

Information sheet for doctorates **at the Faculty of Economics and Social Sciences of the University of Tübingen**

For further information see our homepage where you can also find the full text of the doctoral degree regulations
<https://uni-tuebingen.de/en/faculties/faculty-of-economics-and-social-sciences/research/phd-studies/#c601591>

GENERAL INFORMATION

Academic degrees, doctoral subjects, supervisors

The **following academic degrees** may be obtained at the Faculty of Economics and Social Sciences

- Doctor in Social Sciences (Dr.rer.soc.) (mainly social science character of the dissertation)
- Doctor in Economics (Dr.rer.pol.) (mainly economics character of the dissertation)
- Doctor in Natural Sciences (Dr.rer.nat.) (mainly natural science character of the dissertation)
- Doctor in Humanities (Dr.phil.) (mainly humanities character of the dissertation)

in the **following subjects**

- Historical and Cultural Anthropology
- Education Science (Empirische Bildungsforschung)
- Education (Erziehungswissenschaft)
- Political science
- Psychology
- Quantitative Data Science
- Sociology
- Sport Science
- Economics
- Subject didactics in one of the subjects listed above

General requirements:

- **consent of a professor employed full-time with a qualification in the student's specialized area** to supervise your doctoral studies, as well as the consent of an additional supervisor (in justified cases these may also be professors from universities of applied sciences, junior professors, emeriti or retired professors, assistant professors who teach full-time, honorary professors or guest professors as well as appropriately qualified members of other scientific universities as well as foreign universities), as well as
- **completed university studies** that qualify you for a doctorate in the chosen subject (see § 3 of the doctoral degree regulations).

CHRONOLOGICAL PROGRESS OF A DOCTORAL PROCEDURE

Please note: all underlined forms and other documents that occur in this information sheet you can find [online](#)

1. Admission as a doctoral candidate

The application for admission as a doctoral candidate is to be made at the beginning of the doctorate. When considering your application, the dean's office will ascertain whether admission requirements according to § 3 of the doctoral degree regulations are met, whether any examinations must be made

up for or whether an eligibility assessment process is necessary and whether a degree qualification from a foreign university can be recognized.

Please complete the **Application for Admission as a Doctoral Candidate** and have it signed by your supervisors. Please also conclude the **Doctoral Agreement** with your supervisors. Attach a copy of this agreement as well as attested copies of your degree certificate and transcripts to the application and send or bring these to the Dean's Office. Attestations can also be done by the Dean's Office if you bring the original documents with you as well the corresponding copies.

- Graduates of universities of applied sciences (Fachhochschulen) and universities of cooperative education (Berufsakademien) with Diplom are required to have an average grade of 1.5 or higher. They must submit a certificate from the respective university where they were enrolled at the time of their final examination stating that they were among the best 10% of the students in their final year.
- In the case of degrees from universities abroad, a transcript of records and an officially attested translation of the documents must be added (not necessary if the documents are in English or French).

Once you have been accepted you will receive a **letter of acceptance** with which you need to register at the Student Administration Office.

Notes on compulsory enrollment and exemption from compulsory enrollment:

Since March 30, 2018, PhD students have to enroll according to § 38 (5) of the Landeshochschulgesetz (LHG) after they have been accepted as a PhD student at the faculty. Doctoral students who can prove an employment contract with the University of Tübingen for at least 50% of the scope of a full-time position may be exempted from the matriculation requirement. A declaration of exemption from compulsory enrollment and a copy of the current employment contract are required for this purpose.

For enrollment as well as for exemption from compulsory enrollment, it helps to have a copy of the form "Additional Information" ready, as this data will be needed again in the Student Administration Office. Enrollment comes with student benefits and allows you to use university facilities. You are required to be enrolled until you pass the oral examination. Further information and the necessary forms can be found here:

<https://uni-tuebingen.de/en/study/application-and-enrollment/doctoral-studies-at-the-university-of-tuebingen/>

The **status as a doctoral student can be annulated** without legal consequences any time before the process of admission to the doctoral procedure has started. Do not hesitate to contact the deanery in this case.

2. Admission to the Doctoral Qualification Process

When you have completed your dissertation, you are required to apply for admission to the doctoral procedure at the Dean's Office with the **Application for Admission to the Doctoral Qualification Process** and the **Declarations on the Application for Admission to the Doctoral Qualification Process**. These two forms include all information needed and a list of documents to be enclosed. Please complete these in full, sign them and hand them in at the Dean's Office with the copies of your dissertation and all the other requested documents.

If all the prerequisites to the doctoral qualification process are fulfilled, you will be handed out a **certificate of admission**.

3. Review and inspection

After admission, the dean appoints the reviewers (who may have also been the supervisors of the dissertation) who are asked to complete their review within three months.

When the reviews are completed, the dissertation will be available for a period of two weeks (at least 10 working days) in the Dean's Office for inspection by the members of the doctoral degree committee

and the professors of the faculty. This period cannot be shortened! At the end of the inspection period, you will be informed about the acceptance of your dissertation and about all further steps.

4. Oral defense / viva voce (see also Guidelines on the Oral Examination)

Following notification regarding the acceptance of your dissertation, you will be asked to arrange a date for the oral defense with your examiners and to inform the Dean's Office of the date, time and place with the form **Registration for the Oral Examination**. You will have the opportunity to inspect the reviews in the Dean's Office before the oral defense.

The oral defense takes place two to twelve weeks after the end of the display period.

The oral defense takes place in the form of a scientific disputation, where the candidate puts forward the premises of his/her doctoral thesis and defends these in the following discussion with the members of the examination board. The examination board consists of three examiners (two of them are usually the reviewers), one of the examiners is appointed as chair by the dean. At least two of the examiners are university lecturers employed full-time at the faculty. Your viva voce should take approximately half an hour, the following discussion at most one hour.

All members of the faculty may, according to seats available, take part in the oral defense as listeners. This participation does not extend to the consultation and the announcement of the examination result. For important reasons or following a justified written application by the candidate, the chair of the examination board may exclude listeners.

5. Publication of the dissertation (see also Guidelines for publication of doctoral thesis)

Your dissertation must be published within two years starting with the day you passed the oral defense. Here you should be aware of the following:

- **Declaration concerning differences, title page and printing permission**

Before publishing the dissertation, the candidate is required to submit a **Declaration concerning differences to the submitted dissertation** stating whether and if necessary to what extent the printed version is different from the submitted version.

The **Title Page** of the dissertation is to be created according to the template provided on the homepage. The title page and where necessary also the foreword, dedication and acknowledgments must be presented to the Dean's Office together with the Declaration concerning differences for approval prior to publication.

The title page will have to be included in the published version as a separate insert or included in the binding. If the title has been changed for the version destined for publication, the title page has to contain the old title.

Printing permission follows in writing after submission of the sections listed above.

- **Deposit copies**

The following rule applies to the deposit copies that have to be submitted:

- If a **commercial publisher** undertakes publication, then **4 deposit copies** are to be submitted.
- If all articles composing a publication oriented dissertation (except for the framing of the dissertation) have been **published in journals**, **5 deposit copies** of the dissertation including the framing must be submitted. They also have to include an itemization of the published articles.
- The obligation to publish and disseminate the dissertation may also be fulfilled by submitting an **electronic version** if its data format and data carriers correspond to the specifications laid down by the University Library of the University of Tübingen: <https://uni-tuebingen.de/de/132607>. In this case **3 deposit copies** are to be submitted.

- In special cases, another method of publication may be allowed by the doctoral degree committee.

The **recommended format** for the deposit copies is DIN A5, printed on both sides, soft cover.

The deposit copies must be handed in along with the printing permission at:

Abteilung Hochschulpublikationen/Dissertationen
Universitätsbibliothek
Wilhelmstr. 32
72074 Tübingen

Please note: If you have already published parts of the dissertation, especially in the case of publication-based dissertations, in journals or otherwise, then you should look over your contracts or ask the publishing houses whether you are allowed to publish these sections online or whether that is excluded by the contract with the publishing house. Some publishing houses include permission to publish in the context of a dissertation in their copyright agreements. With some large publishing houses you can obtain this right online and often free of charge. Usually it is not a problem to obtain the publishing houses' permission if the journal is listed as a source in the dissertation.

You can find more information on the publication of publication-based dissertations in the **Guidelines for the publication of publication based or oriented doctoral theses and theses in which collaboration has taken place.**

6. Degree certificate

The University Library will send confirmation to the Dean's Office concerning the submission of the deposit copies. Following this, the doctoral degree certificate can be issued and will be dated the day your deposit copies are submitted. You may only use your doctorate title once you have received the degree certificate. The certificate is usually sent by registered mail, but may also be picked up at the Dean's Office.