









The Hand-In-Checklist

This is a checklist of all the documents that you need to have if you hand in your Thesis at the Promotionsoffice. This is Building 15/403.

Please remember, that you need all documents in a original paper form and as an electronic version, mailed to “promotionsausschussfb08@uni-osnabrueck.de”

1.  Abstract of your Thesis as a single PDF document
2.  “schriftliches Gesuch an den Promotionsausschuss”. This is the written application to the doctoral committee. You can find a template [here](#) in microsoft word format.
3.  “Nachweis über die Annahme (aka the acceptance letter you have received at the beginning of your phd studies)
Note: if you don't have this document you can ask promotion office to send you a copy
4.  Your Phd Thesis as PDF as well 6 printed copies handed in at the promotion office (Building 15/403). [We suggest “Prindi”](#) at the Campus Westerberg. Cheap and chill (ca. 200 - 300€ colored high quality paper in A4 with hard cover depending on how many pages you have for 6 copies).
5.  “Anlage über Eigenständigkeit”, In this form (also known as Anlage 1) you have to state that you are the person who have done all the research presented at your thesis and that you were involved in creation of the materials you used. You can find the empty form in pdf format [here](#).
6.  The signed IDP. You should have done this at the very beginning of your study.

Note: if you don't have this document you can ask your supervisor, they should have a copy hopefully :) - otherwise just fill it out once more. if they don't have it you can make a new one using the form [here](#).

7.  Immatrikulationsbescheinigung of the current semester which you can download from OPIUM (StudIP)
8.  "Gesuch um Zulassung". This includes an informal Email to the Promotionsausschuss, that you want to have a Dr. rer. nat, or a Dr. phil. We also don't know why, but it is necessary. Here you state again the title of your thesis and name of the members of your promotion referee committee you are nominating. You can download the form in pdf format [here](#).