

## FAQ – submission of thesis & date of defense for PhD in physics at UHH

When the doctoral dissertation has been submitted, the doctoral committee will organize an examination committee and appoint reviewers. It can take up to six weeks to prepare an expert review. When the expert report has been received and evaluated, an invitation to the oral defense will be sent out. Upon passing the oral defense, the doctoral student will be issued with a preliminary certificate. Please note that this does not authorize the use of the doctoral degree. The doctoral certificate will be issued and the academic degree officially awarded after publication of the dissertation.

### Where should I submit my thesis?

PHYSICS DOCTORAL STUDIES OFFICE

Jungiusstraße 9, Room 28/29, 20355 Hamburg

Tel.: +4940 42838 7031, E-Mail: [promotion@physik.uni-hamburg.de](mailto:promotion@physik.uni-hamburg.de)

Website: [https://www.physnet.uni-hamburg.de/forschung/promotionen/promotionsbuero\\_e.html](https://www.physnet.uni-hamburg.de/forschung/promotionen/promotionsbuero_e.html)

Opening hours: Monday - Friday, 9 am–12 noon

Contact for all questions with respect to authorship, publishing, open access costs and printing your thesis at DESY: Martin Köhler at [martin.koehler@desy.de](mailto:martin.koehler@desy.de)

### What are the formal requirements?

You need to submit 6 hardcover copies and 1 CD-ROM together with a current CV including the list of publications, a copy of your ID, a copy of your actual matriculation certificate as well as a copy of your high school degree.

Please read here for all up-to-date information on further formalities:

[https://www.physnet.uni-hamburg.de/forschung/promotionen/promotionsverfahren\\_e.html](https://www.physnet.uni-hamburg.de/forschung/promotionen/promotionsverfahren_e.html)

### Is there something additional I should provide to the physics department?

You have to fill and submit the online application for the submission of your dissertation in the department within the online database Docata: <https://docata.min.uni-hamburg.de/>

### How to fix the date of defense?

After the submission of your thesis the reviewers have 6 weeks for the evaluation (“Gutachten”). Both expert reviews have to be ready another 4 weeks before the planned date of the defense.

After having received the reviews the members of the examination commission (“Prüfungskommission”) will decide upon the grade of the thesis and the admission to the defense.

The examination committee consists of 5 members including representatives from Theoretical and Experimental Physics. The chair has to be a member of the doctoral committee for the physics department. Part of the admission is the confirmation and announcement of the date of the defense.

### Is there an English version of the “*Promotionsordnung*” (Doctoral Degree Regulations)?

You can find all relevant documents in the download section of the MIN PhD gateway:

<https://www.promovieren.uni-hamburg.de/en/min/promotion/downloadbereich.html>

### Consultation offer by the Promotionsbüro of the physics department (appointment not required).

Irmgard Flick

Thursday, 1pm-2:30pm at Campus Bahrenfeld, Building 61, ground floor left, Room 15

Friday, 1pm-2:30pm at Campus Jungiusstraße, Building 9, ground floor left, Room 30