

Checklist last steps during your PhD

end of „lab“ work

OLTECH certificate

- create list of your attendet courses and workshops
- fill out module certificates for your study programme
https://uol.de/fileadmin/user_upload/oltech/Service_Downloads/Modulbescheing-DE-EN_neurosensory.doc
- prepare OLTECH certificate
https://uol.de/fileadmin/user_upload/oltech/Service_Downloads/Moduluebersicht_Neuro-Sc_PO2017_name_date.xlsx
- make an appointment with OLTECH
contact: [oltech\(at\)uni-oldenburg.de](mailto:oltech@uni-oldenburg.de)

fill out RTG / SFB individual report

read doctoral degree regulations (Promotionsordnung)

https://uol.de/fileadmin/user_upload/f5/download/Promotion/AM2014-03_18-Gemeinsame_Promotionsordnung_FKII_FKV_FKVI.pdf

Publication-based
dissertation

Monography (book-based)
dissertation

thesis writing

check for formal rules

(title page, statement of author contributions, etc)

School V

<https://uol.de/fk5/promotion/promotionsantraege/>

School VI

<https://uol.de/medizin/promotion/promotion-zum-dr-rer-nat-phd-drphil-dr-ing/>

examination committee

- find second thesis reviewer (Gutachter)
- find third member of examination committee
(must be a member of Promotionsausschuss)

School V

<https://uol.de/fk5/gremien/promotionsausschuss/>

School VI

<https://uol.de/medizin/promotion/promotionsausschuss-dr-rer-nat/>

don't forget to write your thesis :-)

thesis submission

print thesis 4-6 times

Application for **opening the doctoral procedure**

https://uol.de/fileadmin/user_upload/f5/download/Promotion/20141127_Promotion_Antrag_auf_Einleitung_DrRerNat_02_10_2014.doc

submit thesis here:

School V

Yvonne Jeschull
+49(0)441798-3941
W04 1-158

School VI

Sonja Gellermann
+49 (0)441 798-3447
W16A 0-014

thesis defense

coordinate **date** for **thesis defense** with

- examination committee

- School V

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- School VI

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be aware of deadlines:

(examination committee needs 6 weeks for evaluation, afterwards thesis must be displayed to the public for 2 weeks)

coordinate date for **test-thesis defense** with

- colleagues

coordinate **room** for thesis defense

defend your thesis, finally :-)

last steps

you will get mail with your **grade** and information how to **publish** your thesis at the library

receive your **PhD certificate**
(optional: become part of the alumni programme of the university)