

## How2Promo

### First submission of the PhD thesis

**No later than 1 week before the faculty meeting, send the following documents to the faculty secretary: - Application for admission to the doctoral examination with the title of your thesis and, in case of cumulative thesis, further information - state your graduate school and put coordinator staff of the graduate school in the CC of your Email - if necessary/ desired, apply to change the Promotions-Ordnung in the same document**

Cumulative thesis: - Abstract (2-4 pages), full thesis not needed at this point in time! - add to the application a short list of your papers with significant contribution, the respective journal, status (published, accepted, submitted) - afterwards add to the application a description of the significance of the papers mentioned before including area of Core Collection in the Web of Science Group Master Journal List, single/double blind (peer-)review, main findings of the paper and novelty \*\*Monography: - not confirmed: attach PDF of full thesis

After

### Final submission of the printed thesis

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