**Chairperson of the Doctoral Committee**
**of the Faculty of Business and Economics of TU Dresden**

# Frequently Asked Questions (FAQ)

(as of: 04th November 2026)

The questions dealt with here concern the Doctoral Regulations of the Faculty of Business and Economics of TU Dresden from 9th August 2018.

**Key words:**

- Supervisor: Q1, Q2, Q14
- Formal aspects: Q22, F23 (updated, 04th November 2026)
- Reviewer: Q1, Q2, Q9
- Cumulative dissertation: Q6, Q8, QF9, Q18, (updated, 04th November 2026) Q20, Q24 (updated, 04th November 2026), Q26 (updated, 04th November 2026), Q27(updated, 04th November 2026), Q29
- Abridged version: Q7, Q8
- Performance records: Q11, Q12, Q13, Q28
- Originals of documents: Q10
- Doctoral programme: Q3, Q4, Q15
- Doctoral certificate: Q5, Q17
- Publication of the dissertation: Q18 (updated, 04th November 2026), Q19, Q23 (updated, 04th November 2026), 24 (updated, 04th November 2026), 26(updated, 04th November 2026), Q27 (updated, 04th November 2026)
- Admission requirements: Q21
- Doctoral committee: Q30

**Q30: Doctoral committee proposal (§ 4 para. 2)**

Question: Do I have to propose a complete doctoral committee when the procedure is opened, or is it sufficient if I only propose the reviewers?

Answer: A complete doctoral committee should be proposed by the doctoral candidate when the procedure is initiated. This should be done in consultation with the supervisor.

**Q29:**

Question: Is it mandatory for co-authorships that the doctoral student is listed as the first author? If not, would the article count towards the minimum number of three articles even if he or she is the second author? Are there rules for the minimum number of articles that a doctoral student must write as a single author?

Answer: At least one single author article is required. A further requirement is that the contribution of the candidate is sufficient for a doctoral thesis, which is

approved by the reviewers. For a better understanding there are some examples listed:

- if one person is author number 5 in two publications and has one single author paper (which is mandatory), it is unlikely, that the contribution of the candidate is sufficient for a Phd thesis.
- If you have, let's say, 6 papers, where you are only second author + one single author (mandatory), this could (depending on the contribution and quality of the paper) compensate for not beeing first author anywhere (except the single author).
- Two authors (A and B) publish two papers, one with author A&B the other paper B&A - both have a single author paper additional and both are interested to get a Phd. This will most likely not be sufficient, as substantial contributions are necessary from both candidates. Here, both want to qualify with the same papers (except the single author).

**Q28 Registration for additional examinations**

Question: "When I was admitted as a doctoral student, I was required to complete additional economics modules. How do I register for these modules and examinations?"

Answer: Registration for these additional modules or examinations in the doctoral procedure does not take place via the Examinations Office, but exclusively via the respective chair. Please have a signed confirmation issued in each case, which you should keep with you until you apply to open the procedure and then submit it together with the application. An interim report of grades etc. to the office of the Doctoral Committee is neither desired nor intended.

**Q27 Publication of the cumulative dissertation according to § 13 para. 1 no. 3**

Question: "How is published and not yet published contributions handled here? published contributions? How should the link to published contributions look like?"

Answer: The print version of the mandatory copies must contain both the unpublished contributions and the already published contributions, identical to the review version—no revisions. For contributions already published by the time the dissertation is submitted, a reference to the publicly accessible articles is sufficient in the digital version—including the complete bibliographic information for each article and, if applicable, the hyperlink.

**Q26 Publication of the cumulative dissertation according to § 13 para. 1 no. 1**

Question: "For my cumulative dissertation, three of the six papers have not yet been published. Two of the three papers are currently being revised (after reviews have been done) and will then be resubmitted to journals. In view of §13 para. 1, I have the question how I can or have to publish my dissertation.

Answer: The six printed copies (madatory copies) submitted to the SLUB must be identical in content to the copies sent to the reviewers. If the papers are subsequently revised and published in journals, this will not pose a problem for the doctoral dissertation. However, this should be clarified in advance with the publishing houses.

**Q25: To which address should the (simple) police clearance certificate be sent?**

TU Dresden
Fakultät Wirtschaftswissenschaften
Ständiger Promotionsausschuss
01062 Dresden

It is correct, that there is no street name. Our university has its own postal code.

**Q24: Publication of a cumulative dissertation according to § 13 para. 1 nos. 1 and 3 for articles that have not yet been published**

Example question: "Some articles have not yet been fully published. If I published them at the SLUB now, I would not have a chance to publish them in a good journal anymore, because they exclude such a publication. For this reason, I have now only included the abstract etc. in the individual articles and included a note that I have to be contacted for the full paper. Can I do that?"

Answer: No. Either the papers have already been published - then a reference to the source is sufficient in the digital publication or a copy of the journal in print— or the article must be published in its entirety by the SLUB. Exceptions regarding the inclusion of previously published articles must be negotiated with the publishers of the journal.

**Q23: What are the formal requirements for the dissertation?**

There are no specific requirements regarding formatting, font, etc. for the doctoral committee's copies. The dissertation can be printed double-sided to save you costs and the TU Dresden storage capacity.

For the mandatory copies, which you have to hand in at the SLUB, there are the following requirements:
See: https://www.slub-dresden.de/en/publish/doctoral-and-postdoctoral-theses-at-the-tu-dresden/hinweise-zur-formalen-gestaltung-der-dissertation-habilitation

The only differences between the review copies and the mandatory copies held by the SLUB may be the title page and the signature pages. Accordingly, in the case of cumulative dissertations, all journal articles must be included in full in the mandatory copies. For copies intended for publication at the SLUB, signatures (e.g., on the declaration of originality and the declarations of authorship) should be omitted.

**Q22: What should the cover sheet of the dissertation look like? Is there a sample cover sheet?**
There is no sample cover sheet for the dissertation. You can, however, refer to already published works. The following five dissertations shall serve as examples:

- http://nbn-resolving.de/urn:nbn:de:bsz:14-qucosa-39326 (Bühn)
- http://nbn-resolving.de/urn:nbn:de:bsz:14-qucosa-63958 (Krause-Jüttler)
- http://nbn-resolving.de/urn:nbn:de:bsz:14-qucosa-81666 (Lovász)
- http://nbn-resolving.de/urn:nbn:de:bsz:14-qucosa-130581 (Tillich)
- http://nbn-resolving.de/urn:nbn:de:bsz:14-qucosa-32886 (Weyh)

Since the Standing Doctoral Committee may deviate from the Doctoral candidate's proposals when appointing the reviewers and examiners, the names of the nominees should not be mentioned in the submitted copies.

**Q21: Does a four-year *Diplom* degree in economics at a university of applied sciences in the Federal Republic of Germany with an overall grade of "good" or a better overall grade meet the requirements of § 6 para. 1 no. 1?**
Yes.

**Q20: What if a co-author doesn't cooperate?**
If it is planned to use co-authored articles for a cumulative dissertation, there are certain risks that remain with the doctoral student. In addition to the issues of delimitation (cf. Q9), for which confirmation by all co-authors is required, it is to be assumed for copyright reasons that each of the co-authors must give his or her consent, both for the use of the dissertation as an examination paper and for subsequent first or second publication. In this respect, it is advisable for a doctoral candidate to obtain this consent in good time. Without this, the article in question is unsuitable as part of a cumulative dissertation.

**Q19: Can I publish my dissertation before the disputation?**
No. You must wait for the result of the disputation and the overall evaluation of your doctoral studies. If you do not pass the oral examination, your dissertation will not be published.

**Q18: A paper, which was part of the cumulative dissertation submitted, was published in a modified form in a scientific journal. Does this paper also have to be published when the dissertation itself is published?**
Yes, in principle the dissertation must be published in the form in which it was submitted as an examination paper. The author must deal with any problems arising from publishing rights in good time. The publication of the dissertation is indispensable, required by law and therefore has priority.

**Q17: I published my dissertation two weeks ago. Why don't I have a doctorate certificate yet? When am I finally going to get it?**
The following steps are required:
1. The University Publishing Office of the Saxon State Library – Dresden State and University Library sends a confirmation of the publication of the dissertation to the Standing Doctoral Committee.
2. The content of the doctoral degree certificate (title of the thesis, grade, date of disputation, etc.) is determined by the secretary of the Standing Doctoral Committee.
3. The content is additionally proofread by another person in order to exclude errors in the document with the greatest possible certainty.
4. The doctoral file is handed over to the Dean's Office of the Faculty of Business and Economics, which is responsible for issuing the certificate.
5. The certificate is produced.
6. The certificate is submitted to be signed by the Dean.
7. The certificate goes into the signature circulation in the University Executive Board, since the doctoral certificate is also signed by the Rector.

All this takes time. In special cases, for example in the case of an international business trip or illness of the Dean and / or Rector, longer waiting times are certainly to be expected. If any queries about the doctoral certificate are needed, please address them to the Dean's Office and not to the Standing Doctoral Committee.

**Q16: Why is it that a doctoral candidate is already on the list for having completed their doctoral studies, but still on the list of doctoral candidates?**

This question is no longer relevant, as there is no longer a list of doctoral candidates.

**Q15: Do I remain an accepted doctoral candidate in accordance with the PromO2018 (doctoral regulations 2018) if I withdraw from the student registry during my doctoral programme?**
Yes**.**

**Q14: Does the supervisor also have to be the reviewer of the dissertation?**
No. There is no link between the supervisor and the reviewer in the doctoral regulations. Usually, the supervisor is suggested as a reviewer.

**Q13: Does the Doctoral Committee review certificates issued by persons or institutions not belonging to TUD to determine whether conditions according to §9 para. 1 nos. 5 and 6 of PromO2018 are met?**
No. §9 para. 1 nos. 5 and 6 PromO2018 states: "The proofs must be provided in the form of confirmations from the respective specialist representatives [of the university]". It is therefore pointless to submit any certificates from third parties or institutions to the Doctoral Committee and to ask for "recognition" or "preliminary examination" in any sense. The specialist representative is responsible for issuing the certificates and thus for the recognition of the performance in terms of content. It is also the specialist representative and not the Doctoral Committee who issues the certificate that decides on the "performance" according to §9 para.1 nos. 5 and 6 of the doctoral regulations.

**Q12: What should a performance record look like according to §9 para. 1 nos. 5 and 6 of PromO2018?**
§9 para. 1 nos. 5 and 6 PromO2018 states: "The proof must be provided in the form of confirmations from the respective specialist representatives [of the university]". In order to avoid any misunderstandings, the proof (certificate) could (should) contain a sentence expressing the information "... has performed according to § 9 para. 1 no. 5 PromO2018" or a similar sentence stating "... has performed according to § 9 para. 1 no. 6 PromO2018". There are also method-oriented and cross-departmental doctoral events in which a performance can be provided that can be used for both purposes. Proposed wording: "... has performed according to either no. 5 or no. 6 of §9 para. 1 PromO2018."

**Q11: Can I still use performance certificates according to the old doctoral regulations (§ 6 para. 2 nos. 13 and 14 PromO2010)?**
Yes. Performance certificates according to § 6 para. 2 nos. 13 and 14 PromO2010 are creditable as proof according to both nos. 5 and 6 of § 9 para. 1 PromO2018.
**Q10: I do not want to send original documents by post for fear of their getting lost. What can I do?**
You can bring documents in person, send certified copies or send originals and keep certified copies for yourself.

**Q9: What is important for a cumulative dissertation with co-authorship?**
The academic articles submitted for a cumulative dissertation must meet the requirements of § 10 para. 3. Co-authorship is permissible if "the individual doctoral achievement of the doctoral candidate can be clearly delineated and assessed" (§ 10 para. 3 sentence 4). This regulation was developed in co-operation with the legal department of TU Dresden in order to ultimately comply with § 40 Act on the Autonomy of Institutions of Higher Education in the Free State of Saxony (HSFG) "For a doctorate, an independently prepared written academic work that further develops the field of science (dissertation) is to be submitted" and thus to try to achieve legal certainty for cumulative dissertations with co-authorship.
"The doctoral candidate shall explain in writing to which field of the professional article his individual authorship refers." (§ 10 para. 3 sentence 5)

"As a rule, this annotation must be signed by all co-authors" (§ 10 para. 3 sentence 6). This annotation must make it clear to the reviewers what the individual doctoral achievement of the doctoral candidate is. If this is not possible, this article is unsuitable as part of a cumulative dissertation.

The Doctoral Committee advocates a high degree of transparency with regard to the individual contributions of the authors in the articles of cumulative dissertations. Accordingly, the introductory essay must contain a section on the contributions of the individual authors, in particular the individual contribution of the candidate. In addition, the signed author's declaration for each publication must be included in each copy of the dissertation.

The Doctoral Committee provides a (non-binding) template for the declaration of authorship as a sample on the homepage:
https://tu-dresden.de/bu/wirtschaft/postgraduales/promotion/index#section-3
The (co-)authors can sign this with an advanced electronic signature.

The following works can be mentioned as examples of possible introductory essay:

- https://nbn-resolving.org/urn:nbn:de:bsz:14-qucosa2-751888 (Schönheit, see for example page 23 in the introductory essay (own contribution) and page 45 Author's declaration)
- https://nbn-resolving.org/urn:nbn:de:bsz:14-qucosa2-761374 (Anke, see e.g. page 18 in the introductory essay (Organisational integration) and page 45 Author's declaration).

§ 10 para. 5 PromO2018 is important for the evaluation of the doctoral performance: "One of the reviewers may not have any relevant joint publications with the doctoral candidate."

**Q8: What is the difference between the abridged version (§ 9 para. 1 no. 3) and the separate paper (§ 10 para. 3 sentence 3)?**
The abridged version is not part of the dissertation. It is to be submitted in addition to the dissertation, regardless of whether it is a cumulative dissertation or not. It will not be reviewed, displayed or published. It is mainly intended for the members of the Doctoral Committee. The separate paper is an essential part of a cumulative dissertation. It will be reviewed, displayed and published. In the case of joint research, the individual performances of the applicant are also set out in this document (§ 10 para.3 sentences 3 and 4).

In principle, the abstract and the separate dissertation can also (continue to) be congruent or contain congruent content, whereby the separate dissertation is part of the cumulative dissertation.

**Q7: According to experience, what is the approximate length of an abridged version (§ 9 para. 1 no. 3)?**
2 - 10 pages

**Q6: According to experience, what is the approximate length of a separate paper (§ 10 para. 3 no. 3)?**
12 - 60 pages

**Q5: Is the doctoral certificate awarded prior to the submission of the obligatory copies?**
No, cf. § 14 para. 1.

**Q4: Is it necessary to enrol for a doctoral programme at TU Dresden in order to be accepted as a doctoral candidate?**

No.

**F3: Can you enrol in the doctoral programme at TU Dresden without being accepted as a doctoral candidate?**

The Standing Doctoral Committee (SPA) has agreed that the "application for enrolment for doctoral studies" must always be combined with an application for "acceptance as a doctoral candidate" in accordance with § 8 of the doctoral regulations, if acceptance as a doctoral candidate has not yet taken place. This regulation serves to protect doctoral candidates so as to avoid a situation where they are admitted to doctoral studies, but subsequently are not accepted as doctoral candidates. When applying for acceptance as a doctoral candidate, it is assessed whether the admission requirements have been fulfilled in the cases of § 6 para. 1, 2 and 3 of the doctoral regulations by the chairperson of the SPA, in exceptional cases by the SPA according to § 6 para. 5.. If the admission requirements have been fulfilled, the faculty (Chairperson of the SPA or Dean) approves the application for enrolment in the doctoral study programme, which is addressed to the Admissions Office via the Dean's Office, otherwise the application is not approved.

**Q2: Can honorary professors work as supervisors of a doctorate, as reviewers of a dissertation or as examiners in a doctoral committee?**

"Honorary professors of the Faculty of Business and Economics who have not been awarded the status of a higher education lecturer under membership law (§ 5 para. 3 Provisional Fundamental Principles of Technische Universität Dresden of 5th June 2009) are neither professors of the Faculty of Business and Economics nor higher education lecturers according to PromO2018".

**Q1: Does the honorary doctorate awarded by the Faculty of Business and Economics entitle or qualify someone to supervise a doctorate or to review a dissertation?**

No.