

## Timeline of an exemplary doctoral procedure:<sup>1</sup>

Timeline	To do	Responsible entity
<b>FYI:</b> Start = day of submission	Submitting the dissertation and all necessary documents to the Dean's Office / Office of Doctorates	Doctoral candidate + Office of Doctorates
10+ days <sup>2</sup>	...until the doctoral procedure is initiated and the examiners are appointed	Doctoral Committee
+ 7 days	Notifying the examiners	Office of doctorates
+10 days	The Examination Committee appoints the reviewers (= 1 <sup>st</sup> meeting of the Examination Committee)	Examination Committee
+7 days	The reviewers receive a copy of the dissertation and the request to review it	Office of Doctorates
+ 90 days	3 months review period = <b>this provides the best opportunity for shortening the procedure</b>	Reviewers in accordance with the examiners
+ 7 days	Receiving the reviews	Office of Doctorates
+ 14 days	Public review period (all faculty members eligible for supervising a dissertation may inspect the dissertation and reviews)	Office of Doctorates
+ 28 days	The examiners decide over acceptance or rejection of the dissertation; if positive the grade and the date of defense will be announced (= 2 <sup>nd</sup> meeting of the Examination Committee)	Examination Committee
14 days before defense	Public announcement of the defense	Office of Doctorates
10 days before defense	Submission of a summary of main findings and theses	Doctoral candidate
Day of the defense (about 187 days after submission of the dissertation)	Defense = 3 <sup>rd</sup> meeting of the Examination Committee Note: this date is considered the graduation date and will appear on the certificate	Doctoral candidate + Examination Committee
Please plan with about 5 to 6 months for your doctoral procedure	...always depending on successfully completing all the above-mentioned steps	All involved
+ max 2 years	Deadline for publishing the dissertation. (Online publication with the university's library provides an opportunity to shorten the process)	Doctoral candidate
+ 10-14 days	After fulfilling the duty to publish the certificate will be handed out and the title of Dr. phil. or Ph.D. will be officially awarded	Office of Doctorates

<sup>1</sup> See: [https://www.uni-potsdam.de/fileadmin/projects/humfak/Wissenschaft\\_und\\_Forschung/Promotion/Promotionsordnung\\_HWF\\_10\\_11\\_2021\\_final\\_ENG.pdf](https://www.uni-potsdam.de/fileadmin/projects/humfak/Wissenschaft_und_Forschung/Promotion/Promotionsordnung_HWF_10_11_2021_final_ENG.pdf)

<sup>2</sup> Please note the dates of meetings of the Doctoral Committee on the [website](#).