

## Steps and duration of processing an application for receiving

### the title Dr. rer. nat. (3-6 months in total!)

- Submit your dissertation and the necessary forms at the Dean's office (cf. leaflet).
- The Dean selects a chairman/chairwoman of the graduation committee.
- The chair of the graduation committee selects the members of the committee and the second (external) reviewer for the dissertation.
- The chair of the graduation committee sends back the entire file to the Dean's office.
- The candidate receives a letter from the Dean's office stating that the process has been started.
- The candidate should contact (e-mail) the chairman/chairwoman of his/her graduation committee.
- The dissertation is sent out to the reviewers with a deadline for response of 6 weeks.
- Once the Dean's office has received the reviews, the candidate and the chair of the graduation committee are notified that the modalities of the defense should be finalised.
- The candidate may view the contents of the reviews (not the marks) before the defense takes place (either at the Dean's office or, if the file is already sent out, at the chair's office).
- The candidate negotiates time and location of the dissertation defense with the chair and the members of the graduation committee.
- When all parties agree on time and location of the dissertation defense, the candidate mails this information to the Dean's office (at least 2 weeks in advance).
- When the dissertation defense has taken place, the candidate receives a notification via surface mail.
- The candidate has to turn in 4 printed copies of the dissertation at the university library and has to upload an electronic version on the server of the university library (within 6 months from the time of the dissertation defense).
- The university library sends a receipt to the Dean's office.
- The Dean's office prepares the certificate, which can either be directly picked up by the candidate at the Dean's office, or sent to the candidate via registered mail or handed over by the President of the University in a formal setting at one of two possible occasions (May or November).