In accordance with § 4 (2), in the last amended version of the Promotion Regulations of the Mechanical Engineering Faculty of the Gottfried Wilhelm Leibniz University Hanover, applicants are required firstly to present the equivalence of their studies with the educational content of the academic disciplines, which are offered in Mechanical Engineering, Civil Engineering and/or Electrical Engineering fields. This must be done through cooperating with the responsible professional institutes that are to be assigned by the faculty. If this equivalence cannot be directly provable, the applicants must then apply for the job opportunities as doctoral students.

Application of Admission as doctoral student in the deanery of the Mechanical Engineering Faculty

The following documents are to be attached to the application:

- An informal request of admission as a doctoral student
- Certificate of the Diploma Exam and the Diploma Certificate, Bachelor's- and Master's degree Certificate, as well as a general overview of all the exams in the Bachelor studies from a German university or an equal certificate according to § 4 (1) of the Promotion Regulations. A simple copy is enough.
- Bereitschaftserklärung (declaration of readiness) from the supervisor to declare that he/she will take over the scientific supervision (on the letterhead of the institution with signature of the supervisor)

Knowledge Test

In case the Audit Committee decides that the admission of the doctoral applicant should depend on the result of the knowledge test, the applicant will only be admitted to Promotion after he/she has successfully passed the test.

Promotion Agreement

At the beginning of the Promotion period, a promotional agreement shall be signed between the doctoral student and the supervisor, which will take effect when signed by the dean of the faculty.
Promotion Petition

The petition for the award of the Dr.-Ing degree must be sent in writing to the dean’s office of the Faculty of Mechanical Engineering. Please ensure that the title of the dissertation is used exactly the same in all documents. The title of the petition is the decisive factor; it must be used with exactly the same wording both in the summary and the dissertation.

Following documents are to be attached to the promotion petition:

1. The promotion petition (informal request) to the dean of the Faculty of Mechanical Engineering declaring,
   - that the dissertation was written independently
   - that the tools used are completely explained
   - that the dissertation has not been used as a master’s- or similar examination work
   - if and where the candidate has previously published the dissertation or parts of it and
   - if, where and how often the doctoral student has previously filled promotion requests
   - the themes of any previous dissertation

2. The dissertation contains:
   - about an one-page summary in German and English, including the English translation of the title and
   - an unsigned tabular CV on the last page.
   - The Dissertation must be submitted as a triplicate in the dean’s office (identical copies).
   - In addition, the members of the examination committee of the LUH will each receive a copy of the dissertation directly from the doctoral student.

3. List of prior publications, if any

4. Promotion agreement (copy)

5. CV with photo, tabular and signed

6. Conduct Certificate
   - according to the document type 0 for submission to an authority according to § 30 para. 5 BZRG not older than 6 months
   The certificate will be sent directly to the dean’s office.

   Adress:
   Leibniz Universität Hannover
   Fakultät für Maschinenbau
   z. Hd. Frau Völker
   Im Moore 11 b
   30167 Hannover

7. University degree (original and copy for comparison or certified copy) and
   - if necessary, the indication of the formal admission to the professional part of the promotion in accordance with § 4 (3) the Promotion Regulations

8. Designation of the commission by the supervisor (on the letterhead of the institution)
Additional Information for the Doctoral Students

- **For enrollment:**

§ 2 of the Enrollment Regulations of Leibniz University Hanover from 08.06.2011:

_Applicants who submit an admission confirmation from a faculty as a doctoral candidate, as well as proof of graduation, are enrolled at the request as a doctoral student. The admission by the faculty might initially be done for a limited time. In this case, the enrollment is limited as well; Otherwise, the registration is carried out for a period of five years. The registration can be renewed in technically justified exceptional cases, depending on the decision made by the Faculty._

- **To publish the Dissertation:**

Please pay attention to the guidelines of the Technical Information Library (TIB) for publication:
https://www.tib.eu/de/publizieren-archivieren/dissertationen-und-habilitationen/

**Publication through a publishing house:**
4 copies and 1 copy for the Mechanical Engineering Faculty  
**Electronic publication:**
6 copies DIN A 4 and 1 copy + 1 CD-ROM for the Department of Mechanical Engineering

**Contact person:**
Ursula Krys  
University publications, Gifts  
Telephone: 0511 762-3434  
E-mail: ursula.krys@tib.eu  
Address: Technical Information Library (TIB), Welfengarten 1 B, 30167 Hannover

- **General:**

**Information for members of the Leibniz University Hannover:**
Please remember to provide the personnel department with a copy of your doctoral certificate.