

Checklist: Doctorate Procedure

According to the [Doctorate Regulations as of October 2025](#)

This checklist may serve as a reference document along your doctorate and shall help you to ensure that all related documents will be submitted in full on time. For any question, you may contact the the office of the dean at

☎ 0641 / 99 21001 or -03 or at dekanat-fb01@uni-giessen.de

Admission as a Doctorate Candidate (§ 6)

- Application for admission to be presented in writing to the Chair of the Doctoral Committee (the dean). Please include:
 - Thesis title and schedule of work for the proposed doctoral thesis;
 - statements and reports on other academic or state examinations that the applicant has passed or failed;
 - statements as to whether, and with what outcome, applications have been made for admission as a doctoral candidate at other universities;
 - declaration that the Justus Liebig University Giessen Statute for Ensuring Good Scientific Practice has been received and that its principles will be observed during the doctoral research;
 - declaration regarding the language approved pursuant to Article 6 (11), Doctorate Regulations;

Please append to the application letter:

- Curriculum vitae including photography;
- list of scholarly writings already published by the candidate
- transcripts of records pursuant to Article 5 (4) (grading equivalent to „vollbefriedigend“) plus a seminar (grading equivalent to „gut“);
- supervision acceptance within the meaning of Article 2 (3);
- in the case of waiver applications, favourable opinions from those appointed as supervisors;
- registration form (statistical form for regional authorities, download from website);
- evidence of sufficient German or English language skills, unless a final examination has been completed at a university in the Federal Republic of Germany.

The doctoral examination office (office of the dean) will issue an official letter of admission to the candidate. As of then, you will be accepted as a doctoral candidate at the faculty of law at Justus-Liebig-Universität. You may now also take advantage of the services of our graduate center: Gießener Graduiertenzentrum Sozial-, Wirtschafts- und Rechtswissenschaften ([GGS](#)). Please make a contact there. You may also enrol as a doctorate student at JLU.

Please confirm back with your supervisor, when your thesis is prepared and ready for assessment. You may then apply for the assessment procedure.

Opening the assessment procedure (§ 10 PromO)

- Apply to the Chair of the Doctorate Committee (the dean) for the assessment procedure and append the following:
 - a single typewritten and bound copy of the doctoral thesis that the candidate considers ready for printing; upon receipt of the written application, the candidate will receive a request from the Dean's Office to upload the digital version of the doctoral thesis to a secure cloud.
 - An assurance worded as follows, this declaration must be bound into the doctoral thesis:

“I hereby declare that I have completed the submitted doctoral thesis independently and with only the help referred to in the thesis. All texts that have been quoted verbatim or by analogy from published writings and all details based on verbal information have been identified as such. In the analyses that I have conducted and to which I refer in this thesis, I have followed the principles of good scholarly practice, as stated in the Statute of Justus Liebig University Giessen for Ensuring Good Scientific Practice.”
 - Proof of payment of the promotion fee of 200 €, to be deposited to the following account:

Justus-Liebig-Universität Gießen
IBAN: DE98 5005 0000 0001 0065 50
(Landesbank Hessen-Thüringen, BIC: HELADEFXXX)
Intended use: "[your name], Promotionsgebühr FB 01"
- Statement on stays abroad for research or qualification purposes during your thesis preparation period (for statistical reports, download from website).

The Chair of the Doctoral Committee will instruct two assessors successively and you will receive written information on every topic of this process.

After both assessments have been presented, your thesis will be displayed to the faculty professors for two weeks (for four weeks in lecture-free period). Following the expiry of the period, the candidate may view and copy the assessments in the offices of the dean. You will receive written information on this process.

Disputation (§ 12)

Please align an appointment for your disputation with the office of your supervisor before officially applying for disputation.

- Apply to the Chair of the Doctoral Committee for oral examination.

You will receive a written invitation with date and venue of your defense, also the names of the members of the Assessment Committee.

After your disputation, you will receive the expert copy of your thesis back for revision and publication. Please return this printed copy back to the office of the dean after your revision is concluded, it will be taken into your examination file. Do not make any changes to this copy or to any side note therein.

Thesis publication (§ 14)

- Publication must be effected within one year from the disputation date.
- If this deadline cannot be kept, please apply to the dean for a prolongation (maximum one more year) before the initial deadline expires.
- Upon receipt of a publishing contract showing a print run of at least 150 copies or an equivalent proof of electronic publishing on [JLUPub](#) you will receive a provisional doctorate certificate. From then on, you are officially holding the doctorate. The provisional certificate will lose validity after two years.
- Please make sure to identify your thesis as a doctoral thesis at the faculty of law at Justus-Liebig-Universität (imprint) when publishing.
- After successful publication, please hand in the following documents to the office of the dean:
 - 4 printed copies of your published thesis;
 - In case of publishing on JLUPub: Proof of publication from JLUPub, two printed books
 - New: Publication as mentioned in § 16, article 2, phrase 2 (2003) is no longer appreciated. Also, an abstract is no longer obligatory.
 - Expert copy of your thesis (received after defense) with ready-for-press confirmation from your supervisor.

Upon receipt of all documents, the faculty will issue your final doctorate certificate.

General

For questions re. your doctorate please refer to the office of the dean.

Please notify the office of the dean of any changes to your contact details during the doctorate.

The faculty of law invite doctorate candidates who have successfully passed their examination to join the faculties' academic party, which take place in April oder May every year.

This checklist refers to the doctorate regulations of the faculty of law as of 2025.

06/2026