

Submission of the doctoral thesis

1. To complete your PhD studies, the **written thesis** must be submitted together with a **complete application to the doctoral examination**.
2. Choice of (external) second examiner:
You will usually find the second examiner in consultation with your doctoral supervisor. It is important that this person is unbiased according to [DFG guidelines](#). If there have been previous collaborations, projects, and publications, these must be explicitly stated in the application.
3. In order to enable a smooth process, we offer a little service: You can send your thesis and your application (according to the "*list of required documents for the application*") in advance by e-mail to promotion@physik.uni-wuerzburg.de. In this way, the formalities and requirements regarding to the doctoral regulations can be checked.
 - If you have to apply for a certificate of good conduct, please note that this process may take some time; depending on the authority. The certificate has to be sent directly from the authority to the PhD-Office.
 - Please remember that the front and the back of title page of your dissertation must correspond exactly to the requirements of the doctoral regulations that are valid to you. Furthermore, the specifications for the thesis according to § 6 (3) must be observed and complied.
4. If all documents comply with the specifications, you will be given a **print release** by e-mail. Without it, the thesis may not be printed. Usually, the faculty offers that the copies of the thesis are made by Mr. Reul. Of course, you can also take care of the printing and binding privately. In this case, please note that the thesis must always have a firm binding: a spiral binding is not permitted for example.
5. After the successful review of your application and the given print release, you have to:
 - upload your thesis as well as your publication list - including all publications listed there (in one document please) - in digital form on "wueteams". If you don't have access to this portal, please contact the PhD-Office.
Premature uploads will be deleted automatically.
 - submit the **remaining application documents** (according to the "*list of required documents for the application*"). Please note that all of it must be signed in original.
You are welcome to use the in-house-mail or the mailbox of the service center (entrance door north - room B024) for this purpose. If you are not employed at the faculty, please send the documents by mail to

Fakultät für Physik und Astronomie
z.Hd. Promotionsbüro
Am Hubland
97074 Würzburg – Germany

6. If everything is at the PhD-Office, your **admission to the doctoral examination** will be printed. We'll send it to you by in-house-mail or mail.

you have any questions, please do not hesitate to
contact us at the times indicated on the PhD website