



Information on the doctoral examination procedure

Required documents based on § 4 PromO when submitting the thesis

1. application letter for doctoral examination addressed to the Dean of the department (please use the form of the Graduate Office);
2. if necessary, the proof of the fulfillment of additional requirements;
3. certified copies of your university degrees (normally already submitted when applying for acceptance as doctoral student);
4. 4 copies of your PhD thesis (**no spiral binding**) including:
 - a. **originally signed** statement (the same as number 6);
 - b. **originally signed** CV in table form (the same as number 9);
 - c. German language summary (the same as number 5);
 - d. explanation of co-authorships (in case of publication-based dissertation) (same as number 6);
 - e. pdf.

(Please note that documents a to d also have to be embedded in the hardback of the PhD thesis)

5. only for PhD thesis written in language different than German: German language summary (additionally to 4c);
6. statement according to § 4 Abs. 1 PromO, originally signed (additionally to 4a);
7. only in case of publication-based dissertation: explanation of co-authorships (additionally to 4d);
8. only for non-employees: official certificate of good conduct ("amtliches Führungszeugnis") or evidence for current employment within the public sector;
9. evidence of payment of the doctoral examination fee (please see below);
10. CV in table form (where your education is documented well, without a list of presentation and without a list of publications, originally signed, additionally to 4b);
11. a list of publications and conference presentations (as separate document, not attached to the CV or embedded in the hardback).

Furthermore: Performance record based on § 2 section 4 PromO (explained in information on the PhD process).

All documents should be submitted at the Graduate Office (please see below for contact details) at least 2 weeks before the faculty meeting to which the PhD thesis is submitted takes place.

Payment of the doctoral examination fee

Based on § 4 section 5 PromO you have to pay 130,- Euro (FSU fee schedule since 25.06.07) to the following bank account:

Beneficiary: Universität Jena
Account number: 830 015 03 (IBAN DE0982000000083001503)
Bank code: 820 000 00 (BIC MARKDEF1820)
Name of the bank: Deutsche Bundesbank Filiale Leipzig
Reason for transfer: Promotionsgebühr WiwiFakultät / Your name



Title page

The title page has to look as follows (please replace the italic remarks):

Front page

<p style="text-align: center;">Thema</p> <p style="text-align: center;">..... <i>(Insert Topic here)</i></p> <p style="text-align: center;">Dissertation zur Erlangung des akademischen Grades doctor rerum politicarum (Dr. rer. pol.)</p> <p style="text-align: center;">vorgelegt dem Rat der Wirtschaftswissenschaftlichen Fakultät der Friedrich-Schiller-Universität Jena</p> <p style="text-align: center;">am</p> <p style="text-align: center;"><i>(Insert date of faculty meeting to which the PhD thesis is submitted)</i></p> <p>von:</p> <p style="text-align: center;"><i>(Insert degree (MA), name, surname)</i></p> <p>geboren am: in:</p> <p style="text-align: center;"><i>(Insert date and place of birth)</i></p>

Back side (or second page)

<p>Gutachter</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>Datum der Verteidigung:</p>
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Referees

When submitting the thesis, you have to suggest 2-3 referees. Please note that at least one of the referees

- should be the professor who agreed to be your supervisor.
- should be a member of the faculty of economics and business administration.
- shouldn't be a co-author of the doctoral student.

Contact

Dr. Kristina von Rhein
Graduate Office
School of Economics and Business Administration
Friedrich-Schiller-University Jena
Carl-Zeiss-Straße 3, Room 4.98
07743 Jena, Germany
kristina.von-rhein@uni-jena.de
Phone +49 3641 9 43004
Fax +49 3641 9 43002