



Leaflet on the procedures involved in GAUSS PEI (version from August 24, 2012)

(The following summary is only meant to serve as a guide and no responsibility is taken for the correctness of the information included. The obligatory rules are those laid down in the *math/nat-Promotionsordnung* [doctoral examination regulations], version from July 5, 2012.)

Preparation by the post-graduate student and his/her supervisor

- Selection of the supervisor.¹
- Selection of the subject of the dissertation.
- Initial check of the applicant's degree certification² for equivalence.
- Realisation of funding.

Admission

- Application for admission (form at <http://www.gauss.uni-goettingen.de/aufnahme.pdf>) to be filled in by the **post-graduate student** (fill in the head part of the document and item 2); to be attached: curriculum vitae, degree certificate(s), an outline of the doctoral project and a declaration by the candidate (form at <http://www.gauss.uni-goettingen.de/Promovierenden-Erklaerung.pdf>).
- Consent of supervision (on the same form sheet as the application for admission) to be filled in by the **supervisor** (only item 1 in the form).
- Submission of the documents to the speaker of the PEI Programme.
- If necessary, verification of the student's degree certification for equivalence.³
- Decision of the PEI Management Board to accept the applicant in PEI, and the election of the Thesis Committee.
- Issuing of a certificate of admittance and a certificate for the Office of Student Affairs by the PEI Board and the Dean of the Faculty for Mathematics and Computer Science. Forwarding of a copy of the certificates to the Registrar's Office.
- Forwarding of the certificates to the post-graduate student at his/her stated address.
- Copies of the certificates are sent to the primary supervisor as representative of the Thesis Committee.

¹ The supervisor is a member of the Thesis Committee and must be an authorised examiner and member of PEI. Non-authorised examiners can be nominated upon request as additional supervisors by the PEI Management Board in consultation with the Dean of the Faculty of Mathematics and Computer Science.

² During the admission procedure for PEI, the equivalence of foreign degree certificates and degrees attained at German universities of applied sciences [*Fachhochschule*] will be assessed (see below). The supervisors are expected to undertake an initial assessment of equivalence before a doctoral project is started.

³ A certificate of equivalence must be given for foreign degrees. This is done by the dean of study affairs of computer science at the Faculty of Mathematics and Computer Science. It is necessary to obtain a certificate of equivalence also for degrees acquired at German universities of applied sciences. For this assessment, the degree certificate must be presented with detailed information about subjects, marks and the Master thesis. The application for a certificate of equivalence should be given in to the PEI Management Board.



Implementation

- Enrollment at the Georg-August University of Göttingen (mandatory)⁴
- Annual (minimum frequency) evaluation⁵ of the doctoral project by the Thesis Committee.
- Achievement of the necessary PhD programme requirements.

Completion

- If submission of a "cumulative dissertation" (in the sense of the PhD regulations) is intended, this has to be applied for at least 3 months before registration for examination. The application has to be submitted to the PEI Management Board, together with a list of the publications foreseen for the dissertation.
- Registration for examination at the Dean's Office in the Faculty of Mathematics and Computer Science:
 - Submission of a copy of the thesis upon registration,
 - specification of the scientific discipline of the doctoral dissertation,
 - written suggestion for the composition of the Board of Examiners⁶ and for the referees⁷ (by the examinee in agreement with the Thesis Committee).
 - Written confirmation of the PhD programme requirements (course work, publications, teaching, lectures, etc.)⁸.
 - Other documents (according to *Promotionsordnung*⁹).
- Election of the Board of Examiners by the Dean of the Faculty of Mathematics and Computer Science.
- Agreement of an appointment for the examination between the examinee, the Board of Examiners and the Dean's Office of the Faculty of Mathematics and Computer Science.
- Disputation (occurring between 3 and 6 weeks after submission of the dissertation).
- Public proclamation of the conferral of the doctorate at one of the fixed dates (ca. 3 times per year).
- Publication of the dissertation within a year of its submission.
- Issuing of the PhD certificate.

⁴ It is necessary for the student to be enrolled at the university during the whole time he/she is working at the dissertation.

⁵ The Thesis Committee assesses the progress of the project annually and decides on its continuation.

⁶ The Board of Examiners (at least 6 members) is composed of the following persons:

1. authorised examiners belonging to the Thesis Committee,
2. the referees,
3. other examiners from the PEI Programme's list,
4. optionally, 1-2 external examiners.

External examiners must be officially requested and they must be accepted by the Dean of the Faculty of Mathematics and Computer Science in consultation with the PEI Management Board. Please note the respective rules in the doctoral examination regulations.

⁷ At least one of the referees must belong to the Thesis Committee. As a rule, this is the primary supervisor of the dissertation. At least one co-referee must be named.

⁸ The requirements for the confirmation of the doctoral student's course work and other achievements can be found in Appendix 13 of the *Promotionsordnung* (PhD regulations).

⁹ One of the requirements for the doctoral examination is written proof of the examinee's enrollment at the University of Göttingen. The other documents needed are: official study certificates, declaration of the dissertation being the student's own independent work, and, if applicable, any applications for a PhD at other universities, a curriculum vitae highlighting the examinee's scientific career and copies of the examinee's publications related to the dissertation. Please check also the requirements laid out in the PhD regulations (*Promotionsordnung*).