1. Acceptance as a PhD student
As soon as you receive the confirmation of supervision, you will be required to conclude the Doctoral Agreement with your PhD advisor and register with the KHYS. Within the next six months, you should apply for acceptance as a PhD student/doctoral candidate to the chairperson of the doctorate committee before starting on your thesis. Please send the letter via postal service to Mrs. Eva Crosson, address indicated above or drop off in person. Make sure to apply at the beginning of your doctorate activities because you must have been a doctoral student for at least 1 (one) year prior of admittance because some certificates (§3, Abs. 5 and § 4, Abs. 1 PO) need additional courses or performances rendered to be acknowledged.

Sample „Antrag auf Annahme“
(Application for PhD student)

| Name, Titel, Privatanschrift | < eventuell
Tel.-Nr., E-Mail-Adresse | zusätzlich
KIT-
Anschrift > |
|-----------------------------|---------------------|
| Karlsruher Institut für Technologie (KIT) | An den
Vorsitzenden des Promotionsausschusses
der Fakultät für Maschinenbau |
| Geb. 10.91 | Kaiserstr. 12 |
| 76131 Karlsruhe | Datum |
| Antrag auf Annahme als Doktorand | an der Fakultät für Maschinenbau |
| Sehr geehrter Herr Vorsitzender, | hiermit beantrage ich die Annahme als
Doktorand an der Fakultät für Maschinenbau. |
| Die wissenschaftliche Betreuung | übernimmt: Professor/Privatdozent.......... |
| **<Thema der Dissertation,** | Korreferent, falls bekannt. > |
| Mit freundlichen Grüßen | < Unterschrift > |

Sample „Betreuungsbestätigung“
(Confirmation of supervision)

| Professor/Privatdozent
Institut für .... |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Karlsruher Institut für Technologie (KIT)</td>
</tr>
</tbody>
</table>
| An den
Vorsitzenden des Promotionsausschusses
der Fakultät für Maschinenbau |
| Geb. 10.91 | Kaiserstr. 12 |
| 76131 Karlsruhe |
| Datum |
| Antrag auf Annahme als Doktorand | an der Fakultät für Maschinenbau |
| Sehr geehrter Herr Vorsitzender, | ich bestätige, dass ich die wissen-
schaftliche Betreuung der Dissertation von ............... übernommen habe. |
| Mit freundlichen Grüßen | < Unterschrift > |
Procedure of application for acceptance as a PhD student:

1. Conclusion of a [doctrinal agreement](#) right after you receive the confirmation of supervision.
2. Submission of a copy of the doctoral agreement to the chairman of the doctorate committee
3. Registration at the [KHYS](#)
4. Application for acceptance as a PhD student/docent candidate within the next six months
5. Prompt decision of the doctorate committee about your application

The following documents are mandatory when applying for acceptance (for the application see left sample; Antrag auf Annahme):

1. [Doctoral Agreement](#)
2. Proof of registration from the KHYS
3. Diplomas (e.g. Bachelor, Master)
4. Certificates (e.g. Bachelor, Master)
5. Confirmation of supervision
6. University entrance qualification

2. Application for admission to the Ph.D. examination procedure

Enter your application for admission to the Ph.D. examination procedure with the required documents and copies of your thesis in the Dean’s office within your faculty at least 8 (eight) weeks prior to the estimated date of your defense. The copy of your submitted thesis must be bound (no spiral binding accepted).

The doctoral rules and regulations (PO) mentions 3 copies. Those copies are for the Dean’s office and the supervisors. If there is a second supervisor who is a part of the exam, another copy of the thesis must be made available. A possible request for an electronic version of the thesis should be considered.

The thesis must have a cover page, a table of contents, a summary of the work, curriculum vitae and contain the complete listing of all applied literature.

**Sample of „Zulassungsgesuch“**

Name, Titel, Anschrift  < eventuell zusätzlich

<table>
<thead>
<tr>
<th>Tel.-Nr., E-Mail-Adresse</th>
<th>KIT-Anschrift</th>
</tr>
</thead>
<tbody>
<tr>
<td>An den</td>
<td></td>
</tr>
<tr>
<td>Dekan der Fakultät für Maschinenbau</td>
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<tr>
<td>Kaiserstr. 12</td>
<td></td>
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<tr>
<td>76131 Karlsruhe</td>
<td></td>
</tr>
</tbody>
</table>

Datum

Antrag auf Zulassung zum Promotionsverfahren

Sehr geehrter Herr Dekan,

ich bitte um Zulassung zum Promotionsverfahren. Das Thema meiner Dissertation lautet:

Ich schlage folgende Referenten vor:

Hauptreferent .................
Korreferent ....................

Termin: ........................................... Raum: ...........................................

Mit freundlichen Grüßen

< Unterschrift >
The following documents – including the three copies of your thesis - are mandatory when applying for admission to the Ph.D. examination procedure:

1. Written statement of aids and utilities (wording §5, Abs. 2 PO)
Example: - I hereby declare that the work in hand is from me independently and I have used nothing other than the given sources and aids and made all adopted forms, contents and references recognizable as such required by the statutes of the University of Karlsruhe (TH) and respectively in assurance of scientific practice and valid contents according to the recent relevant version thereof.

2. Written Statement about other Ph.D. examination procedures
Example: - I hereby declare, that I have no pending or failed Ph.D. examination procedures outside and beyond the Faculty of Mechanical Engineering of the Karlsruhe Institute of Technology (KIT)

3. If applicable: Diplomas of other doctoral degrees
4. Acceptance letter of admittance as a Ph.D. student
5. If applicable: all documents pertaining any extra courses or performances rendered
6. Police clearing certificate (Police Background Check) / Criminal record bureau check – basic version – obsolete with employees of the KIT
   Employees of the KIT: must render an explanation that there is no pending criminal case procedure against them (§5, Abs. 9 PO from 7/16/2007) and must submit a copy or their employment contract.
7. Copy of your curriculum vitae.

The Chairman presiding over the defense of your thesis will receive a copy of your thesis from the dean’s office a couple of days prior to the examination date.

We ask you, that you are ready to name the chairperson, both supervisors and room when submitting the examination date to the Dean’s office, if the exam is not taking place there. If external supervisors are involved - their venia legendi (field of teaching, subject area) and their complete Address and Email must be disclosed.

Sample for coversheet of your thesis:

```
TITEL

Zur Erlangung des akademischen Grades
Doktor der Ingenieurwissenschaften
der Fakultät für Maschinenbau
Karlsruher Institut für Technologie (KIT)

vorgelegte / genehmigte
Dissertation
von

Titel Vorname Name

Tag der mündlichen Prüfung:
Hauptreferent:
Korreferent:

Cover for admission to the
Ph.D. examination procedure:
vorgelegte Dissertation

Cover for publishing after the
Ph.D. examination:
genehmigte Dissertation

March 2016
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