

General procedure to graduate

This procedure is only valid for the "neue Promotionsordnung"

1. Read the Promotionsordnung. The current version can be found on the homepage of the Prüfungsamt. There you can also find other forms that you will have to fill in during the process. <https://www.physik.uni-freiburg.de/studium/pruefungen>
2. Write your thesis, give it for review to your peers (postdocs, colleagues), discuss and implement recommended changes and give the final version to your supervisor.
3. While your supervisor is reading it you can do the following:
 - a. Contact Frau Seger from the Prüfungsamt and inform her that you will graduate soon. She will then help you with all the forms.
 - b. Fill in the *Antrag auf Eröffnung des Promotionsverfahrens gemäß § 7 Abs. 1 S. 2 der Promotionsordnung der Albert-Ludwigs-Universität für die Fakultät für Mathematik und Physik (PromO)*. You need to fill in some other forms and provide a CV and a list of all your publications for that.
 - c. Decide which oral examiners you want and discuss it with your supervisor. You will have three examiners: your supervisor, one theoretician and one experimentalist. Note that since 03/2021 there is an unofficial agreement that at least one of the examiners needs to be "fachfremd", meaning from another subject. Fill in the respective form and hand attach it to the "Antrag auf Eröffnung..."
4. Discuss and implement recommended changes
5. Print (at least) 5 copies of your final thesis. 1 for your supervisor, 2 for the Prüfungsamt (you actually only need 2, not 4 as it says in the *Antrag auf Eröffnung*), and 2 for the oral examiners. The cheapest way to print is at the Rechenzentrum where we also use to print the posters. Then you have to bind it. Cheapest copyshop: Unicopy Freiburg, Moltkestr. 13. Take care that for the publication (cf. 9) you have to modify the thesis again, so it might not be necessary at this point to print more copies.
6. File in the *Antrag auf Eröffnung* and the two versions of the thesis at the Prüfungsamt. You now officially opened the *Promotionsverfahren*, there is no way back!
7. Make an appointment for the oral exam. Take care that it takes roughly 2-3 months to grade the thesis (roughly 4 weeks per *Gutachter* and then 2 weeks *Offenlage*). You can also fix the date for the oral exam before you hand in the thesis, however, take care about the duration of the procedure. If any doubt, contact Frau Seger.
8. Defend your thesis
9. After the successful defense you have to publish the thesis. Therefore, you have to add the date of the oral exam, the names of the dean, the supervisor, and the names of all examiners on the second page of the thesis (cf. Promotionsordnung)! There are several options for publication. The easiest one is:
 - a. Your supervisor has to sign the *Erteilung der Druckerlaubnis gem. § 13 Abs. 2 der Albert-Ludwigs-Universität Freiburg für die Fakultät für Mathematik und Physik für die Dissertation*. Send this form to the Prüfungsamt.
 - b. Publish your thesis at <https://freidok.uni-freiburg.de/>
 - c. Print one version of the thesis and send it to the university library: *Dissertationsstelle, Platz der Universität 2, 79098 Freiburg*. Tell them that you published it on Freidok and that they should put the printed version to their archive.
10. After the publication is confirmed (they will send an email to the Prüfungsamt), the Prüfungsamt will start to print your certificate. Contact Frau Seger if you need a signed confirmation of your successful promotion. She can give you an official letter that you can use e.g. for applications.