GUIDELINES
for the doctoral degree procedure
for doctoral students at ABK Stuttgart

BEFORE application as a doctoral student

The prerequisite for doctoral studies at the Stuttgart State Academy of Art and Design is a completed programme of study of at least four years’ duration with above-average examination results at an art academy or university. Outstanding graduates of universities of applied sciences can also be accepted as doctoral students after they have passed an assessment test. Foreign degrees must be checked and recognised in advance.

A very important prerequisite for an application for the doctoral project is the agreement of a professor researching at the Stuttgart State Academy of Art and Design to provide support. Therefore, please first contact the potential advisor for the topic of your doctoral degree and discuss your research project with him/her.

Application for acceptance as doctoral student

Acceptance as a doctoral student is not obligatory, but it is recommended and desired by the ABK. The appropriate application should, in one’s own interest, be made, if possible, at the beginning of the doctoral project. Here, it will be checked whether the prerequisites according to Section 4 of ABK’s Doctoral Degree Regulations are fulfilled, whether catching up on studies or examination results or an assessment test are required or whether a foreign degree can be recognised.

Acceptance gives you not just the possibility to register as a student. Regardless of whether or not you are registered, you can use the offerings of the Academy as a member and you will receive an e-mail address that indicates that you are a doctoral student at the Academy.

The formal application for acceptance as a doctoral student must be submitted in paper form to the rector's office. The doctoral committee meets twice a year, in both cases in the second half of the semester. Reference dates for the submission of all business to be considered by the committee are 10 June and 10 January.
All application documents received by post shall also be submitted in digital form (in PDF format). The application form for admission as doctoral student at the ABK consists of the following components:
- Naming of the matter (acceptance as doctoral student) with the **name of the first and second advisor** for the dissertation
- Formal confirmation that you are not in any other ongoing doctoral degree procedure
- The **exposé** of your doctoral degree project according to the guidelines of the doctoral committee. Your primary advisor shall provide information about the specialised requirements
- The doctoral degree agreement, discussed with the primary advisor and **signed** by the advisor and student
- **CV** with all contact data, academic education, information about scientific activities, and if applicable, list of publications (lectures, participation in conferences, publications, etc.)
- **Certified copy of university diplomas/degree certificates**
- **Certified copy of school-leaving certificate** (in case of foreign-language certificates, in officially certified translation)
- Other evidence (Transcript of Records)
- **Form** with details about publication of the project on ABK’s homepage (see download) and photo

After successful acceptance as doctoral student by the Academy, you will receive written confirmation with which you can enrol as a doctoral student at the Office of Student Affairs.

Acceptance as doctoral student does not obligate to enrol with student status, however, it enables this if you wish it. Please consider whether enrolment fits your life situation during the doctoral programme and if necessary, contact your advisor, your employer, and/or your health insurer. Enrolment, for which regular enrolment fees will apply, entitles you to use of a semester ticket for the VVS.

The e-mail address assigned after granting of the acceptance/registration enables Internet access on the Academy’s premises and use of the services provided by the Academy (printers, Own Cloud, etc.). With registration, you will also have the opportunity to purchase a VVS StudiTicket for public transport in Stuttgart and the surrounding area.

**Approval for the doctoral degree procedure**

As soon as your dissertation is complete, apply in writing for admission to the doctoral degree procedure. Precisely as for the application for acceptance, here too, the reference dates of 10 June and 10 January apply for all applications to be processed by the doctoral committee. The application must be submitted to the rector's office.
According to Section 8 Para. 1, the application must include:

- **Title of the dissertation**
- **Three topic proposals** for the doctoral committee, which may not refer to the topic of the dissertation
- **Description of the CV** in English and German, with education, details about nationality, and addresses in places of residence and/or study
- **Three complete printed copies** of the dissertation (with page numbers, stapled or bound) and on a data medium in PDF format
- **Brief summary of the dissertation** (German and English) for the homepage
- **Declaration of acceptance** as doctoral student (please note that this must already be present – apply in timely fashion (1 semester) in advance if you have not done this yet!)
- **Certificate of good conduct** (not older than 6 months)
- **Three declarations** (see Section 8 Para. No. 7–11): A declaration about the originality of the dissertation and that no sources and aids were used other than the ones specified, a declaration about a possible earlier application for a doctoral degree procedure (see Section 8 Para. 1, No. 8) and about any criminal acts

After examination of the documents, your application will be forwarded to the doctoral committee for decision.

**Appraisal, layout and acceptance of the dissertation**

The appraisers of your work have a maximum of 3 months’ time to assess your work (Section 11 Para. 2). If the doctoral committee proposes acceptance of the dissertation, the checked and assessed work must be available for examination in the rector’s office for fourteen days during the **display period**. Please note that the display period must take place during the **lecture period** and may not be during the time between terms. Members of the doctoral committee have the right within these fourteen days to make justified objections or suggest improvements and additions. If during the display period no objection is made, the dissertation counts as accepted and you are admitted to the doctoral degree examination.

Please note for your schedule that theoretically submission of the dissertation is possible at any time, however the display period and doctoral degree examination must take place during the lecture period. Take the correction period for your appraisers of maximum 3 months into account.
Oral doctoral degree examination

The date for the examination will be determined by the doctoral committee and will be at least four weeks after the determination. The time between terms will not be included.

The examination consists of a presentation of at least 20 minutes and maximum 30 minutes. The topic for the doctoral degree examination will be selected from the three topics you have submitted in the approval for the doctoral degree process. After that, there will be a colloquium about the presentation and the topic of your dissertation. In total, the examination shall not last longer than 90 minutes. The rector and all professors and doctoral members of the university shall be invited to the doctoral degree examination. At the request of the doctoral student, the oral doctoral degree examination can also be held publicly. Please communicate the desire for a public doctoral degree examination to the advisor and/or and chair of the doctoral committee in advance.

Mandatory copies and publication of the dissertation

To receive your doctor title, you must publish your dissertation. If you publish your work with a publisher with a minimum run of 150 copies, then 6 mandatory copies go to the Academy.

Insofar as the dissertation is duplicated privately and not commercially, 30 free mandatory copies of the dissertation go to the Stuttgart State Academy of Art and Design.

You can also publish the dissertation through the heiDOK service of the Heidelberg University Library. Please consult the library’s homepage for the prerequisites and required formats. The quantity of 6 mandatory copies also applies for the digital type of publication and publication in a periodical.

The mandatory copies must be received by the rector’s office at the latest 18 months after determination of the overall grade; otherwise the right to issue the doctoral certificate expires (see Section 17 Para. 2). If this time is not sufficient, before expiry of the period, an application for extension can be submitted to the doctoral committee.

The mandatory copies must contain the following details:
- Note: “Dissertation of the Stuttgart State Academy of Art and Design for obtainment of the degree of a doctor-engineer/doctor of philosophy”
- Day of the doctoral degree examination
- Name of the rector (holder of the office on the day of the doctoral degree examination)
- Names of the advisors and appraising people
- Written declaration of the doctoral student to the rector that the changes in the report were considered

**Issuing of the doctoral diploma and awarding of the doctoral degree**

If the mandatory copies of the dissertation are present in timely fashion, the **doctoral diploma** is issued. With handing over of the doctoral diploma, the doctoral degree is awarded. The right to use the doctoral title is thus acquired.

Use of the “Doctor des.” [doctor designatus] at the Academy is not intended. With the possibility of digital publication, the period between examination and publication can be minimised.

For more detailed information about the doctoral degree procedure, please see the binding doctoral degree regulations.