

**1<sup>st</sup> Step - Entry in the Doctorate List**

The Examination Office will examine whether the prerequisites for obtaining a doctoral degree are met. The following documents must be presented to the Examination Office:

- **Diploma / bachelor / master examination documents (both certificate and report)** as originals or as certified copies. The average mark obtained must be at least **2.5** (at least 'satisfactory' for jurists). See also Sections 3 to 5 of the Doctorate Regulations.
- Applications for entry into the doctorate list must be addressed to the Dean in writing through the Examination Office. The letter shall indicate the subject of the doctoral thesis as well as the desired doctoral degree.

**2<sup>nd</sup> Step - Submission of the Doctoral Thesis**

**The following documents must be submitted to the Examination Office:**

- Applications for admission to the doctorate procedure must be addressed to the Dean in writing through the Examination Office. The letter shall indicate the subject of the doctoral thesis as well as the desired doctoral degree.
- A statement that you have not been divested of any academic degree and that no criminal investigations have been initiated against you. (May be included in the letter to the Dean.)
- Diploma / bachelor / master examination documents (both certificate **and** report – if not already available in the Examination Office).
- Confirmation of your faculty that your name was added to the doctorate list, if applicable.
- Certification of your faculty that prepublication is authorized, if applicable.
- 6 copies of the doctoral thesis
- Curriculum vitae
- Official certificate of good conduct unless you are a staff member of the Bundeswehr University, Munich. (The **official** certificate of good conduct as per Section 30 Subsection 5 of the Federal Central Criminal Register Act **will be sent directly to the requesting agency.**)  
In case of a licence agreement, the official certificate of good conduct must be submitted, too. The certificate of good conduct **must not be older than 3 months.**
- Official declaration as per Annex 5 (in lieu of an oath).

The Examination Office will examine the submitted documents and whether the formal prerequisites as stipulated by the Doctorate Regulations are met in order to initiate the doctorate procedure. After satisfactory examination, the documents and the declaration indicating that all formal prerequisites are met will be sent to the office of the Dean of the competent faculty which is then in charge of the doctorate procedure.

As soon as the final defense of the dissertation is completed, the chairman of the doctorate committee will forward a copy of the doctoral thesis together with the assessment and the report of the oral examination to the Examination Office. The Examination Office will then issue the doctorate certificate which will be signed by the Dean and the President.

**To have the doctorate certificate delivered to you, you are obliged to**

1. present the completed confirmation of compliance signed by the first expert,
2. forward the deposit copies required for publication to the Examination Office (refer to Section 22 of the Doctorate Regulations)