

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.

4 weeks before the defense/the submission of the dissertation (order can be chosen), the form **Request for allocation of the Doctoral Committee** has to be sent to the Doctoral Office.

Defensio dissertationis

Date is being set by the student and the members of the Doctoral Committee

Form **Registration for the defensio dissertationis** 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.

Dissertation

1. Final version of the dissertation has to be uploaded to Learn@WU
2. Send an email to the Doctoral Office to notify us of the upload and include the following forms:
 - **Request for the grading of the dissertation**
 - **Grading protocol of the dissertation**
3. The Doctoral Office will forward the uploaded dissertation and the forms to the members of the Doctoral Committee
4. 2 bound copies of the dissertation have to be handed in at the Doctoral Office (at the latest when you pick up the notification of conferral of degree). These copies are for the library – minor changes (typos) can still be made in this version of the dissertation, if they have been suggested during the grading process (Please note: No change of content permitted!)