



Fakultät Maschinenbau
fortschritt studieren

RUHR-UNIVERSITÄT BOCHUM

RUB

**RUHR – UNIVERSITÄT BOCHUM
FACULTY OF MECHANICAL ENGINEERING**

**Guideline and blank forms for the doctoral procedure and
parameters for editing the doctoral thesis**

Stand 08/2023

The doctoral procedure at the faculty of mechanical engineering consists of the following steps:

1. Supervisor

For each dissertation process the candidate has to look for a supervisor, who fulfils the qualifications stated in § 7 (1), (2) + (3) of the doctorate regulations and is willing to take over the position as the supervisor.

2. Application for the acceptance as a doctoral student according to §6 doctorate regulations

When the aim of earning a doctorate has been agreed upon with the supervisor the application for the acceptance as a doctoral student has to be submitted in the course of one year. The application form, the associated supervision agreement and the exposé of the doctoral project can be found on our homepage.

The application must specify the desired degree. As a rule, this is the Dr.-Ing. If a Ph.D. is the desired degree, the reasons for the decision have to be stated informally.

The submission of application documents is possible until 14 days before the doctoral committee meeting.

3. Application for admission to doctoral procedure and continuation of the doctoral procedure

Steps 3.1 and 3.2 can be scheduled for the same doctoral committee meeting, provided that the deadlines are met

3.1 Application for the admission to the doctoral procedure according to §9 doctorate regulations

After the completion of the dissertation, an application for the admission to the doctoral exam has to be submitted **at least four weeks in advance of the next meeting of the doctoral board**. The application can be submitted in person at the Examinations Office or via an online platform (please contact us). In consultation with the supervisor, the candidate has to coordinate and present a doctoral commission consisting of the head and at least two supervisors. Contact data of external supervisors are needed.

Please note that the examination copy of the dissertation has to be bound in a permanently durable way (e.g. spiral binding is not permitted), that it has to include the educational career

of the author and that the title page has to be designed according to the model provided by the faculty. Furthermore, the guidelines for the abstract have to be observed.

The application for admission, the corresponding forms and the title page can be found on our homepage.

3.2 Continuation of the doctoral procedure

The dissertation and the reviews are made accessible to the members of the doctoral commission and the members of the doctoral board by display in the dean's office for two weeks, this is to say that the reviews **have to be submitted to the dean's office at least on Tuesday two weeks in advance of the meeting of the doctoral board**. This period is a cut-off period. Failure to submit the documents inside the time limit will result in the postponement of the continuation until the next meeting of the doctoral board.

A date for the oral examination, including time and room details, must be notified in writing to the dean's office one week before the meeting of the doctoral board in consultation with the members of the commission. The room reservations can be made at promotion-mb@rub.de.

At the meeting of the doctoral board the continuation of the doctoral procedure is decided and as a rule the date suggested for the oral examination is fixed.

4. After the oral examination

Following the doctoral examination, the candidate is informed about the next steps and, in case of conditions, receives the declaration of clearance, which has to be signed by the supervisors. Modifications of the title can only be decided on by the doctoral commission. An unauthorised modification of the title by the candidate is not permitted.

The doctoral candidate is obliged to make available his or her dissertation to the public in an adequate way. This obligation is fulfilled as soon as the author delivers three copies (obligatory copies) bound in a durable way free of charge to the university library (university library) within a year after the oral examination and in addition makes sure of the distribution by:

- a) the free delivery of a further 40 copies each in book or photo print or
- b) proof of publication in a journal or
- c) proof of the distribution via book trade with a minimum print run of 150 copies, the publication being identified as a dissertation on the back of the title page, stating the location of the dissertation or
- d) an electronic version whose data format and storage medium are to be agreed upon with the university library or
- e) the documentation via microfiche and at least two printed copies.

The title page of the three obligatory copies has to be agreed upon with the first supervisor.

The candidate will receive a certificate confirming the submission. On presentation of this certificate and submission of one obligatory copy, the doctoral certificate can be handed over after coordination of the date with the first supervisor and the dean's office.

Only after the doctoral certificate has been handed over, the doctoral studies are finished and the title awarded may be used. The certificate bears the date of the oral examination.