

**Requesting party:**

Mr/Ms/Mx:

Address:

Phone:

Email address:

Reg. No. *[should you have been enrolled at TU Darmstadt at one time]* Place,  
date (dd mm yyyy)

**To the Departmental Chairperson of the Department 2**

Postal address: Residenzschloss 1, 64283 Darmstadt Email:  
dekan@gugw.tu-darmstadt.de

**Application for initiating the doctoral examination procedure**

Dear Departmental Chairperson

With this application, I would like to request the initiation of my  
doctoral examination procedure leading to the academic title:

Dr. phil.            Dr. rer. pol.

The title of my doctoral dissertation is:

The thesis was written by me independently and only with the help  
of the cited sources. No previous attempts to obtain a doctorate have  
been made to date here or at any other university.

As assessors, I propose:

1. Assessor (supervisor)

2. Assessor

Assessor (optional)

3. Examiner

4. Examiner

Examiner (optional)

Signature of requesting party

Signature of supervisor

**All fields are mandatory. Only fully completed forms will be processed.**

**The following documents must be submitted in paper form and in electronic form (dekanatsassistentz@gugw.tu-darmstadt.de) with the application for the opening of the doctoral procedure:**

- Curriculum vitae (CV)
- An electronic copy of the dissertation in text form
- **The submission of both declarations (1) and (2) is mandatory!**
- Regarding (1): The “**Declaration concerning the initiation of the doctoral examination procedure**” has to be submitted in the original and signed by hand when you first submit your dissertation to your Departmental Office for the initiation of the doctoral procedure (cf. §§ 8 para. 1 and 9 para. 1 PO/AT).  
The declaration can be found under **Declaration on the initiation of the doctoral procedure.**
- Regarding (2): The “**Declaration on the transfer of rights to the dissertation**” has to be signed and submitted to the University and State Library (ULB) (cf. § 19 para. 1 and 2 PO/AT) in your Departmental Office and to the ULB after the successful disputation when submitting an electronic version, which is mandatory for all doctoral candidates. **This does not only apply to electronic publication via the ULB.** An identical electronic version has also to be submitted to the ULB in the case of an intended print or electronic publication (exception according to § 19 para. 5 and 6 PO/AT) or in the case of a requested and approved extension of the submission deadline (exceptions according to § 20 para. 2 and 3 PO/AT) (§ 19 para. 1 PO/AT), which must be accompanied by the “**Declaration on the transfer of rights to the dissertation**”. In these cases, the upload is made to a ULB server that is not accessible to third parties.  
The declaration can be found under **Declaration on the transfer of rights to the dissertation.**
- Proof of payment of the doctoral fee (copy) (100 euros onto the account of TU Darmstadt).
- Your **TUCaN enrolment** and/or **TUCaN registration**