

Checklist

for the launch of the doctoral examination process according to § 7
of the Doctoral Degree Regulations as of 2016 (PO 2016)

- Application** addressed to the Chairman of the Doctoral Committee (→ **Template**)
- § 7 (1)₃ No. 1: Written notification of acceptance (acceptance letter) as a doctoral candidate** according to PO 2016, § 6 (4)₁
- § 7 (1)₃ No. 2: Current supervision agreement** according to PO 2016, § 4 (2)
- § 7 (1)₃ No. 3: A current curriculum vitae (CV)** including a summary of personal and professional development, signed
- § 7 (1)₃ No. 4.1:** One (1) copy of the **thesis** in printed and bound form for the faculty archive.
(Please note: Depending on the publication procedure, further printed copies might be requested, see below.*)
- § 7 (1)₃ No. 5.1:** A printed copy of the **abstract of the thesis** in German and English (one A4 page each), signed by the responsible supervisor
- Electronic storage device** (e. g. CD, USB stick) containing:
 - (1) **Thesis** (portable document format, PDF; file name: “[last name][first name]_Dissertation.pdf”)
 - (2) one-page **German abstract** (PDF; file name: “[last name][first name]_Abstract_DEU.pdf”)
 - (3) one-page **English abstract** (PDF; file name: “[last name][first name]_Abstract_ENG.pdf”)
- § 7 (1)₃ No. 6:** The signed declaration of any prior or current attempts to obtain a doctoral degree
(→ **PDF form: “Erklärung über frühere oder laufende Promotionsgesuche / bereits erlangte Dokortitel”**)
- § 7 (1)₃ No. 7: Please note:** A recent police clearance certificate is no longer required!
- § 7 (1)₃ No. 8: Statutory declaration of authenticity** (→ **PDF form: “Eidesstattliche Versicherung gemäß § 7 Absatz 1 Satz 3 Nr. 8”**)
- § 7 (1)₃ No. 9:** Instruction on the significance and legal consequences of a statutory declaration
(→ **PDF form: “Belehrung über die Bedeutung und die strafrechtlichen Folgen einer eidesstattlichen Versicherung”**)
- § 7 (1)₃ No. 10:** In the case of participation in a structured doctoral program (e. g. Research Training Groups): documentation of work completed therein
- § 7 (1)₃ No. 11:** A complete **list of academic publications and lectures** (if applicable)
- § 7 (1)₃ No. 12 and 13:** Confirmation by the first supervisor that the supervision agreement has been fulfilled (→ **PDF form: “Statement on the Doctoral Supervision Agreement”**)

Information on the obligation to publish the dissertation:

According to § 13 (1) PO 2016, the doctoral thesis “must be made available to the academic public in an appropriate manner [...] within two years from successful completion of the oral defense in a version approved by the first examiner”. The various options for fulfilling the obligation to publish the dissertation can be found in § 13 (3) PO 2016.

*Also please note: Additional printed copies will be needed if revisions are requested as a result of the assessment procedure.

Important: Before publishing the dissertation, please clarify with the first reviewer (this is usually the first supervisor)

- which form of publication he/she approves,
- whether the dissertation must be revised before publication (changes to the dissertation must be recorded in detail!), and
- whether there should be an embargo period (maximum two (2) years, calculated from the date of the passed oral examination).

Please note that at least two additional copies in printed and bound form are required for the publication of the approved (possibly revised) version of your dissertation, depending on the form of publication (see § 13 (3) PO 2016)!