

**How2Promo****First submission of the PhD thesis****No later than 1 week before the faculty meeting, send the following documents to the faculty secretary by E-mail:**

- Application for admission to the doctoral examination with the title of your thesis and, in case of cumulative thesis, further information (see below)
- 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 yet: attach PDF of full thesis

After

== Final submission of the printed thesis ==

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