PhD procedure

1. Role PhD Ombud person
2. PhD procedure at EECS faculty
1. Ombud people

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  Seek appointment with me directly or via Jana Bechstein (+49 30 314-25154, jana.bechstein@tu-berlin.de)
Promotionsbeauftragter

- Elected by the faculty council
- Doctoral candidates who need advice with problems or conflicts can contact the Ombud people for doctoral candidates ("Promotionsbeauftragte")
- Typical cases
  - Supervision quality / progress satisfaction
  - Co-authorships
  - Change of groups
- All requests are treated confidentially and any further action is only taken in agreement with the candidate
- Main problem: candidates show-up way too late!
- Not responsible for formal or administrative questions - Jana Peich and faculty service center
2. Formal PhD procedure

• PhD from the viewpoint of the faculty
  ➢ Registration
  ➢ (Publications)
  ➢ Submission
  ➢ Review
  ➢ Talk
  ➢ Publishing the thesis

• Rules = TUB global rules + specific rules EECS faculty
Registration

• Independent on contract or financing source, the supervisor reports name and work title of the doctoral candidate to the faculty administration about 6 months after starting the research -> make sure that this happens

• Recommendation
  ➢ Push this in order to get an agreement with supervisor on work plan and timing
  ➢ Ideally agree on table of contents. This changes over time, but at least some level of reliability is reached
  ➢ Decide on Dr.-Ing or Dr. rer. nat?
Different approaches in the TUB groups -> talk to your supervisor

For the most groups

- Publish or perish
- Thesis is kind of "accumulative" thesis

Personal opinion: publishing is key advantage for PhD candidates

- Shorter deadlines
- Self confidence after papers were acknowledged by experts worldwide
- If rejected, clear recommendations how to improve the work
Submission

• Ready-to-review thesis (no updates allowed) to be submitted at least one week before the next meeting of the faculty council

• PhD candidates may give suggestion on reviewers #2 (not TUB) and #3 (maybe not TUB) as well as chairman of the committee -> look early for suitable external reviewers and establish a collaboration

• Roles
  - PhD supervisor -> leads the procedure
  - Reviewer #2 and #3 -> write reviews and ask many questions
  - Chairman -> monitors the procedure (typically not involved in the exam itself)

• Once procedure started -> coordinate a suitable time slot for defense with all participants
PhD talk

• Not different then any conference talk
  ➢ 30 minutes (sharp) introducing the thesis
  ➢ 60-90 minutes Q&A on topic and related work

• Common mistakes
  ➢ Poor slides / talk -> this is the only part of the defense that you can really control, so make it perfect
  ➢ Attempt to present the entire work of 5 years in 30 minutes
  ➢ Narrow focus on own topic, neighboring areas / newest related work unknown -> be aware, who will attend the exam and prepare accordingly
  ➢ Invite your family members to the exam -> increases pressure

• Thesis grades decisive for the final evaluation
Publication

• Procedure completed after publication of the thesis. Important, as now one can „use“ the Dr. – Title and call herself a Doctor, not before

• Different ways of publication (depends on the personal goal/visibility to be reached with the thesis)

• Seek advice from the university library