

Timetable: The finale phase of your PhD

When handing in your PhD/doctoral thesis, you formally enter and initiate the final phase of the process (*Promotionsverfahren*). In order to successfully initiate this final process, you will need to hand in a number of [documents](#) (see § 11 of the doctoral regulations).

You need to schedule time for the following formal steps:

1. Application to initiate final PhD process (*Promotionsverfahren*)
2. Initiation of final PhD process by the PhD board (approx. 2-3 weeks)
3. Assessment of PhD/doctoral thesis and submission of reports by supervisors (max. 3-4 months)
4. Formal display of PhD/doctoral thesis and assessments (3 weeks)
5. Opportunity to hand in remarks on the thesis (1 add. week)

After step 1, the supervisors determine whether or not the thesis can be officially accepted and graded. If the thesis is formally accepted and then formally evaluated and graded by the supervisors (after steps 2-5), the thesis defense (*Disputation*) can take place.

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