

Overview on submission of the dissertation and examination procedure

For doctoral candidates at the TUM School of Natural Sciences

This leaflet provides an overview of the processes from submitting your dissertation to the oral examination. Please take the time to read the complete information on our web pages as you organize and prepare for this critical step in your career.

Once you have completed your research and the mandatory qualification program, you can enter the doctoral examination process by submitting your doctoral thesis.

Before submitting your thesis, please ensure that you follow the procedures outlined in the section on Reporting and confirmation of the qualification program. You are expected to show the required records to your supervisor along with the form.

The process to submit your thesis consists of two steps:

Step	Action	Typical duration
1.	Application for submission: Complete this step online in the DocGS system and upload the PDF of your dissertation	1 day (if documents are all ready)
2.	Submission of the required paper documents at the Center for Study and Teaching / Office of Doctoral Affairs in downtown Munich.	1 week

Once the Dean's Office NAT receives the submitted documents from the examination office in Munich, we organize and coordinate the evaluation of the dissertation and the oral examination.

Step	Action	Typical duration
1.	We ask your supervisor for suggestions for the examination committee.	varies
2.	We forward this suggestion to the Dean. The Dean will decide and confirm whether the NAT School will conduct the examination procedure and determine the degree to be awarded (Dr. rer. nat. or Dr.-Ing.). The Dean will appoint the examination committee.	1 week
3.	We make the dissertation available to the examination committee and request expert opinions from the examiners.	varies
4.	After receiving all positive evaluations by the examiners, the Dean's Office initiates the acceptance procedure. (Umlauf)	at minimum 1 day
5.	The respective acceptance committee decides on the acceptance of the dissertation by circulation (Umlauf).	at minimum 7.5 days
6.	Once the acceptance committee has accepted the dissertation, the candidate and the examination committee agree on an examination date, which the Dean's office will announce.	at minimum 8 days
7.	The oral examination takes place.	about one hour

Important: The duration of some or all processes may **be extended** based on the availability and workload of those involved. If everything goes smoothly, the earliest examination date would be **three weeks after the last report was received**. However, the **exam date will not be confirmed** until the Umlauf is completed.