

## Guideline for Earning a Doctorate, From A to Z

The most important steps towards attaining the scholarly distinction of Doctor philosophiae (Dr. phil.):

1. Confirmation, in accordance with § 5 of the Doctorate Regulations of the Humanities Faculties dated 27.01.2010, that the formal requirements for approval of entrance into the degree programme have been fulfilled.
2. Establishment of contact with a future academic supervisor with reference to an agreement for their supervisory role – and agreement upon the research topic for the duration of the doctorate.
3. Request for acceptance as a doctoral student with the faculty's doctoral committee (Frau Rittinger, Academic Examination Office for the Humanities). The forms must be completed and handed in three weeks before the committee meets. The Doctorate Regulations of the Humanities Faculties determine what documents must be submitted. The applications are also available in the examination office, Karl-Glöckner-Str. 5 A, 35394 Gießen, during open office hours, or from the GGK or the IPP.
4. Optional: Application for admission to the IPP, Alter Steinbacher Weg 38, 35394 Giessen.
5. Optional: Once you are enrolled in a doctoral programme AND registered as a student, you can take advantage of all that the Graduate Centre for Culture Studies (GGK) has to offer. For more information, see <https://www.uni-giessen.de/fbz/gcsc/ggk>.
6. A request for initiation of the degree conferral process, which should be provided to the doctoral committee of the humanities faculties (Frau Rittinger, Academic Examination Office for the Humanities) approximately six months before you plan on submitting your dissertation. The Doctorate Regulations of the Humanities Faculties sets forth the documents that must be handed in. Proof of payment of a fee of 100 euros must also be included.
7. Confirmation of the initiation of the degree conferral process from the Academic Examination Office for the Humanities.
8. Submittal of work – six bound copies of your dissertation and, so that it might be tested for plagiarism, an additional PDF file on CD, DVD, or other appropriate medium.
9. Assessment of the dissertation by first and second faculty reviewers within three to five months, to include a proposed grade and a recommendation for the dissertation's acceptance.
10. The display period (in German “Auslage”) of your dissertation will be carried out internally by the Academic Examination Office for the Humanities upon confirmation with the examining committee (the dean, two faculty examiners, and two additional professors) and the Dean's Office. The dissertation is made available to the faculty and staff at the Academic Examination Office and in the respective dean's office (for two weeks when the display period occurs during the semester; for one month when it occurs during a semester break).

11. It behoves the doctoral candidate to arrange a time and date for the disputation with the members of his/her examining committee; the dean's office can assist you in reserving the appropriate kind of room (for example, the GGK's doctoral students' room in Philosophikum I, House B, R 29 can be used for just this purpose).

12. Notification of the date/time and location should be given to the Academic Examination Office for the Humanities at least two weeks before the disputation.

13. Sending six copies of the disputation handout to the Academic Examination Office for the Humanities at least two weeks before the disputation.

14. Disputation (Thesis Defense)

15. The degree conferral process is officially closed when the dissertation is published. Publication must occur within the two years following the disputation.

16. Only after formal conferral of the doctoral degree can the doctorate be appended to your name. At JLU, the provisional title of Dr. des. is not used.