

KEYWORDS ON THE PROCESS OF PROMOTION “Dr. med. (dent.)“

You will be automatically informed about the evaluation of the work, correction requirements or missing documents. Please understand that due to the large number of doctoral procedures, it is not possible to answer questions about the status of the procedure in between.

1. According to § 5 PromO the registration of the doctoral thesis has to take place as soon as a dissertation topic has been assigned. Before submitting the application for acceptance as a doctoral student to the office for doctoral affairs, you must create your personal doctoral file by registering in the central online portal heiDOCS. (The personal data must be kept up to date for the entire duration of the doctoral studies).
2. According to § 6, (2) PromO, a doctoral agreement must be concluded between yourself and your supervisor (doctoral supervisor/doctoral supervisor). Between the registration at the office of doctoral affairs and the submission of the dissertation it has to pass at least one year.
3. After being accepted as a doctoral candidate, the participation in the MEDISS doctoral program is obligatory.
4. As an option, the application for a cumulative dissertation can be submitted, if the requirements for this are fulfilled (see homepage of the office of doctoral affairs).
5. After your supervisor agreed with the version of your dissertation, you submit all documents (see [Liste der Unterlagen \(uni-heidelberg.de\)](#)) to the office of doctoral affairs and apply for admission to the doctoral examination; your doctoral procedure is officially opened.
6. As soon as all documents are submitted, a second reviewer will be determined in the next possible meeting of the doctoral committee (for dates see homepage doctoral office). The second reviewer remains anonymous during the doctoral procedure.
7. Reviewers are very busy professors and habilitated scientists, so please expect that the review will take its time; we will remind automatically after 4 weeks.
8. If the second review has also been received, the thesis will be sent to the doctoral committee (14 days before the next meeting). This committee will make a statement with a proposal for a grade based on the reviews and the faculty's grading criteria. If corrections to your thesis are required, we will communicate it to you.
9. After the committee has submitted a positive grade proposal and the examiners have been determined, you have one year to organize your oral examination (according to § 11 PromO) (see "Merkblatt zur mündlichen Prüfung" on the homepage Promotionsbüro). For this purpose, you and your examiners determine the place (e.g. the seminar room of your department) and the time for the examination and inform the office for doctoral affairs at least four weeks before the scheduled examination for the purpose of announcement (the examination is open for the university members).
10. After passing the oral examination, your dissertation will be submitted first to the committee (if grade suggestions for the overall evaluation have been submitted by the examiners) and finally to the doctoral conference of the faculty for final acceptance and evaluation; the papers will be available for inspection by the members of the doctoral conference in the office for doctoral affairs for 14 days before a decision is made.
11. After this final evaluation, you and your supervisor will be informed by an official letter and your doctoral certificate will be put into print (unless you still have to take the state examination). Printing / obtaining the Dean's signature will take about 2-3 weeks.
12. When your documents are complete and the publication obligation has been fulfilled, you will receive a certificate bearing the original signature of the Dean and which is sealed. Only with this you are entitled to use the doctoral title! The decorative certificates are handed out once a year during a ceremony, for which you will receive an invitation ca. 4 weeks in advance. Therefore, please remember to inform the office of any address changes! If you do not wish to attend the ceremony, the decorative certificate will be handed out or sent to you.