

# Initiation of the doctoral procedure and submission of dissertations at the Department of Mechanical Engineering



TECHNISCHE  
UNIVERSITÄT  
DARMSTADT

31.10.2024

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## 1. Preparation

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- Firstly, request a list of available examination dates from the Dean's Office at [dissertation@maschinenbau.tu-darmstadt.de](mailto:dissertation@maschinenbau.tu-darmstadt.de) and discuss the possible dates for defending with your referees.
- Then, please reserve the agreed date for the defence with the Dean's Office.
- And finally, announce the submission of your dissertation at [dissertation@maschinenbau.tu-darmstadt.de](mailto:dissertation@maschinenbau.tu-darmstadt.de).

You will then be given access to a Hessenbox folder, where you will be able to upload your documents.

Please note:

The submission must be completed 14 days (deadline) before a meeting of the Doctoral Committee. The dates of the meetings are published on the [Department's website](#).

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## 2. Submission

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Upload your dissertation as a PDF file in the main folder (please do not use spaces in the filename).

Please indicate on the title page:

- the names of your referees,
- the date of submission,
- the agreed date for the defence,
- „eingereichte“ or „vorgelegte“ dissertation.

**Submitting the dissertation in paper form is no longer necessary due to the electronic submission in the Hessenbox!**

Upload the following documents to the subfolder **„Prüfungsakte“** (as PDF files unless otherwise specified, see [Download area on the website](#)):

- a. Application Initiating the doctoral examination procedure including your current private address,
- b. Information on external referees (**please upload as a Word document**):
  - Contact details (Name, University, Link to website, E- Mail-address)

- Indicate whether the referees are full-time university professors,
- c. In the case of external referees who are not full-time university professors, a statement of reasons is required from the first referee,
- d. Abstract on the content of the dissertation in German and English (1 DIN A4 page each)
- e. Curriculum vitae in tabular form; please note the „Besonderen Bestimmungen des Fachbereichs Maschinenbau“ on §8 (1),
- f. Copy of identity card (black out ID number),
- g. Copy of proof of payment of doctoral fees.

Other documents may be requested on a case-by-case basis

**Submission date is your last upload date!**

Once your documents have been checked, you will receive a confirmation of your successful submission by e-mail and your access to the Hessenbox folder will be revoked.

**Finally, please hand in all documents from the subfolder „Prüfungsakte“ in paper form to the letterbox next to the Doctoral Office or send them by post to the Dean's Office:**

Technische Universität Darmstadt  
Fachbereichsmanagement Maschinenbau  
- Dekanat –  
z. Hd. Petra Wiesner-Schmitt  
Otto-Berndt-Straße 2  
64287 Darmstadt

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### 3. Further procedure

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Your application will be discussed at the next meeting of the Doctoral Committee. You will then be informed in writing by post of the decision of the Doctoral Committee on your admission to the doctoral procedure.

The referees will receive access to your electronic dissertation in the Hessenbox from the Dean's Office to evaluate it, and an invitation to the defence.