

## Check list "From the handover of the doctoral thesis to the oral exam"

### Not later than 3 months before the oral exam

- The candidate submits a thesis draft (completion status about 80%) to the director and co-director by e-mail; purpose: feedback on scope and topics.

### 3 months before the oral exam

- Marie-Christine fixes the date for the oral exam at the Dean's office (Ms. Huehn: dekanat@physik.kit.edu).

### 8 weeks before the oral exam

- The candidate submits a draft of the doctoral thesis to the director and co-director for possible corrections / modifications.
- The AC of the DDAp assigns 2 Argentinian examiners for the oral exam.
- The candidate prepares the necessary documents (see below).

### 5 weeks before the oral exam

- The candidate submits the following documents to the KIT Dean's office (in advance by e-mail to Ms. Huehn, and the originals shall be handed over personally or send to her by express mail):
  - ✓ Application for admission ("Zulassungsgesuch"), addressed to the Dean
  - ✓ Curriculum vitae
  - ✓ List of publications
  - ✓ Copy of A-levels and diploma / master's certificate
  - ✓ Declarations according to the annexes 3, 4 and 5b of the Regulations for doctoral students ("Physik Promotionsordnung") of March 2017 - *signed originals*
- The candidate submits the following documents to Mr. Federico Sánchez (federico.sanchez@iteda.cnea.gov.ar) - *if not yet done during the first stay at ITeDA*:
  - ✓ Original (and Xerox copy) of the Birth Certificate with the apostille. Must be translated into Spanish by registered translator.
  - ✓ Original (and Xerox copy) of the Passport
  - ✓ Original (and Xerox copy) copy of Bachelor and Diploma / Master certificate with the apostille. Must be translated into Spanish by registered translator.
  - ✓ Two 4x4 cm photo prints (or good .jpg, .gif, .png)
  - ✓ Police clearance certificate
  - ✓ Application for admission to the Instituto Sabato

#### 4 weeks before the oral exam

- The candidate submits a printed version of the doctoral thesis to the KIT-Department of Physics and to the Instituto Sabato, as well as to the director and co-director.

#### 16 days before the oral exam

- The AC of the DDAp informs the KIT-Department of Physics by e-mail about the two Argentinian examiners that are part of the examination committee and about their brief assessment of the thesis (yes, no, comments and suggestions).
- The thesis director and co-director
  - ✓ submit their evaluation reports to the KIT-Department of Physics **until 10:00 (CET) by e-mail (*hard deadline*)**. Oral exams only take place on Fridays which means that the evaluation reports have to be sent to the KIT-Department of Physics 16 days before the exam, i.g. on Wednesdays until 10:00 (CET).
  - ✓ submit their evaluation reports to the Dean of the Sabato Institute, Ms. Ana María Monti (monti@cnea.gov.ar), as well as a Curriculum vitae of the German director/co-director.
  - ✓ submit their declaration addressed to the Dean of the Sabato Institute, confirming that the director is one of the thesis supervisors / thesis directors in the framework of the DDAp.

#### After the oral exam

- The new-born doctor performs small corrections to the thesis text, if so required.
- The new-born doctor submits the signed form "permission to print thesis" ("Druckerlaubnis") to the Dean's office, Ms. Huehn.
- The new-born doctor submits 1 printed copy of the doctoral thesis to the Dean's office indicating on the title page that this is the approved thesis ("genehmigte Doktorarbeit"). *As far as KIT goes this will be the final version of the thesis.*
- The new-born doctor publishes the thesis by the KIT-Library:  
<http://www.bibliothek.kit.edu/cms/english/doctoral-theses-kit.php>