

## DOCTORAL THESIS SUBMISSION

Name:

Date:

Chairperson:

*to be determined by GSLS office*

### 1. To be checked by PhD student:

- ☐ Matriculation number:
- ☐ Start date of project:
- ☐ GSLS admission date:
- ☐ GSLS admission valid until:
- ☐ Desired title: *Please note that changes must be approved*
- ☐ Section:
- ☐ Reports: Start-Up and 3 Annual reports
- ☐ Proof of enrollment for 6 semesters at the University of Würzburg
- ☐ ID card **OR** marriage certificate - *if you got married, please provide a copy*
- ☐ "Immatrikulationsbescheinigung" for semester of thesis submission **OR** civil service working contract (copy) **OR** certificate of good conduct (type "O")  
*Please provide **ONE** of the documents above mentioned - you only need a certificate of good conduct, if you are not enrolled at the university nor have a contract at the university/civil service*
- ☐ Study book and certificates of participation - copies (GSLS study program requirements)
- ☐ Thesis format: ☐ Monography ☐ Compilation/Chapter-based Thesis
- ☐ Publication: ☐ First author publication ☐ Co-author publication  
☐ Guarantee - *if you don't have a published first author publication*
- ☐ Thesis title (German):
- ☐ Thesis title (English):
- ☐ Members of the committee: 

1 <sup>st</sup>	2 <sup>nd</sup>
3 <sup>rd</sup>	4 <sup>th</sup>
5 <sup>th</sup>	
- ☐ Reviewers confirmed by thesis committee: 

1 <sup>st</sup>	2 <sup>nd</sup>
-----------------	-----------------

### 2. To be submitted to the GSLS office at thesis submission (please make an appointment!)

- ☐ Study book and certificates of participation - copies (GSLS study program requirements)
- ☐ ID card **OR** marriage certificate - *if you got married, please provide a copy*
- ☐ "Immatrikulationsbescheinigung" for semester of thesis submission **OR** civil service working contract (copy) **OR** certificate of good conduct (type "O") (*see above*)
- ☐ Application for Conferral of a Doctorate - form (GSLS Website, Thesis Submission)
- ☐ Written confirmation by the Thesis Committee - form (GSLS Website, Thesis Submission)
- ☐ Declaration Library - form (GSLS Website, Thesis Submission)
- ☐ Electronic version (PDF) of the doctoral thesis on CD or USB – including CV
- ☐ Thesis - 5 copies + additional copies for committee members who want a printed copy:
  - ☐ DIN A4, bound (soft or hard binding acceptable, double-sided printing accepted)
  - ☐ Numbered pages
  - ☐ Title page (GSLS Website, Thesis Submission):
    - ☐ Thesis title in both German and in English language
    - ☐ Section (Biomedicine, Integrative Biology, Neuroscience, Infection and Immunity, Clinical Sciences)
    - ☐ Names of all Thesis Committee members
    - ☐ Blank field for the name of the chairperson

- ☐ List of contents (Inhaltsverzeichnis)
- ☐ Summary in both German and in English language
- ☐ List of References/Bibliography (Literaturverzeichnis)
- ☐ Publication list
- ☐ CV – Original signature (after printing) required
- ☐ Affidavit (eidesstattliche Erklärung) - Original signature (after printing) required

### **3. Will be handed out by GSLS office at thesis submission:**

- ☐ Confirmation (Laufzettel) GSLS office

### **4. To be submitted to the library: AFTER the defence**

*Please take the process sheet (Laufzettel) from the GSLS office with you to obtain library signature.*

- ☐ Upload electronic version of thesis to OPUS (CV has to be omitted, insert blank pages or delete the information!) *For details about the publishing process via OPUS see:*  
<https://www.bibliothek.uni-wuerzburg.de/en/research-publishing/publishing-of-dissertations/>
- ☐ Five copies of thesis
- ☐ Publication contract (check which license to use – more information on  
[https://opus.bibliothek.uni-wuerzburg.de/home/index/help/content/legal\\_license](https://opus.bibliothek.uni-wuerzburg.de/home/index/help/content/legal_license)
- ☐ If substantial reasons exist, submit application for deferral of publication

### **5. To be submitted via email to the GSLS office, at the very latest directly after your defence:**

- ☐ Completed Diploma Supplement template

## **Doctoral Procedure**

After your submission, the thesis will be processed by the administration of the GSLS and sent for evaluation. You should calculate approximately 10-12 weeks in total for the following steps (please be aware that a "summa cum laude" procedure may take considerably longer due to an additional evaluation step):

- Submission process & sending your thesis to your thesis committee & chairperson: 1-3 days
- Evaluation of your thesis: ~ 4-6 weeks
- In case of grade 'summa cum laude' - External evaluation: ~ 5 weeks
- Processing of the evaluations and grading: 3-5 days
- Mandatory electronic display within the GSLS: 2 weeks
- Announcement of defence: at least 7 days prior to defence taking place.  
Please send us the date, time and exact address of the room at least 10 days in advance. Please note that the chairperson and the supervisory committee should be present in person at the defense. External supervisors may participate via Zoom.

Final arrangements for your defence should **only** be made once your thesis has entered the electronic display phase. We can **only** confirm the details of your defence once your thesis has been accepted by the members of the GSLS at the end of the electronic display.

Right after your successful defence you will get your preliminary certificate/"Zeugnis". This is not the final doctoral certificate and it does NOT grant you the right to carry the title "Dr. rer. nat." or "PhD". It takes approximately three weeks for the university to prepare the embossed **final certificate** signed by the Dean of the GSLS and the President of the JMU, which will officially grant you the title.

*All forms to be completed can be found on the GSLS homepage ([http://www.graduateschools.uni-wuerzburg.de/life\\_sciences/](http://www.graduateschools.uni-wuerzburg.de/life_sciences/)) in the menu options under Doctoral Researchers -> Thesis Submission)*