

## Information Sheet Completing Your Studies – Final Steps

### Doctoral Committee

- The Doctoral Committee consists of 3 members; 1 of them has to be WU-external. All 3 grade the *defensio dissertationis* and the dissertation.
- About 4 weeks before the defense/the submission of the dissertation (order can be chosen), please send the form **Request for allocation of the Doctoral Committee** (available in the Download Area of your Degree Program) to the Doctoral Office, so that we can initiate the appointment of the committee by the head of department and academic director.

### Defensio dissertationis

- date is being set by the student and the members of the Doctoral Committee
- form **Registration for the defensio dissertationis** (available in the Download Area of your Degree Program) has to be sent 1 week prior to the date to the Doctoral Office
- *Defensio dissertations* before submission of the dissertation: Changes suggested by the Doctoral Committee during the defense can still be included in the dissertation.
- Submission of the dissertation before the *defensio dissertations*: In this case the final version, which cannot be changed any more, is the basis for the defense.

### Submission of the dissertation

- upload the final version of the dissertation on myWU
- send the **Grading protocol of the dissertation** (filled in by you, without the grades and signatures of the members of the Doctoral Committee) via email to the Doctoral Office; this form is available in the Download area of your degree program.
- The Doctoral Office will forward the uploaded dissertation and the grading documents to the members of the Doctoral Committee.

From 1 March 2025 onwards, you do not have to submit bound copies anymore; if you or members of your Doctoral Committee would like the dissertation as a book, you can of course order copies at a copy shop or bookbinder.

Please do not forget to include a title page as the first page. There is a template in the download-area; you do not have to use it, but if you choose to design a title page yourself, please include all the information the template provides:

- title/subtitle of your dissertation
- your academic degree(s) (without the doctoral/PhD degree to be obtained), your first name and surname
- academic degree to be obtained (Dr./PhD)
- student ID number
- name of doctoral degree program
- subject area (main subject or more narrowly defined subject of your dissertation)
- titles and names of the members of your Doctoral Committee
- date (month and year)