**Before admission as a doctoral student:**

To be accepted as a doctoral student, please send the following completed and signed forms with attachments to the Dean's Office WIM:

1. your **advising agreement**

2. the **application** for **admission as a doctoral candidate**

3. the form "**Registration for the doctorate**" (Annex 1 of the doctoral regulations)

4. **proof** for the **admission requirements according** to § 4 of the doctoral regulations

5. proof of **university entrance qualification**

6. the presentation of the **curriculum vitae** and the **course of studies**

Please note that applications for admission as a doctoral candidate are submitted to the Doctoral Committee at the end of a quarter, which then decides on acceptance. You will then receive immediate notification in the form of an acceptance letter.

**After admission as a doctoral student:**

Since enrolment is compulsory for all doctoral students accepted at the university since 30 March 2018, you must enrol in the next step. If you are employed full-time (50% or more) at the University of Mannheim, you can be exempted from the obligation to enrol.

You can find further information on the matriculation obligation on our homepage.

**Submission of the dissertation:**

The following documents must be handed in at the Dean's Office WIM when you have finished your dissertation:

1. **Dissertation in triplicate**

Please note the specifications regarding the title page on the homepage. The back cover is only relevant when your dissertation is published.

1. **Declaration in lieu of an oath**
2. **Writing:**

I agree that my dissertation can be sent, saved and processed in electronic form for the purpose of a plagiarism comparison.

(Place, date, signature)

1. **If applicable, confirmation by the first evaluator** that the achievements agreed upon within the scope of the doctorate have been fulfilled (according to the form submitted with the application for admission as a doctoral candidate)
2. please inform us about the name and address of the second evaluator.

**After submission:**

Please contact your supervisor at this point (= first evaluator). He/she should inform us who will be the chairman and who will be the third examiner in the oral doctoral examination. First examiner is the supervisor, second examiner is, in most cases, the second reviewer. We would also like to know the date for your oral doctoral examination.

The School Board will decide on the acceptance of the second evaluator and the examination committee in a three-day circulation procedure.

If the decision is approved, the Dean will send a copy of the dissertation with the request to prepare the evaluation to the evaluators assigned. The deadline for submitting the expert opinion is **two months**.

Once the expert reports have been received by the Dean's Office, the dissertation with the expert reports must be made available for inspection by the members of the doctoral committee for **three weeks**. (In some cases, a third reviewer is involved at this point. The examination date is then delayed accordingly).

**After the exam:**

After the exam you will receive a confirmation of passing. This certificate does not yet entitle you to use the doctoral degree. To obtain your certificate, please follow the steps below:

1. ask your supervisor to confirm by e-mail to the secretariat of the Dean that your dissertation can be released for publication
2. also send us the title page and the back of your dissertation. Make sure that these comply with the specifications.
3. As soon as we have received the approval from your supervisor and your title page, you will receive written permission to print and may begin publication.

You will find more detailed information on this procedure and on publication in the information letter **"How to get your doctoral certificate".**

**After publication:**

After you have submitted the required deposit copies and forms to the Dean's Office and the University Library has confirmed the correctness of your entries, your certificate can be handed over.

Further information can be found in the doctoral regulations and on the homepage.