



Information for the Initiation of your PhD-procedure

Please hand in the following:

- 5 hardback copies (Strictly no ring formation!) of your PhD-thesis (6 if your examination board consists of 5 examiners).
- Application of initiation of your PhD-procedure (attachment 1)
- Declaration according to § 9 PromO (attachment 2)
- Signed CV
- Official receipt of your transfer of the graduation fee of 100 € (please make your transfer to Sparkasse Darmstadt, BLZ 508 501 50, account No. 704 300 IBAN: DE 36 5085 0150 0000 7043 00, BIC: HELADEF1DAS)
- Copy of the title page of your PhD-thesis
- Summary of your thesis in English and German in hardcopy form and as .pdf-file
- If one of the members of your examination board is not a member of FB 18 address and academic title of this member
- If you are not a PhD-candidate of FB 18 please also hand in your academic transcript and your certificate of qualification

— Please hand in the above to the deanery (S3|21/106) at least one week ahead of the meeting of the PhD-board.

Please make sure your PhD-thesis contains the following:

- Declaration of the thesis as Darmstädter Dissertation „D17“ on the title page (see example in attachment 3)
- Summary of your thesis in English and German
- CV
- Declaration according to § 9 PromO (attachment 2)

After you passed your oral examination:

— Change „vorgelegte Dissertation“ to „genehmigte Dissertation“ on the title page of your thesis.

Hand in the following to the deanery:

- Printing approval for your PhD-thesis signed by your supervisor
- Attestation of the ULB stating that you handed in your deposit copies
- certificate of compliance KSC (Hr. Bergmann)

Please hand in the following at ULB:

- If **self-published** 40 copies of your PhD-thesis
- If **published by a commercial publisher** 3 copies of your PhD-thesis
- If **published electronically** 3 copies of your PhD-thesis in copyable hardback copies (please find information on electronic publishing of your PhD-thesis at: <http://tuprints.ulb.tu-darmstadt.de>)

Attachment 1: application of initiation of your PhD-procedure

[consignor]

[place and date]

Anschrift:

An die Dekanin des FB 18
Elektrotechnik und Informationstechnik
Fraunhoferstraße 4
64283 Darmstadt

Sehr geehrte Frau Dekanin,

hiermit überreiche ich Ihnen meine Dissertation mit dem Thema: [title of your thesis] und bitte den Fachbereich Elektrotechnik und Informationstechnik um die Verleihung der Würde eines/einer Doktoringenieurs/in (Dr.-Ing.), bzw. Doktor/in der Naturwissenschaften (Dr. rer. nat.).[choose one]

Herr/Frau Prof. [name of your supervisor] hat die Arbeit als Referent/in betreut. Nach Absprache mit dem Referenten/der Referentin schlage ich gemäß §11 (5) der Promotionsordnung Herrn/Frau Prof. [name of your second examiner] als Korreferenten/Korreferentin vor.

Mit freundlichen Grüßen

[signature]

Attachment 2: declaration according to §9 PromO

Erklärung laut §9 PromO

Ich versichere hiermit, dass ich die vorliegende Dissertation allein und nur unter Verwendung der angegebenen Literatur verfasst habe. Die Arbeit hat bisher noch nicht zu Prüfungszwecken gedient.

[date and signature]

Hereby I declare that I authored the present PhD-thesis alone and exclusively under the use of the literature denoted. The present PhD-thesis has by now not been used in any exam.

[date and signature]

Attachment 3: sample title-page

[title of your PhD-thesis]

Dem Fachbereich Elektrotechnik und Informationstechnik
der Technischen Universität Darmstadt
zur Erlangung des akademischen Grades eines
Doktor-Ingenieurs (Dr.-Ing.) / Doktor rerum naturalium (Dr. rer. nat.) [choose one]
vorgelegte Dissertation

von

[given and surname plus academic title]

Geboren am [date of birth] in [place and country of birth]

Referent: Prof. Dr.-Ing. [name of your supervisor]

Korreferent: Prof. Dr.-Ing. [name of your second examiner]

Tag der Einreichung: [date of submission]

Tag der mündlichen Prüfung: [date of the oral examination]

D17
Darmstadt [year of submission]