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Graduiertenakademie | Graduate Academy

Promovieren an der TUD: Orientierung & Anmeldung

Tag der Promotion 2025 | PhD Day 2025
16. April 2025

Agenda



1. Overview of formal steps of a doctorate at TU Dresden
2. Membership with the Graduate Academy
3. Time for questions (of course you may ask urgent questions directly, otherwise you can also put them in the Chat or ask at the end of the presentation)



Small Survey



Before the doctorate – Necessary steps

- Looking for a topic
- Looking for a supervisor
- Evaluate possibility of individual doctorate vs. structured doctorate (if applicable)
- Clarify funding



Steps are interdependent and take place in parallel

The Graduate Academy can give individual advice (appointment via website or email)

Individual vs. Structured doctorate

Individual Doctorate

Independent search for a supervisor, topic and sometimes funding

Possibility of internal employment (research group), external employment (industry) or own funding (stipend, private means)

High degree of individuality and self-responsibility

Structured Doctorate

Application to a Graduate School/PhD program, competitive selection procedure (partly with funding)

Often with secured funding for program duration

Structured curriculum (courses and sometimes credit points), usually a group of (interdisciplinary) supervisors,

There is also the possibility of a bi-national doctorate (joint degree of TU Dresden and a university abroad), information link at the end of the presentation

Formal requirements for doctoral candidates at TU Dresden

1. Academic degree

- At the level of Master's degree, state examination, Diplom or Magister
 - Degree with at least a grade of "good"
 - Bachelor's degree (mostly with a degree "very good") or degree in unrelated subject for the doctorate → suitability assessment (i. e. examinations)
 - Additional requirements (i. e. additional lectures) are possible in general
- *International university degree?*
Verification by the Doctoral Office together with the International Office

2. **Confirmation of academic supervision** by a qualified person (see doctoral regulations), including a **supervision agreement**

3. **Possibly further documents** (C.V., certificate of good conduct etc.)

! Please read the doctoral regulations of your Faculty !

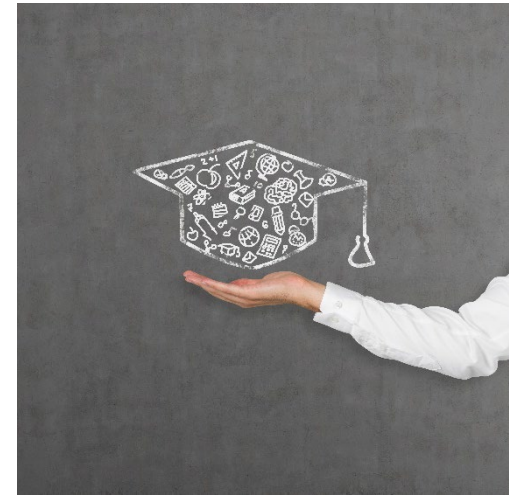
Overview of the formal steps

1. Acceptance as a doctoral candidate by a Faculty
2. *Status talk or replacement of the rigorosum, if applicable*
3. (Opening of the) Doctorate proceedings

Reviews

Defense (and possibly rigorosum)

Publication of thesis



Acceptance as a doctoral candidate

- ✓ To be applied for at the beginning of the doctorate (to make sure all requirements are fulfilled)
- ✓ **Application via Promovendus** software (ZIH Login required -> regular login (employees and students) or guest login)
- ✓ (Preliminary) **Decision**: Aspired degree (check doctoral regulations), Working title and type of thesis (monograph, cumulative – check doctoral regulations)
- ✓ Usually, all documents have to be submitted electronically and in printed version
- ✓ Doctoral board decides about the acceptance or, if applicable, suitability assessment
- ✓ **Letter of acceptance** will be issued, confirming the supervisor(s), topic, aspired degree and possibly additional requirements

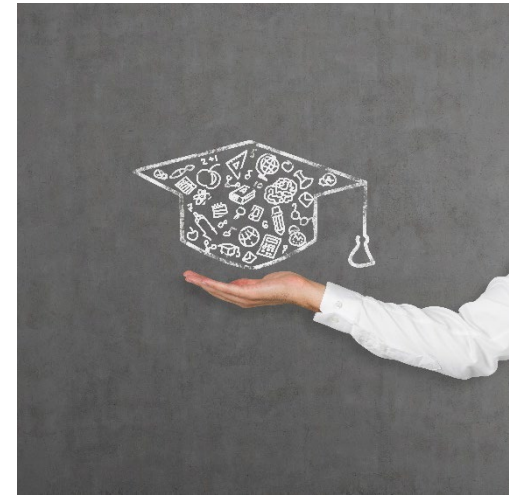
The screenshot displays the 'Promovendus' web portal for TU Dresden. The main heading is 'Herzlich Willkommen bei Promovendus - das Webportal der TU Dresden für Promovierende und Postdocs.' Below this, there are instructions for new users and a list of links. The primary form visible is 'Antrag auf Annahme als Doktorand/in'. This form includes a section for 'Antrag auf Annahme als Doktorand/in - Datenschutzhinweis' and 'Antrag auf Annahme als Doktorand - Persönliche Daten'. The personal data section contains fields for Geschlecht (Male/Female/X), Titel (Dr. med), Vorname (Admin), Nachname (Administrator), Namenszusatz, Geburtsname, Geburtsdatum (01.01.1990), and Geburtsort (Jena). There are also checkboxes for 'Ich bestätige' and 'Abbrechen'.

During the doctorate

- ✓ Communicate changes (supervisor, topic, type of thesis...) and interruptions to the Faculty
- ✓ Fulfill additional requirements, if applicable
- ✓ Complete examinations, if required (f. ex. Status talk, replacement of rigorosum)
- ✓ Complete a training in good scientific practice (not yet required by all Faculties)
- ✓ Right of enrolment
- ✓ Right of membership at the Graduate Academy
- ✓ Right to stand as a candidate of the doctoral council

Enrolment as a doctoral student

- Voluntary (exceptions are possible, f. ex. if you plan to get the doctoral degree „Ph. D.“ -> please read the doctoral regulations)
- Prerequisite: Acceptance as a doctoral candidate by a Faculty



Pro

Semester ticket as „Deutschlandticket“ - valid throughout Germany on local public transport (regional trains, streetcars, buses, etc.)

Accident insurance for activities related to the doctoral project (important if you have no employment contract)

Lower prices in Mensa, museums etc.

Con

Semester fee almost 300 Euro (2x per year)

Doctorate proceedings

- ✓ To hand in your thesis and complete your doctorate, an **application for the opening of the doctorate proceedings** has to be filed with your Faculty
- ✓ **Application via Promovendus** software (ZIH Login required)
- ✓ **Decision:** Final title of thesis
- ✓ Possibility to suggest **reviewers** of the thesis (check doctoral regulations!)
- ✓ Documents have to be submitted electronically and in printed version
- ✓ Doctoral board decides about the opening of the proceedings, appoints reviewers and a doctoral committee and issues a written confirmation

The image shows three overlapping screenshots of the 'Antrag auf Eröffnung des Promotionsverfahrens' (Application for opening of the doctoral proceedings) form on the Promovendus software. The top screenshot is the main application page, the middle one is the 'Datenschutzhinweis' (Data protection notice), and the bottom one is the 'Persönliche Daten' (Personal data) section. The bottom screenshot shows fields for gender (selected as 'Weiblich'), title, first name (Vera), last name (VerkehrDokt), birth date (12.11.1991), birth place (Dortmund), birth country (Deutschland), nationality (Deutschland), and further nationality (Keine Angabe). Navigation buttons like 'Abbrechen', 'Speichern und schließen', 'Zurück', and 'Weiter' are visible at the bottom of the forms.

Doctorate proceedings – Course of the procedure

- ✓ **Reviews** of thesis are sent to the Faculty
- ✓ **Display period** at the Faculty: 2 weeks
- ✓ Date and time of **public defense** (and possibly rigorosum) is set, invitations are sent
- ✓ **Defense** (and possibly rigorosum) takes place
- ✓ Doctoral committee decides about **final grade** and possible additional requirements for thesis, doctoral board confirms the decision
- ✓ **Publication of thesis** (usually required within one year after defense)
- ✓ **Doctoral certificate** is issued – right to carry the doctoral title is acquired and proceedings completed

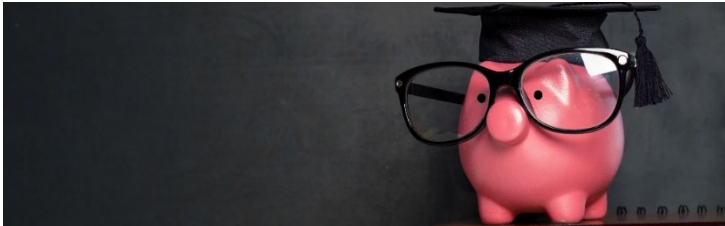


Membership at the Graduate Academy (GA)



A voluntary, free membership can be applied for by doctoral candidates accepted at TU Dresden

- **Qualification program** including workshops & courses in the area of key qualifications
- **Information, counselling & coaching** before, during and after the doctorate
- **Funding programs**, e.g. mobility grants and short scholarships
- **Networking and information events**



Further information: www.tu-dresden.de/ga

Membership at the Graduate Academy (GA) Application

- ✓ Online via [Promovendus](#)
- ✓ Add **supervision agreement** (incl. time and work plan)
 - addresses the rights and responsibilities of the doctoral candidate and supervisor(s)
 - Part of Good Scientific Practice
 - Possibly includes an additional agreement in case of cooperation with Industry
 - A detailed and well designed work plan helps throughout the doctorate
 - Graduate Academy has templates
- ✓ Sent signed application document to the GA via email

Applications for membership can be submitted at any time. However, they can only be processed once the acceptance as a doctoral candidate has been confirmed by the Faculty.



Useful Links (also in Chat)

Leitfaden

„Promovieren an der TU Dresden“:



Guideline

„Doing a doctorate at TU Dresden“



Useful Links (also in Chat)

**Leitfaden
Bi-Nationale Promotion:**



**Guideline
for a bi-national doctorate:**



Time for questions

about the formal steps of a doctorate at TU Dresden

Links for information material in Chat

Offer of the Graduate Academy for non-members:
Initial advice on prerequisites of doctorate, finding a supervisor, topic and funding:
graduertenakademie@tu-dresden.de or <https://tu-dresden.de/ga/beratung>