

Checklist II

The following list of required information and documents is intended to help you with “**Admission to and Introduction of the Doctoral Examination Process**” at the inter-university Doctoral Research Centre for Social Work (PZSA).

Please note that your dissertation needs a plagiarism check BEFORE you submit your application. To do this, please send a digital version of your thesis to the Doctoral Committee. Please do not check your thesis yourself with plagiarism software beforehand, because this will lead to significant problems when checking again.

To enable us to process your admission to and introduction of the doctoral examination process, please submit the following documents with your application (cf. Article 11(1) of the Doctoral Degree Regulations of 01.01.2019):

- a) an updated **academic curriculum vitae**;
- b) where applicable, evidence that any requirements have been satisfied;
- c) a **declaration** stating whether the submitted thesis has already been submitted for another doctoral degree;
- d) the **thesis** in **three** copies on paper and in an **electronic version** on a permanent data storage device (for the examiners and the archives of the Doctoral Research Centre);
- e) **four more** copies for the four universities participating in the PZSA, and
- f) if you were admitted to the Doctoral Research Centre for Social Work before 01.01.2019, the application for change of PhD regulations.

An affidavit must accompany the thesis (cf. Article 11(2) of the Doctoral Degree Regulations of 01.02.2017), which states that

- a) the **thesis was completed independently** and without unauthorised outside assistance and only with the assistance stated;
- b) all text passages that have been taken word for word or paraphrased from published writing and all details that are based on verbal information have been identified as such;
- c) the **principles of good scientific practice** have been observed.

Procedure:

- a) The Doctoral Committee decides on admission to the doctoral examination process after submission of the application.
- b) With the application for admission the doctoral student puts forward proposals for two examiners who have already indicated that they are willing to examine the thesis (they must not be the supervisors!).
- c) On admission in accordance with Article 11, the Doctoral Committee appoints at least two examiners who themselves hold a doctorate.
- d) The examiners’ reports and assessments will take around eight weeks to complete and are submitted to the Chair of the Doctoral Committee (PA). The reports are sent to the doctoral student.
- e) The Chair of the PA passes on all reports to the members of the Doctoral Committee.
- f) At the latest when the reports are submitted, the Chair of the PA appoints the members of the Examination Committee and similarly passes on the reports to them.
- g) The thesis is deposited with the reports in the Office of the Dean of Social Work at each of the four partner universities (Frankfurt University of Applied Sciences,

Fulda University of Applied Sciences, Darmstadt University of Applied Science and RheinMain University of Applied Sciences), where they are available for consultation by all academic members of the universities. The thesis remains available for consultation for two weeks (or four weeks during the lecture-free period).

- h) After this period, the Doctoral Committee makes its decision on approval of the thesis based on the examiners' suggestions and other statements.
- i) On approval of the thesis at the latest, the Chair of the Doctoral Committee sets the date for defence of the thesis. This should take place no later than eight weeks after the thesis has been approved.
- j) The doctoral student receives a letter on being admitted to the doctoral examination process.
- k) The letter opening the examination process should be retained for pension reasons.

Oral examination (viva)/defence (cf. Article 16 of the Doctoral Regulations of 01.01.2019)

- a) The **thesis defence is open to staff and students of the university**; the date is announced at least two weeks in advance at all four universities.
- b) The defence is **chaired by the Chair of the Examination Committee**.
- c) The Chair **writes a report** documenting the conduct, key content and outcome of the examination; the report is retained on file by the Doctoral Committee.
- d) The doctoral candidate and the members of the Examination Committee are invited to attend this examination **personally at least two weeks in advance**.
- e) On the day of the examination, before the defence begins, the doctoral candidate gives a **presentation** on the thesis or on a topic of the candidate's choice from the area of the thesis; the presentation should be no longer than 30 minutes.
- f) The defence discusses the content of the thesis, draws on the examiners' reports and extends to problems touched on in the thesis in the disciplines associated with Social Work. The members of the Examination Committee are required to participate actively in the discussion with the doctoral candidate. **The defence generally takes between 60 and 90 minutes.**