

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, proposed examiners (they should be informed beforehand) 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 Promotionsordnung in an attached file signed by your main supervisor and yourself

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
- attach a file stating your individual contribution to the single papers, e.g. in % in self-chosen categories such as for example concept, method, implementation and text Monography:
- not confirmed yet: attach PDF of full thesis

An example for the application for admission to the doctoral examination and an example of a cover page for the final printed version are provided on the tik-server under manuscripts/Dissertation_MH

After acceptance by the faculty committee and the graduate school (meetings of the GS SimTech usually take place one week after the faculty meetings):

Submit to faculty:

- make an appointment with the faculty secretary (*and try to stay polite even if she/he is not - that's*

part of the common procedure 😊)

- X printed versions of your thesis (X=number of examiners + 1 for the faculty + 1 for the graduate school). These documents can be in A4 format as simple and cheap paperback
- name, email, address of examiners
- printed CV
- also bring the digital version of your thesis on a USB-Stick (in faculty 2, they prefer a digital thesis where the CV is already attached, for the printed version it is up to you whether you want to add your CV)
- check that the title page is correct (it differs from the one of your final submission after the doctoral examination!), include graduate school on your title page

Submit to SimTech: (if applicable)

- signed compliance rules - publication list (can also be added to your CV)

Final submission of the printed thesis after doctoral examination

- Change title page. It should now state 'genehmigte Abhandlung', include the date of the

examination, the CBB-number and year. Check again whether you have included the graduate school on the title page

- Check size of all graphics as the printed thesis will have the format A5!
- let the graduate school know that you wish an additional english translation of your doctoral certificate (you can download a special form from the SimTech confluence that you need to sign) - this can also be done at any time before
- log in to OPUS and start a new publication, upload your final dissertation there (if you prefer to go for an electronic publication as all other group members before)
- the team from the university library will check your submission and reply to you soon (typically only few days later), if everything is ok, you can
- design a cover and print your final version of the thesis 6 times if you have chosen the electronic publication in OPUS (in A5 format! Soft- or hardcover of reasonable quality like any other book)
- send the 6 printed copies of your thesis (with signed 'Eigenständigkeitserklärung') to the university library and wait for their response (only few days). If everything is ok, they will send some of the copies to your main examiner/ supervisor
- your main examiner needs to write to the faculty that the printed version is correct and equivalent to the first submitted version of your thesis (or includes the agreed modifications) - *it is recommended to ask your main examiner after 4 weeks whether this has already been done*
- your doctoral certificate should be printed and your GS will let you know when you can pick it up (*normally, the doctoral candidate does not have to do anything more here, but to speed up the process, it is recommended to ask the faculty secretary 2-4 weeks after your main examiner has sent the last document to the faculty*)

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