

Guidelines for completing the Doctoral Programme in Teacher Education:

1. **Appointment of the second assessor:** Shortly before completing the dissertation, submit the form regarding the appointment of a second assessor to Ms Springer at the Doctoral Programme in Education. The head of the SoE will then select the second assessor and the doctoral candidate will be informed.
2. **Submission under PAAV (tab "Submission"):** Enter all required data here and upload the dissertation. This is followed by a plagiarism check. If the check is OK, the dissertation is printed in the print centre of the university (if printed copies are also sent to reviewers (i.e. assessors), the student must coordinate this themselves).
3. **Dispatch of the dissertation to the reviewers:** The dissertation in pdf format and additional information are sent to the first and second reviewers via the Examination Office for the Doctoral Programme in Education. They then have eight weeks to prepare their assessment.
4. **Appointment of the examination senate:** During this time, the examination senate for the defence will be determined (a form will be sent to the doctoral candidate by Ms Springer). The first/main supervisor of the dissertation chairs the defence, in which at least two and a maximum of four discussants take part. At least one member of the examination senate is not a member of the dissertation supervision team. Both secondary supervisors and reviewers - provided they have the required venia - may be appointed as panellists (i.e. discussants). All members of the examination senate will be provided with information for the defence (i.e. the dissertation and the two assessments) by Ms Springer.
5. **Scheduling/Room booking:** If the examination senate has been approved by the SoE management, the doctoral candidate schedules the date and time of the defence with all members of the examination senate, including room booking – the relevant information must be sent to Ms Springer. An announcement of the defence will be sent out to all members of the SoE via email.

6. **Tasks of the chair:** The chairperson of the examination senate receives a protocol form for the defence, which is to be returned to Ms Springer afterwards. The chairperson moderates the defence and keeps the minutes.

7. **Graduation certificate:** If the defence is positive, the doctoral candidate receives the final documents in electronic form and the two original assessments (to be collected from the Examination Office for Doctoral Studies in Education).