordinated with the Dean’s Office to assure, that no other doctoral exams of the faculty are scheduled at the same time.

The Dean permits other academic members of the faculty to view the dissertation at the Dean’s Office for a two week period. Then, one week before the exam he assigns the examination room and issues a public invitation to the exam.

The exam consists of a 30 minute oral presentation on the thesis by the candidate to the public. Then a one hour oral exam follows (mostly on the dissertation topic, but general questions are also permitted). The oral exam is attended by the members of the doctoral exam commission and by any interested professorial faculty members only. At the end of the oral exam the chairman of the doctoral exam commission tells the candidate which, if any, additional amendments shall be made in the dissertation before the obligatory printing of the thesis.

The doctoral diploma is printed, after the candidate and the Dean’s Office receive the Permission of the thesis supervisor to print the thesis.

Before the doctoral diploma is handed out to the candidate by the Dean’s Office, the candidate must procure an attestation by the University Library, that he has delivered the required number of printed dissertation copies. The Dean’s Office also receives one additional printed copy by the candidate.