

PhD procedure

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

1. Ombud people

- Prof. Dr. Marianne Maertens
Modelling of Cognitive Processes
www.cognition.tu-berlin.de/menue/modelling_of_cognitive_processes/
Marchstrasse 23, MAR 5-5, +49(0)30 31424478
- Prof. Dr. Odej Kao
Distributed IT Systems || www.cit.tu-berlin.de
Chair Einstein Center Digital Future || digital-future.berlin
TEL 12-5, Ernst-Reuter-Platz 7, 10587 Berlin
e-mail: Odej.Kao@TU-Berlin.de
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
 - Global rules: <https://www.tudoc.tu-berlin.de/menue/promovierende/rechtliches/promotionsordnung/parameter/en/>
 - Local rules: [https://www.eecs.tu-berlin.de/fileadmin/f4/fkIVdokumente/Promotionen/Ausfuehrungsbestimmungen Promotionen en.pdf](https://www.eecs.tu-berlin.de/fileadmin/f4/fkIVdokumente/Promotionen/Ausfuehrungsbestimmungen_Promotionen_en.pdf)

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?

Publications

- 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 than 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