

Documents needed for the Start of the Doctoral Procedure (Promotionsgesuch)

The documents must be submitted in full to the Faculty Office at least 14 days before the meeting of the doctoral admission committee.

- 1.) **cover letter** that should contain
 - surname and first name
 - address + e mail address
 - doctoral degree aimed for (Dr.-Ing. or Dr. rer. nat.)
 - title of the dissertation
 - date of the exam (if already agreed by the members of your doctoral committee)
 - application to have the exam in English
 - application to submit a cumulative thesis (if this is the case)
- 2.) **Bachelor's and Master's Certificate** (certificate + transcript of records, in original language and translation, no originals needed, copies are ok)
- 3.) **Curriculum vitae (incl. Birthday and place of birth)**
- 4.) **List of all your scientific publications**
- 5.) **Dissertation** (find a template in the doctoral regulations, please make sure an abstract in English and German is contained)
 - one copy for the faculty
 - copies for the reviewers (**please give these copies directly to the reviewers**)
 - one electronic copy (e.g. by email)
- 6.) **affirmation in lieu of oath** (Eidesstattliche Versicherung) and signed copy of the instructions provided by the KIT on the meaning and penal consequences of an affirmation in lieu of oath (PO* Art. 13, Par. 2, clauses 4 and 5), find the templates in annex 3 and 4 of the PO
- 7.) **Signed declaration** according to Annex 5b of the PO stating in particular that the "Regeln zur Sicherung guter wissenschaftlicher Praxis am Karlsruher Institut für Technologie (KIT)" (Rules for Safeguarding Good Scientific Practice at Karlsruhe Institute of Technology (KIT)) have been observed (PO* Art. 13, Par. 2, clause 6)
- 8.) **Copy of PhD Certificate** in case, one has been obtained previously
- 9.) **Proposal for reviewers** (first name, surname incl. full title, venia legendi, institution, address, with e-mail address)

This check list is not a substitute for the careful reading of our doctoral regulations

* Doctoral Regulations „Promotionsordnung des Karlsruher Instituts für Technologie (KIT) für die KIT-Fakultät für Bauingenieur-, Geo- und Umweltwissenschaften zur Erlangung des Doktorgrades der Ingenieurwissenschaften (Dr.-Ing.) oder der Naturwissenschaften (Dr. rer. nat.), vom 28.11.2018“