



FAQ – Frequently Asked Questions about the Doctoral Process

General Information:

1. Can I change the title of my dissertation later on?

Yes. The title submitted at the time of admission is considered a *working title* and may be changed **until the official opening of the doctoral examination process**. Please send any changes by E-Mail to the Doctoral and Habilitation Officer. Once the process has been opened, title changes are no longer allowed.

2. I'm getting married and changing my name — what do I need to do?

Please inform us as early as possible and **send a scan of your marriage certificate** via E-Mail, so your records can be updated accordingly.

3. Which doctoral degree regulations apply to me?

You will find the doctoral regulations that apply to you in your letter of admission - they are explicitly stated there. If you are unsure, please contact us - we will be happy to help you.

4. What is the doctoral committee?

The members of the doctoral committees are elected by the faculty council every two to four years. Decisions on doctoral matters are the responsibility of the doctoral committee.

Supervision:

1. Can I change my supervisor?

Yes. Please submit a **formal request to change your supervisor** along with a newly signed **supervision agreement**. Templates are available on our homepage. Your request will be reviewed by the Doctoral Committee.

Language:

1. Can I write my dissertation in a language other than German?

- According to the **Doctoral Regulations of July 10, 2013 (§5, Sentence 2)**, dissertations may be written in **English** with **written consent from your supervisor**. Any other language requires approval from the Doctoral Committee.

- According to the **Doctoral Regulations of August 27, 2002 (§6, Sentence 2)**, dissertations may be written in another language **with approval from the Dean**. In this case, please submit an informal request to the Doctoral Committee.

Format of the Dissertation:

1. What is the difference between a monograph and a cumulative dissertation?

- A **monograph** is a cohesive, independently written academic work addressing a clear research question from multiple perspectives.
- A **cumulative dissertation** consists of several **academic articles** that have been published or submitted for publication — often co-authored.

→ For detailed requirements, please refer to the *Guidelines for Cumulative Dissertations* available on our website.

2. What are the specific requirements for cumulative dissertations?

These requirements **vary by academic discipline**. Please consult your relevant department. A list of faculty representatives and contacts is available on our homepage (see „Departments“).

Completion Phase:

1. Can I make changes to my dissertation after the disputation?

Yes, but only in coordination with the Doctoral Committee. Please submit a **formal request** outlining the proposed changes, along with written approvals from your reviewers.

2. Can I receive a provisional doctoral certificate?

Yes, if you have signed a **publication agreement with a publisher**. Submit an informal request to the doctoral coordinator. With the provisional certificate, you are entitled to use the title **Dr. des. (doctor designatus)**.

3. Is there any official confirmation available before the doctoral certificate is issued?

Yes. Upon request, you may receive an **official confirmation** including your name, dissertation title, date of disputation, and final grade.

4. How do I receive my doctoral certificate?

After you have published your dissertation we receive an information about the publication of your dissertation from the university library. We will then send you the certificate by registered mail to the address you have entered in your doctoral database account.