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

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

1.) **Cover letter** that should contain
- surname and first name
- address + email 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 (PO* § 12 and § 13, para. 2, item 2)
(Note: Cover page and abstract in German and English)
- three copies for the department and reviewers
- one electronic version (preferably via 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.) Proposal for **reviewers** (first name, surname incl. full title, venia legendi, institution, address, with e-mail address)

9.) Proposal from the **Doctoral Committee**: Complete list of all required roles (**Chair, Reviewer, Co-Reviewer, Member,** and, if applicable, Alternate Member), including the following information for each person: first name, last name (including full academic title), institution, address, and email address

10.) **Copy of PhD Certificate** in case, one has been obtained previously

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 Ingenieruwissenschaften (Dr.-Ing.) oder der Naturwissenschaften (Dr. rer. nat.), vom 28.11.2018"

Annex 5a (German)

Versicherung gemäß § 11 Absatz 2 Ziffer 5 der Promotionsordnung des

Karlsruher Instituts für Technologie (KIT)

für die KIT-Fakultät für Bauingenieur-, Geo- und Umweltwissenschaften

1. Einen erheblichen Verstoß gegen die Grundsätze guter wissenschaftlicher Praxis habe ich bislang nicht begangen.

2. Diesem Promotionsverfahren gingen keine anderen Promotionsverfahren voran und ich bin in keinen weiteren Promotionsverfahren Kandidat/-in
oder
Diesem Promotionsverfahren gingen die folgenden Promotionsverfahren voran bzw. in den folgenden Promotionsverfahren bin ich Kandidat/-in:

Universität:
Fakultät:
Titel der Dissertation :
Stand des Promotionsverfahrens:

3. Durch
……..
wurde mir bereits der Grad des Doktors/der Doktorin der
……..
verliehen.*

a) Dieser Doktorgrad wurde nicht aus gesetzlichen Gründen entzogen.
b) Es liegen keine Gründe vor, die nach den gesetzlichen Bestimmungen die Entziehung des Doktorgrades rechtfertigen.

4. Ein entgeltliches Vertragsverhältnis, das eine gewerbliche Promotionsberatung zum Gegenstand hat und zur Unselbstständigkeit zumindest einer Promotionsleistung führen kann, besteht bzw. bestand nicht.

5. Die Richtigkeit der vorstehenden Erklärungen bestätige ich.

Ort und Datum Unterschrift

* **Unzutreffendes bitte streichen**

Annex 5a (English)

Affirmation According to Art. 11, par. 2, No. 2 of the Regulations of Karlsruhe Institute of Technology (KIT) for the Award of Doctoral Degrees at the Department of Civil Engineering, Geo- and Environmental Sciences

1. I have not committed any serious infringement of the principles of good scientific practice.

2. This doctoral procedure was not preceded by any other doctoral procedures and I am no candidate in any other doctoral procedure.
Or
This doctoral procedure was preceded by the following doctoral procedures/I am candidate in the following doctoral procedures:

University:
Department:
Title of Doctoral thesis:
Status of Doctoral Procedure:

3. I was awarded the degree of Doctor of …. by ….*
   a) This doctoral degree has not been revoked for legal reasons.
   b) There are no reasons justifying the withdrawal of the doctoral degree according to the legal provisions.

4. There exists no contractual relationship against payment covering commercial consulting relating to the doctorate that could result in at least one component of the doctorate not being developed by myself.

5. I herewith confirm the correctness of the above statements.

Place and date Signature

Translation for your information only

* **Delete if inappropriate**