

# **The Graduate School of Life Sciences**

Structured Doctoral Training at the University of Würzburg

**Thesis submission advisory talk**

# Overview thesis submission checklist

## LINK

Chairperson:  
Degree:

First Reviewer:  
Second Reviewer:

### DOCTORAL THESIS SUBMISSION

Name:

Date:

#### 1. To be checked/discussed during thesis submission advisory talk:

- |   |   |
|---|---|
| <input type="checkbox"/> First author publication   | <input type="checkbox"/> Co-author publication  |
| <input type="checkbox"/> Guarantee  | <input type="checkbox"/> Compilation/Chapter-based Thesis <input type="checkbox"/> Monography |
| <input type="checkbox"/> Annual reports: Start-Up and 3 Annual reports  |   |
| <input type="checkbox"/> Check school leaving certificate and university degrees in file (have originals been shown?) |   |
| <input type="checkbox"/> Letter of GSLS Admission   |   |
| <input type="checkbox"/> Confirmation of correct section  |   |
| <input type="checkbox"/> Proof of enrollment for 6 semesters at the University of Würzburg                            |   |
| <input type="checkbox"/> GSLS admission valid until: _____  |   |

#### 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 (copy)
- ☐ "Immatrikulationsbescheinigung" for semester of thesis submission OR civil service working contract (copy) OR certificate of good conduct (type "O")
- ☐ 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 - eight copies:
  - ☐ 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 INCLUDING 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
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#### 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

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## Background

- Upon submission, your thesis is sent by the GSLS to all thesis committee members, as well as the GSLS chairperson
- 2 reviewers are selected (normally both committee members) to write evaluation reports about your thesis and asked to recommend a grade for your written thesis

## Reviewer Selection

- **First reviewer:** Your first supervisor
- **Second reviewer:**
  - A second person from your thesis committee (Prof./PD; junior PIs must be GSLS members)
  - Needs to be affiliated with a different institute/clinic than your first supervisor (may also be an external member)
  - The thesis committee may also agree to appoint a second reviewer who is not a committee member. By taking over the duty of writing the second evaluation report, this person automatically becomes a thesis committee member.
- **Important:**
  - One out of the two reviewers must be a member of a natural science faculty, or be appointed by one of those faculties
  - The second reviewer is not always the second supervisor of your thesis committee
  - The GSLS office needs to know the name of the second reviewer for the chairperson request

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## Background

- The chairperson is a member of the GSLS Common Graduation Commission or appointed by the Common Graduation Commission
- The chairperson accompanies your doctoral procedure as an independent person and makes sure that the procedure follows the regulations of the GSLS
- The chairperson is thus NOT a reviewer or an examiner during your thesis defence
- The chairperson receives and signs the official documents for your defense, including your preliminary doctoral certificate
  - Please make sure to always include the chairperson when planning your defense date

## Selection of a chairperson

- **List of possible chairpersons:**

<https://www.graduateschools.uni-wuerzburg.de/life-sciences/about-us/contact/common-graduation-commission/>

- Select at least 2 names of possible chairpersons in agreement with your first supervisor
- **Procedure:** Send the following information to the responsible administrative person at the GSLS per email:
  - Names of suggested chairpersons
  - Title of the thesis in DE/EN
  - Names of all thesis committee in the order as displayed in the thesis
  - Name of second reviewer (is not necessarily the „second supervisor“)
  - The GSLS will officially send a request to the suggested chairperson(s) and will notify you by email



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- **First author publication:**
  - In the GSLS, it is generally required that an original first authorship in a peer-reviewed journal is at least accepted for publication at the time of thesis submission (see thesis guidelines)
  - If this is not the case, a so-called „Bürgschaft“/Guarantee for 1st authorship is possible – please contact the GSLS well before thesis submission in that case as a „Bürgschaft“/Guarantee needs to be approved by the GSLS Common Graduation Commission
  - In case a first authorship is not realistic at all, you must have at least one accepted co-authorship to be able to graduate via the GSLS. Please contact the GSLS in that case.
- Please inform us whether you will be writing a Compilation/Chapter-based thesis or a classic Monography
  - Please check the respective thesis guidelines
- Please give information about all annual reports you have submitted or which are still to be submitted
- If you have not yet shown all original certificates (Bachelor, Master etc.) by the time of admission to the GSLS, you must bring those with you at thesis submission
- Letter of GSLS admission: We will let you know if this should be missing
- Please check that the GSLS section (Biomedicine, Neurosciences, Integrative Biology, Infection and Immunity, Clinical Sciences) you name in your thesis corresponds to the section of your first supervisor
- Proof of enrollment for 6 semesters as a doctoral student: We can look up this information
- Important: Your GSLS admission must be valid until the time of thesis submission (not the defense)
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- **Important:**
  - We need all documents listed in section 2 to be able to initiate your doctoral procedure!
  - You have to make an appointment with the GSLS office for your thesis submission at least one week before the planned submission date!
- Study book and certificates:
  - Please either upload all study book requirements to your OpenCampus profile before the thesis submission meeting OR have your paper version of study book and certificates at hand
  - If there are still original certificates in your physical file, we will send you the PDF scans and you will obtain the originals at the time of thesis submission
  - **At thesis submission, we require the studybook (originally signed by your first supervisor), as well as all certificates.** We will make copies (or you bring them), the originals are for you.
- Copy of ID card/marriage certificate:
  - We ask for an official document since we normally display your name on your final doctoral certificate as it is displayed in your passport (including middle names, special characters etc.)
  - We will destroy the copy when closing your GSLS file
- Immatrikulationsbescheinigung OR copy of civil service working contract OR certificate of good conduct:
  - Serves as proof that there is no conflict with the law
  - Immatrikulationsbescheinigung: if you are still enrolled as a doctoral student at thesis submission
  - Copy of civil service working contract: If you are no longer enrolled as a doctoral student but have a working contract with the JMU/UKW or any civil service working contract
  - Certificate of good conduct: If you are e.g. employed at a pharma company at the time of thesis submission (the certificate of good conduct should be applied for at least 3 -4 weeks prior to thesis submission and is valid for 3 months)

## Section 2. To be submitted to the GSLS Office at thesis submission

### Forms to be downloaded via the GSLS thesis submission website

- Application for Conferral of a Doctorate
  - Requires only your own original signature
  - Provides the information for sending out your thesis for evaluation to all thesis committee members
  - Make sure we have the correct addresses and emails from all thesis committee members (particularly those external to the JMU as they may otherwise not receive your thesis)!
- Written confirmation by the thesis committee
  - We need original signatures from all supervisors at JMU
  - External supervisors may provide a scan of their original signature
  - You may pre-fill the document, send it to all supervisors by email and gather their signatures on separate pages. Please then submit all individual pages to the GSLS (don't copy the signatures into one document)
- Declaration library
  - Requires only your own original signature
  - By signing the form you confirm that, when uploading your final thesis PDF for publication via OPS/University Library after your defense, you have not included any changes in the content of your thesis compared to the version you provided to the GSLS Office at thesis submission (unless you are asked for it during the evaluation procedure)
  - You may of course correct typos – these are not changes in the thesis content

## Section 2. To be submitted to the GSLS Office at thesis submission

### Submission of your thesis

- PDF version of your thesis
  - There are normally no signatures included in the PDF (Exception for chapter-based thesis: it is possible to include the signature of your first supervisor in the respective author contribution form)
  - The PDF should contain your CV as additional information for your reviewers during the evaluation procedure
- 8 printed copies of your thesis (exactly the same as the PDF)
  - We normally send printed copies to all thesis committee members and the chairperson, plus we need one copy for our physical file
  - In case of a „summa cum laude“ procedure, the third external reviewer will also receive a copy
  - 7 copies in the case of 4 supervisors and a „summa cum laude“ procedure (plus 1 spare copy)
  - If one of the supervisors wishes to forego a printed copy and receive a PDF instead, written proof (e.g. email) must be provided.
  - You will receive all unused thesis copies after your defense and may use them for submission to the University Library
  - **We highly recommend to always submit 8 printed thesis copies and use all leftover copies for the library after your defense to avoid problems during the evaluation procedure**
- Number of your own original signatures in your printed thesis
  - Monography: 3 (CV + 2x Affidavit (DE/EN))
  - **Chapter-based: 5** (CV + 2x Affidavit (DE/EN) + 2 Author Contribution Forms)
    - Don't forget your supervisor's signature (either original or scanned) on the author contribution form
    - **Don't merge or change the author contribution forms! We can otherwise not accept them!**

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Degree:

First Reviewer:  
Second Reviewer:

### DOCTORAL THESIS SUBMISSION

Name:

Date:

#### 1. To be checked/discussed during thesis submission advisory talk:

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| <input type="checkbox"/> Guarantee  | <input type="checkbox"/> Compilation/Chapter-based Thesis <input type="checkbox"/> Monography |
| <input type="checkbox"/> Annual reports: Start-Up and 3 Annual reports  |   |
| <input type="checkbox"/> Check school leaving certificate and university degrees in file (have originals been shown?) |   |
| <input type="checkbox"/> Letter of GSLS Admission   |   |
| <input type="checkbox"/> Confirmation of correct section  |   |
| <input type="checkbox"/> Proof of enrollment for 6 semesters at the University of Würzburg                            |   |
| <input type="checkbox"/> GSLS admission valid until: _____  |   |

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- ☐ Study book and certificates of participation - copies (GSLS study program requirements)
- ☐ ID card or marriage certificate (copy)
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- ☐ Application for Conferral of a Doctorate - form (GSLS Website, Thesis Submission)
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- ☐ Declaration Library - form (GSLS Website, Thesis Submission)
- ☐ Electronic version (PDF) of the doctoral thesis on CD or USB – including CV
- ☐ Thesis - eight copies:
  - ☐ 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 INCLUDING 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/>
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- ☐ If unpublished data/pending patent is in thesis, 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):

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  - 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.

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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 President of the JMU, which will officially grant you the title.

- Upon thesis submission, you will receive a „Laufzettel“/Process Sheet on which the submission of your thesis (PDF and printed copies) is confirmed by your own and the GSLS admin person's signature
- You will need the Laufzettel again after your defense for the publication of your thesis via the University Library (see section 4.) – **so don't lose it!**
- After submission of the Laufzettel together with all required documents listed under section 4. at the University Library, the Library will confirm the successful publication of your thesis by signature and send the Laufzettel directly back to the GSLS Office
- **We can only hand out your final certificates („Urkunde“) once we have received the signed Laufzettel from the University Library after your defense!**



# Overview thesis submission checklist

## LINK

Chairperson:  
Degree:

First Reviewer:  
Second Reviewer:

### DOCTORAL THESIS SUBMISSION

Name:

Date:

#### 1. To be checked/discussed during thesis submission advisory talk:

- |   |   |
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| <input type="checkbox"/> Guarantee  | <input type="checkbox"/> Compilation/Chapter-based Thesis |
| <input type="checkbox"/> Annual reports: Start-Up and 3 Annual reports  | <input type="checkbox"/> Monography                       |
| <input type="checkbox"/> Check school leaving certificate and university degrees in file (have originals been shown?) |   |
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  - ☐ Summary in both German and in English language
  - ☐ List of References/Bibliography (Literaturverzeichnis)
  - ☐ Publication list
  - ☐ CV – Original signature (after printing) required
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- ☐ If unpublished data/pending patent is in thesis, submit application for deferral of publication

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

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#### Doctoral Procedure

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# Section 4. To be submitted to the Library after your defense

## Important!

- The publication of your thesis via OPUS at the University Library is the final step of your doctoral procedure.
- We can only hand out your final certificates („Urkunde“) once we have received the signed Laufzettel from the University Library confirming that the publication is completed!

## Publication Procedure

- Please follow the steps as indicated on the University Library Website:  
<https://www.bibliothek.uni-wuerzburg.de/en/research-publishing/publishing-of-dissertations/>
- If a part of your thesis is not yet published, you may in addition to the author contract submit an [application for temporary non-publishing a dissertation](#)
- The PDF you upload for publication should NOT contain your CV
- Until further notice, the submission of 5 printed thesis copies is mandatory. Please contact the GSLS Office to collect any leftover copies from your doctoral procedure (you may cover or tear out the CV))

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Second Reviewer:

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Name:

Date:

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- The Diploma Supplement combines all achievements from your PhD in a nice document originally signed by the GSLS Dean
- In the future, the Diploma Supplement will automatically generated via OpenCampus using your studybook entries
- Until further notice, you may still use the Word template available on the thesis submission website
- You may only add information to the Diploma Supplement, which has been approved in your studybook

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