



The Graduate School of Life Sciences

Structured Doctoral Training at the University of Würzburg

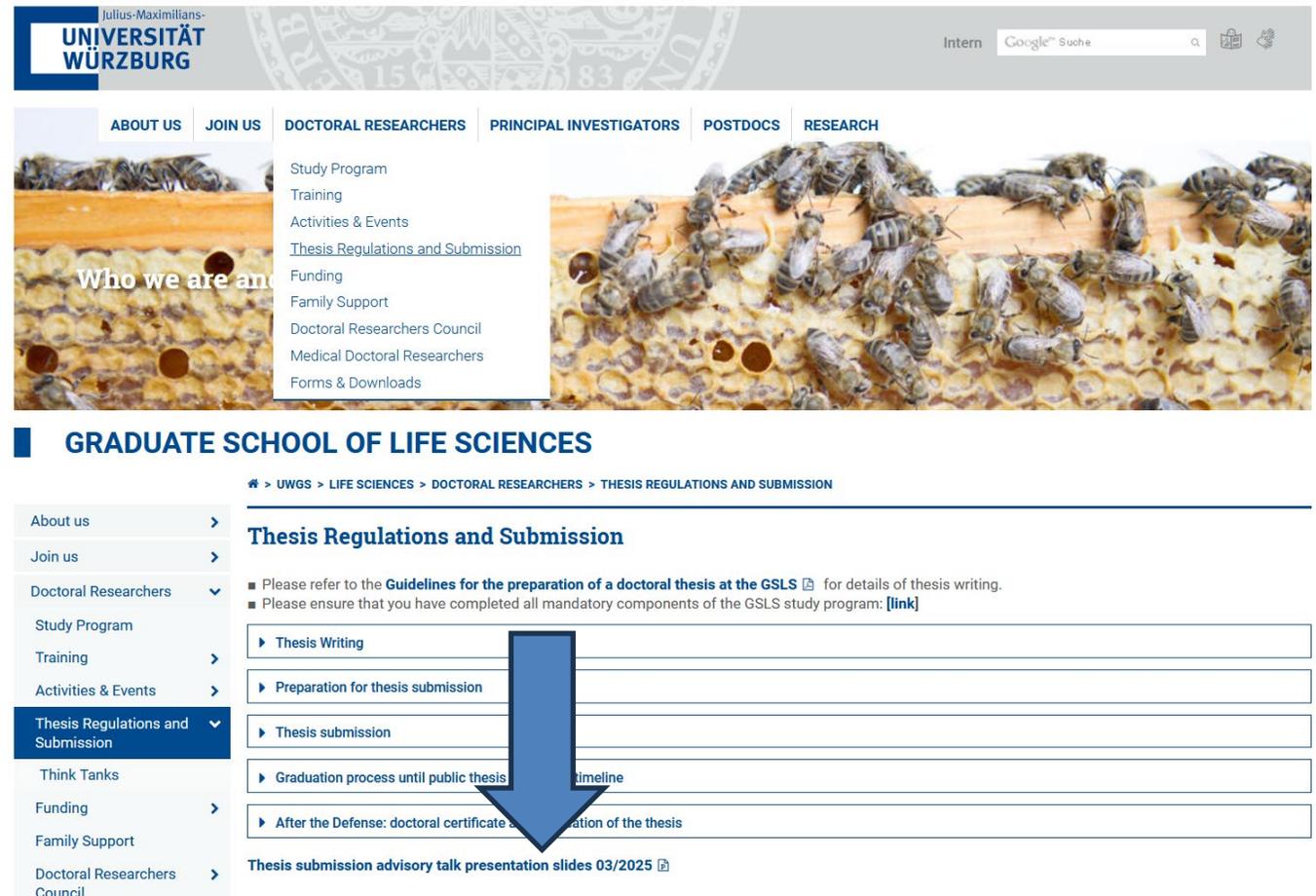
Thesis submission advisory talk

<https://www.graduateschools.uni-wuerzburg.de/life-sciences/doctoral-researchers/thesis-regulations-and-submission/>

Contact:

gsls-submission@uni-wuerzburg.de

gsls-med@uni-wuerzburg.de



The screenshot shows the website for the Graduate School of Life Sciences at the University of Würzburg. The page is titled "Thesis Regulations and Submission" and is part of the "DOCTORAL RESEARCHERS" section. A large blue arrow points to the "Thesis submission" link in the navigation menu. The page content includes a list of links for "Thesis Writing", "Preparation for thesis submission", "Thesis submission", "Graduation process until public thesis", and "After the Defense: doctoral certificate". Below the navigation menu, there is a list of links for "Thesis Regulations and Submission", including "Study Program", "Training", "Activities & Events", "Thesis Regulations and Submission", "Funding", "Family Support", "Doctoral Researchers Council", "Medical Doctoral Researchers", and "Forms & Downloads".

UNIVERSITÄT WÜRZBURG

INTERN Google Suche

ABOUT US JOIN US DOCTORAL RESEARCHERS PRINCIPAL INVESTIGATORS POSTDOCS RESEARCH

Who we are and

Study Program
Training
Activities & Events
[Thesis Regulations and Submission](#)
Funding
Family Support
Doctoral Researchers Council
Medical Doctoral Researchers
Forms & Downloads

GRADUATE SCHOOL OF LIFE SCIENCES

» UWGS » LIFE SCIENCES » DOCTORAL RESEARCHERS » THESIS REGULATIONS AND SUBMISSION

About us >
Join us >
Doctoral Researchers v
Study Program
Training >
Activities & Events >
Thesis Regulations and Submission v
Think Tanks
Funding >
Family Support
Doctoral Researchers Council >

Thesis Regulations and Submission

- Please refer to the [Guidelines for the preparation of a doctoral thesis at the GSLs](#) for details of thesis writing.
- Please ensure that you have completed all mandatory components of the GSLs study program: [\[link\]](#)

▶ Thesis Writing
▶ Preparation for thesis submission
▶ Thesis submission
▶ Graduation process until public thesis
▶ After the Defense: doctoral certificate

Thesis submission advisory talk presentation slides 03/2025

Thesis submission and doctoral procedure

Eva Dallmann

Phone +49 931 31-87994

eva.dallmann@uni-wuerzburg.de

gsls-submission@uni-wuerzburg.de



Heike Schrenk

Phone +49 931 31-84079

heike.schrenk@uni-wuerzburg.de



Medical doctoral researchers procedure

Luise Lesch

Phone: +49 931 31-89325

luise.lesch@uni-wuerzburg.de

gsls-med@uni-wuerzburg.de



- Please check **your admission in Open Campus.**
- Without a valid admission submission of your thesis is not possible.
- Admission vs enrollment (Dr. rer. nat./PhD vs Dr. med./Dr. med. dent.)

**Doktor der Naturwissenschaften (Dr. rer. nat.)
Biomedicine**

Lehrstuhl für Biotechnologie und Biophysik

Start Date of Thesis Project : **01.03.2022**

Admission Date: **02.06.2022**

Admission for Research Project is valid until: **28.02.2025**

Enrollment is valid until end of **WS 2023/24**

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select with your committee): **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:
- Verify your email personal address in Open Campus
- Reports: Start-Up and 3 Annual reports uploaded in Open Campus
- Proof of enrollment for 6 semesters at the University of Würzburg
- Copy of ID card **OR** marriage certificate - *if you are 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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.
- 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 st	<input type="text"/>	2 nd	<input type="text"/>
3 rd	<input type="text"/>	4 th	<input type="text"/>
5 th	<input type="text"/>		

- Reviewers confirmed by thesis committee:
1st 2nd
- At least one reviewer must NOT be a co-author of your publications included in your dissertation. This requirement only refers to your own publications, not the works cited in your dissertation.
- Regardless of the thesis format, I ensure that all illustrations and texts are not sourced from publications (including my own), unless explicitly stated in the respective figure legend or within the text. The same principle applies to modified figures and texts as well. If approval from the publisher is required, I have obtained it.**

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

- Copy of 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; Original signatures required (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
 - Form Statement of individual author contributions and of legal second publication rights
 - Form Statement of individual author contributions to figures/tables

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

- Confirmation (Laufzettel) GSLS office

DOCTORAL THESIS SUBMISSION V11.24

Name: Date:

Chairperson: *to be determined by GSLS office*

Preferred/expected place of defence (please discuss and select with your committee):

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:
- Verify your email personal address in Open Campus
- Reports: Start-Up and 3 Annual reports uploaded in Open Campus
- Proof of enrollment for 6 semesters at the University of Würzburg
- Copy of ID card **OR** marriage certificate - *if you are 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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.
- 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 st	<input type="text"/>	2 nd	<input type="text"/>
3 rd	<input type="text"/>	4 th	<input type="text"/>
5 th	<input type="text"/>		

- Reviewers confirmed by thesis committee:
1st 2nd
- At least one reviewer must NOT be a co-author of your publications included in your dissertation. This requirement only refers to your own publications, not the works cited in your dissertation.
- Regardless of the thesis format, I ensure that all illustrations and texts are not sourced from publications (including my own), unless explicitly stated in the respective figure legend or within the text. The same principle applies to modified figures and texts as well. If approval from the publisher is required, I have obtained it.

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

- Copy of 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; Original signatures required (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
 - Form Statement of individual author contributions and of legal second publication rights
 - Form Statement of individual author contributions to figures/tables

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

- Confirmation (Laufzettel) GSLS office

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

➤ Dr. rer. nat/PhD

- **List of possible chairpersons:**

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

- We will select the chairperson (place, section and your topic)

- **Procedure:**

→ The GSLS will officially send a request to the chairperson(s) and will notify you by email

➤ MD

- **Procedure:**

→ The GSLS will officially send a request to Prof. Dr. Üceyler and will notify you by email

Section 1. To be checked/discussed

Dr. rer. nat./PhD

-  **1st Author Paper:** Must be **accepted in a peer-reviewed journal** at thesis submission.
If not: Contact GSLS early for a “**Bürgschaft**” (**Guarantee**).
If not feasible: At least **1 accepted co-authorship** required – inform GSLS.
-  **Thesis Format:** Indicate if writing a **Monography** or **Compilation** – check guidelines.
-  **OpenCampus:**
Upload annual reports, certificates, study book info.
 Verify your personal email address
-  **Correct Section:** Thesis section must match that of your **1st supervisor**.
-  **Enrollment:** Minimum **6 semesters** required – we’ll check.
-  **Admission Validity:** Must be valid **until thesis submission** (not defense).
→ Apply for **extension via OpenCampus**, if needed.

Section 1. To be checked/discussed MD/Dr. med./ Dr. med. dent.

-  **Co-Author Paper:** Must be **accepted in a peer-reviewed journal** at thesis submission.
 - If not: Contact GSLS early for a “**Bürgschaft**” (Guarantee).
 - If 1st authorship not feasible: At least **1 accepted co-authorship** required – inform GSLS.
-  **Thesis Format:** Indicate **Monography** or **Compilation** – check guidelines.
-  **OpenCampus:**
Upload annual reports, certificates, study book details.
 - ✓ **Verify your personal email address**
-  **Lab Time:** Please send **supervisor confirmation** on time spent in lab/**Freisemester**
-  **Correct Section:** Thesis section must match your **1st supervisor’s GSLS section**.
-  **Medical Students:** Must be **enrolled in “Promotionsstudiengang”** after M3 – send **Immatrikulationsbescheinigung**.

Module	Regulations for Dr. med./MD/Dr. med. dent.	Regulations for Dr. rer. nat./PhD
Progress Meetings	Start-up and 1 or 2 bi-annual meeting(s)	Start-up meeting & at least 3 annual progress meetings
Lab Meeting	1 hour per week, organized by the working group	1 hour per week, organized by the working group
Literature Seminar	1 hour per week, organized by the working group	1 hour per week, organized by the working group
Program or Section Seminar (Jour Fixe)	-	1 - 2 times per month
Retreat or Summer School	At least one	Annualy (in total ≥ 3)
International Meetings/Symposia	At least one with active scientific contribution	In total ≥ 3 with active scientific contribution
Scientific Publication	Co-Author publication	First-Author publication
Elective Activity	One Elective Activity in total (Scientific course or Transferable skill course or Research Stay)	One Elective Activity per semester (Scientific course (in total ≥ 3) and Transferable skill course (in total ≥ 3))
Good scientific practice course	mandatory	mandatory
Intercultural communication	mandatory for PhD	-
Interdisciplinary seminar	in total ≥ 9 participations including introductory and final talk	-

<https://gsls.cloud.opencampus.net/>

	Documents	Actions
▼ Reports and Extension Requests		
▼ Basic information		
L Reports basic information		
▼ Meeting Reports		
L Meeting Report		
Extension Requests		
Study Break Request		
▼ Study Book		
▼ Mandatory Elements		
▶ Lab Meeting / Group Seminar		
▶ Literature Seminar / Journal Club		
▶ Research Training Group Seminar (Jour Fixe)		
▶ International Meetings / Symposia		
▶ Scientific Publications		
▶ Retreat / Summer School		
▶ Good Scientific Practice		
▼ Electives		
▶ Scientific course / Seminar / Lectures		
▶ Transferable Skills Course / Seminar / Workshop		
▶ Research Stay		
▼ Additional		
▶ Additional Activities		

Study book and certificates of participation - uploaded in Open Campus and approved by GSLs (GSLs study program requirements).

Please upload at least 2 weeks before submission and inform us by email.

The diploma supplement is **created based on your entries**. Please ensure they are entered carefully and in a consistent format.

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select with your committee): **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:
- Verify your email personal address in Open Campus
- Reports: Start-Up and 3 Annual reports uploaded in Open Campus
- Proof of enrollment for 6 semesters at the University of Würzburg
- Copy of ID card **OR** marriage certificate - *if you are 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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.

 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 st	<input type="text"/>	2 nd	<input type="text"/>
3 rd	<input type="text"/>	4 th	<input type="text"/>
5 th	<input type="text"/>		

 Reviewers confirmed by thesis committee:

1st 2nd
 At least one reviewer must NOT be a co-author of your publications included in your dissertation. This requirement only refers to your own publications, not the works cited in your dissertation.

 Regardless of the thesis format, I ensure that all illustrations and texts are not sourced from publications (including my own), unless explicitly stated in the respective figure legend or within the text. The same principle applies to modified figures and texts as well. If approval from the publisher is required, I have obtained it.
2. To be submitted to the GSLS office at thesis submission (please make an appointment!)

- Copy of 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; Original signatures required (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
 - Form Statement of individual author contributions and of legal second publication rights
 - Form Statement of individual author contributions to figures/tables

3. Will be handed out by GSLS office at thesis submission:
 Confirmation (Laufzettel) GSLS office

Both types considered equivalent

One accepted co-author publication in a peer-reviewed international journal is mandatory for graduation

➤ **Bürgschaft (guarantee)** by primary supervisor is possible

One accepted first author publication or resp. **Bürgschaft** required for the grades "Magna cum laude" or "Summa cum laude" (PhD and Dr. rer. nat.)

	Monograph Thesis	Chapter-Based Thesis
Format	One continuous document	Collection of related articles or manuscripts
Content	Unpublished, original work	Based on published or submitted papers
Flow	Tells one cohesive story	Papers may be more independent, but linked
Authorship	You are the sole author	Chapters may have co-authors (your role must be clear)
Intro & Discussion	One general introduction and final discussion	General intro + summary chapter tying papers together

No mixing of both types is allowed.

! Following these guidelines carefully is essential to avoid thesis rejection and reprint.

[https://www.graduateschools.uni-](https://www.graduateschools.uni-wuerzburg.de/fileadmin/43030100/2024/Guidelines_Thesis_V4_Januar_2025.pdf)

[wuerzburg.de/fileadmin/43030100/2024/Guidelines_Thesis_V4_Januar_2025.pdf](https://www.graduateschools.uni-wuerzburg.de/fileadmin/43030100/2024/Guidelines_Thesis_V4_Januar_2025.pdf)

◆ Introduction

- Provide a **comprehensive description** of:
 - The **aims of your research**
 - The **key research questions**
 - How these are addressed in the **included articles and manuscripts**
- Include a **review of the relevant background literature**
- **End with a clear and concise description** of the overall **aims of the thesis**

◆ Summarising Discussion

- Go beyond repeating the individual article results!
- Provide a **holistic reflection** on:
 - The **overall aims** and how the work fits together
 - **Failed approaches** or **modifications** during the work
 - **Links** between the projects and manuscripts
- Demonstrate **critical thinking** and place your results in a **broader scientific context**
- Discuss:
 - **Limitations**
 - **Theoretical and practical implications**
 - How the research **advances the field**
 - Ideas for **future work**

GRADUATE SCHOOL OF LIFE SCIENCES

[🏠](#) > [UWGS](#) > [LIFE SCIENCES](#) > [DOCTORAL RESEARCHERS](#) > [THESIS REGULATIONS AND SUBMISSION](#)

About us >

Join us >

Doctoral Researchers ▾

Study Program

Training >

Activities & Events >

Thesis Regulations and Submission ▾



Guidelines for preparation and submission of a doctoral thesis (Ph.D./Dr. rer. nat.) at the GSLS (V3.0)

The aim of the doctoral thesis is to compile the candidate's work as a doctoral researcher, and to contextualise and discuss the work in relation to the broader research field. As decided by the GSLS Common Graduation Commission ("Gemeinsame Promotionskommission") on 10th February 2022, the thesis may be prepared in the form of a monograph ("Monographie") or a manuscript/chapter-based compilation thesis ("Manuskript-/Kapitel-basierte Thesis"). Both thesis types are considered equivalent; there is no *a priori* difference in quality constituted by the choice whether a thesis is written as a monograph or as a compilation thesis. In either case, it is essential that the thesis forms a cohesive body of work.

DOCTORAL THESIS SUBMISSION V11.24Name: Date: Chairperson:
*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select with your committee): **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:
- Verify your email personal address in Open Campus
- Reports: Start-Up and 3 Annual reports uploaded in Open Campus
- Proof of enrollment for 6 semesters at the University of Würzburg
- Copy of ID card **OR** marriage certificate - *if you are 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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.
- 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 st	<input type="text"/>	2 nd	<input type="text"/>
3 rd	<input type="text"/>	4 th	<input type="text"/>
5 th	<input type="text"/>		

- Reviewers confirmed by thesis committee:
1st 2nd
- At least one reviewer must NOT be a co-author of your publications included in your dissertation. This requirement only refers to your own publications, not the works cited in your dissertation.
- Regardless of the thesis format, I ensure that all illustrations and texts are not sourced from publications (including my own), unless explicitly stated in the respective figure legend or within the text. The same principle applies to modified figures and texts as well. If approval from the publisher is required, I have obtained it.**

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

- Copy of 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; Original signatures required (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
 - Form Statement of individual author contributions and of legal second publication rights
 - Form Statement of individual author contributions to figures/tables
- 3. Will be handed out by GSLS office at thesis submission:**
 - Confirmation (Laufzettel) GSLS office

Submitting Thesis Without First Authorship – Your Options

-  **Option 1: Supervisor Guarantee**
 - Supervisor confirms 1st-author paper is in progress
 - Full grading possible (incl. *Summa*, *Magna*)
 -  Usually **only one guarantee** per PI or a relevant explanation
 -  **Option 2: Immediate Submission Without 1st Authorship**
 - Start doctoral procedure **right away**
 -  Not eligible for *Summa* or *Magna cum laude*
 -  **At least one accepted co-authorship required**
-  **Important:** Discuss both options **early** with your **primary supervisor!**

Submitting Thesis Without Co-Authorship – Your Option

-  **Option 1: Supervisor Guarantee**
 - Supervisor guarantees a **co-author** publication
 - Allows full grading (*incl. Summa, Magna*)
 -  Usually more than **one guarantee** per supervisor
 -  **Option 2: Immediate Submission Without Co-Authorship**
 - Proceed with doctoral procedure **without** co-authored publication is NOT possible
 -  **Submission via the Medical Faculty is not an option**
-  Clear communication with your supervisor is key!

Important:

Your **first supervisor** decides whether to provide a **guarantee**.

 **Submit all files (PDFs or text files) via Open Campus**

 [[Guarantee request](#) | [Graduate School of Life Sciences](#)]

 **At least 10 days** before the Graduation Commission meeting!

Required Documents:

1. Manuscript

- Or a **detailed outline** showing your contributions (if not finished)

 If **shared first authorship**, include:

- ❖ Form [Statement of individual author contributions and of legal second publication rights](#)
- ❖ Form [Statement of individual author contributions to figures/tables](#)

2. Latest Thesis Version

- Should be **advanced** and **close to submission**

3. Supervisor Letter confirming:

- Current **status** of your dissertation
- That your **(co-)authorship remains valid** through revisions
- No delay in the doctoral process due to the guarantee
- Whether the guarantee is for a **first** or **co-author** publication

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

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select with your committee): **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:
- Verify your email personal address in Open Campus
- Reports: Start-Up and 3 Annual reports uploaded in Open Campus
- Proof of enrollment for 6 semesters at the University of Würzburg
- Copy of ID card **OR** marriage certificate - *if you are 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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.
- ▷ 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 st	<input type="text"/>	2 nd	<input type="text"/>
3 rd	<input type="text"/>	4 th	<input type="text"/>
5 th	<input type="text"/>		

- Reviewers confirmed by thesis committee:
1st 2nd
- At least one reviewer must NOT be a co-author of your publications included in your dissertation. This requirement only refers to your own publications, not the works cited in your dissertation.
- Regardless of the thesis format, I ensure that all illustrations and texts are not sourced from publications (including my own), unless explicitly stated in the respective figure legend or within the text. The same principle applies to modified figures and texts as well. If approval from the publisher is required, I have obtained it.**

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

- Copy of 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; Original signatures required (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
 - Form Statement of individual author contributions and of legal second publication rights
 - Form Statement of individual author contributions to figures/tables
- 3. Will be handed out by GSLS office at thesis submission:**
- Confirmation (Laufzettel) GSLS office

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select with your committee): **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:
- Verify your email personal address in Open Campus
- Reports: Start-Up and 3 Annual reports uploaded in Open Campus
- Proof of enrollment for 6 semesters at the University of Würzburg
- Copy of ID card **OR** marriage certificate - *if you are 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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.
- 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 st	<input type="text"/>	2 nd	<input type="text"/>
3 rd	<input type="text"/>	4 th	<input type="text"/>
5 th	<input type="text"/>		

- Reviewers confirmed by thesis committee:
1st 2nd
- At least one reviewer must NOT be a co-author of your publications included in your dissertation. This requirement only refers to your own publications, not the works cited in your dissertation.
- Regardless of the thesis format, I ensure that all illustrations and texts are not sourced from publications (including my own), unless explicitly stated in the respective figure legend or within the text. The same principle applies to modified figures and texts as well. If approval from the publisher is required, I have obtained it.

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

- Copy of 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; Original signatures required (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
 - Form Statement of individual author contributions and of legal second publication rights
 - Form Statement of individual author contributions to figures/tables

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

- Confirmation (Laufzettel) GSLS office

Background

- Upon thesis submission, the **GSLS sends** your thesis to **all thesis committee members**
- **Two reviewers** write **evaluation reports** and recommend a grade
 - These are usually members of your **thesis committee**

Reviewer Selection

① First Reviewer:

- ✓ Your **first supervisor**

② Second Reviewer:

- ✓ A **second person** from your thesis committee

- Must be a **Prof. or PD** (Junior PIs must be GSLS members)
- Must be affiliated with a **different institute/clinic** than your first supervisor
- Can be an **external** person
- If external & not yet on your committee: they **automatically become a member**

Important Requirements

- ✓ **At least one reviewer** must **not be a co-author** of your publication
- ✓ One reviewer must be from or appointed by a **natural science faculty**
-  The **second reviewer** is not always the **second supervisor**
-  The **GSLS office** needs the **name of the second reviewer** to request the **chairperson**

DOCTORAL THESIS SUBMISSION V11.24Name: Date: Chairperson:
*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select with your committee): **1. To be checked by PhD student:**

Regardless of the thesis format, I ensure that all illustrations and texts are not sourced from publications (including my own), unless explicitly stated in the respective figure legend or within the text. The same principle applies to modified figures and texts as well. If approval from the publisher is required, I have obtained it.

Study book and certificates of participation - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.

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: 1st 2nd
 3rd 4th
 5th

Reviewers confirmed by thesis committee:

1st 2nd

At least one reviewer must NOT be a co-author of your publications included in your dissertation. This requirement only refers to your own publications, not the works cited in your dissertation.

Regardless of the thesis format, I ensure that all illustrations and texts are not sourced from publications (including my own), unless explicitly stated in the respective figure legend or within the text. The same principle applies to modified figures and texts as well. If approval from the publisher is required, I have obtained it.

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

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
 Form Statement of individual author contributions and of legal second publication rights
 Form Statement of individual author contributions to figures/tables

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

Confirmation (Laufzettel) GSLS office

1. Clear Documentation of Your Contributions:

- **Mandatory:** Submit detailed forms outlining your contributions to text, figures, and tables.
- **Applies to All Content:** This includes both your own and others' work, whether original, modified, or adapted.

2. Citing Published or Manuscript Content:

- **Critical:** When using text, figures, or figure panels from your (co-)authored manuscripts, **always cite** the corresponding publication or manuscript (e.g., in figure/table legends).

Don't Miss This Step!

3. Shared First Authorships:

- **Non-negotiable:** For papers with shared first authorship, provide a signed statement detailing each author's contributions to figures and tables.
- **Include Manuscript Status:** If the work is unpublished, include the manuscript status (e.g., in revision, accepted, or unpublished).

- Form Statement of individual author contributions and of legal second publication rights
- Form Statement of individual author contributions to figures/tables

⊕ ↑

Manuscript-1 (complete reference): ¶						
Participated-in	Author-Initials, -Responsibility decreasing from left to right					
Study-Design ¶	¶	¶	¶	¶	¶	¶
Methods-Development	⊘	⊘	⊘	⊘	⊘	⊘
Data-Collection	⊘	⊘	⊘	⊘	⊘	⊘
Data-Analysis-and-Interpretation	⊘	⊘	⊘	⊘	⊘	⊘
Manuscript-Writing ¶	¶	¶	¶	¶	¶	¶
Writing-of-Introduction ¶	¶	¶	¶	¶	¶	¶
Writing-of-Materials-&Methods ¶	¶	¶	¶	¶	¶	¶
Writing-of-Discussion ¶	¶	¶	¶	¶	¶	¶
Writing-of-First-Draft	⊘	⊘	⊘	⊘	⊘	⊘

Explanations (if applicable): ¶

¶

Manuscript-2 (complete reference): ¶						
Participated-in	Author-Initials, -Responsibility decreasing from left to right					
Study-Design ¶	¶	¶	¶	¶	¶	¶
Methods-Development	⊘	⊘	⊘	⊘	⊘	⊘
Data-Collection	⊘	⊘	⊘	⊘	⊘	⊘
Data-Analysis-and-Interpretation	⊘	⊘	⊘	⊘	⊘	⊘
Manuscript-Writing ¶	¶	¶	¶	¶	¶	¶
Writing-of-Introduction ¶	¶	¶	¶	¶	¶	¶
Writing-of-Materials-&Methods ¶	¶	¶	¶	¶	¶	¶
Writing-of-Discussion ¶	¶	¶	¶	¶	¶	¶
Writing-of-First-Draft	⊘	⊘	⊘	⊘	⊘	⊘

Explanations (if applicable): ¶

Manuscript-1 (complete reference): ⊘						
Figure #-in-thesis	Figure #-in-publication	Author-Initials, -Responsibility decreasing from left to right				
⊘	⊘	⊘	⊘	⊘	⊘	⊘
⊘	⊘	⊘	⊘	⊘	⊘	⊘
⊘	⊘	⊘	⊘	⊘	⊘	⊘
⊘	⊘	⊘	⊘	⊘	⊘	⊘
Table #-in-thesis	Table #-in-publication	Author-Initials, -Responsibility decreasing from left to right				
⊘	⊘	⊘	⊘	⊘	⊘	⊘
⊘	⊘	⊘	⊘	⊘	⊘	⊘

Explanations (if applicable): ¶

¶

Manuscript-2 (complete reference): ⊘						
Figure #-in-thesis	Figure #-in-publication	Author-Initials, -Responsibility decreasing from left to right				
⊘	⊘	⊘	⊘	⊘	⊘	⊘
⊘	⊘	⊘	⊘	⊘	⊘	⊘
⊘	⊘	⊘	⊘	⊘	⊘	⊘
⊘	⊘	⊘	⊘	⊘	⊘	⊘
Table #-in-thesis	Table #-in-publication	Author-Initials, -Responsibility decreasing from left to right				
⊘	⊘	⊘	⊘	⊘	⊘	⊘
⊘	⊘	⊘	⊘	⊘	⊘	⊘

Explanations (if applicable): ¶

¶ I also confirm my primary supervisor's acceptance. ¶

→ → → → → → → → → → → → ¶
 Doctoral-Researcher's-Name → → Date → → Place → → → Signature ¶

The original signature of the doctoral candidate is sufficient.

Statement of individual author contributions and of legal second publication rights to manuscripts included in the dissertation

Important Notes: Essential Requirements for Your Thesis



Mandatory Form Inclusion

Non-negotiable: Including this form in your thesis is required for both compilation/chapter-based and monograph-style theses.

One Table Per Manuscript: Be sure to use a separate table for each manuscript.



Minimum Manuscripts Requirement

Must-Have: Your compilation/chapter-based thesis must contain at least **two** manuscripts.



Manuscript Status

Crucial: If your manuscript is unpublished, clearly indicate its status at the time of thesis submission (e.g., in revision, accepted in [journal], in preparation, unpublished)



Signature Requirements

Original Signature Required: You must sign this form for the printed copies submitted to the GSLS.

Supervisor's Signature: An electronic signature from your supervisor is acceptable.

Coauthor Signature: Ensure: shared first coauthor signs as well.

Access to the plagiarism detection software iThenticate:

Note: Access to iThenticate can only be set up for the supervisor(s).

•For employees of JMU:

- Request via the WebShop of the University of Würzburg ([LINK](#)).

•For employees of UKW:

- Free activation through SMI.
- Fill out the form “Order for Licensed Software” ([LINK](#), available only in the UKW intranet) with the signatures of the applying supervisor and the director of the clinic/institute.
- Submit the application via email to Thomas Schüll: **schuell_T@ukw.de**.
- Access is granted independent of location and device.

Login Details:

After receiving the login credentials, access is available via:

<https://app.ithenticate.com/de/login>

Your Dissertation will be published!

Fulfills academic requirements:

- Publishing your dissertation counts as a publication with your program's completion criteria.

Counts as an academic publication

- Adds credit to your CV.
- Can count towards your graduation record.
- Clearly indicate if parts or sections are derived from prior publications.
- Clearly indicate if tables and figures are derived from prior publications.
- Include references to the original works.
- Mention authors and publication venues.
- Ensure alignment with university and journal guidelines on self-plagiarism and copyright.

If not yet published, please indicate the status of the manuscript at thesis submission (e.g. in revision/ accepted in [name of journal]/ in preparation/ unpublished)

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select with your committee): **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:
- Verify your email personal address in Open Campus
- Reports: Start-Up and 3 Annual reports uploaded in Open Campus
- Proof of enrollment for 6 semesters at the University of Würzburg
- Copy of ID card **OR** marriage certificate - *if you are 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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.
- 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 st	<input type="text"/>	2 nd	<input type="text"/>
3 rd	<input type="text"/>	4 th	<input type="text"/>
5 th	<input type="text"/>		

- Reviewers confirmed by thesis committee:
1st 2nd
- At least one reviewer must NOT be a co-author of your publications included in your dissertation. This requirement only refers to your own publications, not the works cited in your dissertation.
- Regardless of the thesis format, I ensure that all illustrations and texts are not sourced from publications (including my own), unless explicitly stated in the respective figure legend or within the text. The same principle applies to modified figures and texts as well. If approval from the publisher is required, I have obtained it.**

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

- Copy of 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; Original signatures required (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
 - Form Statement of individual author contributions and of legal second publication rights
 - Form Statement of individual author contributions to figures/tables

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

- Confirmation (Laufzettel) GSLS office

**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 submission office for your thesis submission as soon as you know the planned submission date (**at least 4-6 weeks before planned submission**)!

***Study book and certificates:***

Please upload all study book requirements to your OpenCampus profile at least two weeks before the thesis submission meeting and inform us via email.

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

***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



Serves as proof that there is no conflict with the law

Immatrikulationsbescheinigung

or

Copy of civil service working contract

or

Certificate of good conduct



Forms to be downloaded via the GSLS thesis submission website:



Application for Conferral of a Doctorate

Your original signature required

Provides evaluation details to thesis committee

Ensure correct contact info for all members (especially external ones)



Declaration Library

Your original signature required

Confirms no content changes after thesis submission (except requested revisions)

Typos can be corrected, but no content alterations allowed



Written confirmation by the thesis committee

Key Points:

- **Original Signatures Required**
All supervisors must provide original signatures.

How to Collect Signatures

- Pre-fill the document and send it to supervisors via email.
- Collect signatures on separate pages.
- Submit all individual pages to the GSLS.
- *Do not copy signatures into a single document.*

Submission Guidelines

- Use the *Confirmation by Thesis Committee* form to determine the required number of dissertation copies.
- If supervisors 3, 4, or 5 require a physical copy, submit at least six copies.

Flexible Submission Options

- Supervisors do not need to sign the same document.
- The Word document can be sent individually to supervisors.
- Supervisors may return the signed document via internal mail or postal service.
- The GSLS will compile the pages upon receipt.

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select with your committee): **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:
- Verify your email personal address in Open Campus
- Reports: Start-Up and 3 Annual reports uploaded in Open Campus
- Proof of enrollment for 6 semesters at the University of Würzburg
- Copy of ID card **OR** marriage certificate - *if you are 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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.
- 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 st	<input type="text"/>	2 nd	<input type="text"/>
3 rd	<input type="text"/>	4 th	<input type="text"/>
5 th	<input type="text"/>		

- Reviewers confirmed by thesis committee:
1st 2nd
- At least one reviewer must NOT be a co-author of your publications included in your dissertation. This requirement only refers to your own publications, not the works cited in your dissertation.
- Regardless of the thesis format, I ensure that all illustrations and texts are not sourced from publications (including my own), unless explicitly stated in the respective figure legend or within the text. The same principle applies to modified figures and texts as well. If approval from the publisher is required, I have obtained it.**

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

- Copy of 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; Original signatures required (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
 - Form Statement of individual author contributions and of legal second publication rights
 - Form Statement of individual author contributions to figures/tables

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

- Confirmation (Laufzettel) GSLS office

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
- 5 printed copies of your thesis (exactly the same as the PDF) - (1 for each reviewer and the chairperson, 1 for the GSLS archive, 1 spare copy + X for non-reviewer committee members if necessary / additional copies for committee members who wants a printed copy)
 - We normally send printed copies to all thesis committee members and the chairperson, plus we need one copy for our physical file
 - You will receive all unused thesis copies after your defense and may use them for submission to the University Library

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select with your committee): **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:
- Verify your email personal address in Open Campus
- Reports: Start-Up and 3 Annual reports uploaded in Open Campus
- Proof of enrollment for 6 semesters at the University of Würzburg
- Copy of ID card **OR** marriage certificate - *if you are 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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.
- 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 st	<input type="text"/>	2 nd	<input type="text"/>
3 rd	<input type="text"/>	4 th	<input type="text"/>
5 th	<input type="text"/>		

- Reviewers confirmed by thesis committee:
1st 2nd
- At least one reviewer must NOT be a co-author of your publications included in your dissertation. This requirement only refers to your own publications, not the works cited in your dissertation.
- Regardless of the thesis format, I ensure that all illustrations and texts are not sourced from publications (including my own), unless explicitly stated in the respective figure legend or within the text. The same principle applies to modified figures and texts as well. If approval from the publisher is required, I have obtained it.**

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

- Copy of 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; Original signatures required (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
 - Form Statement of individual author contributions and of legal second publication rights
 - Form Statement of individual author contributions to figures/tables

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

- Confirmation (Laufzettel) GSLS office

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



Upon submitting your thesis (both PDF and printed copies), you will receive a **Laufzettel** (Process Sheet). This document confirms your submission with signatures from both yourself and the GSLS administrator.



Keep the Laufzettel safe – you'll need it again after your defense for the thesis publication via the University Library (see Section 4).



Once you submit the Laufzettel, along with all required documents from Section 4, to the University Library, they will confirm your thesis publication by signing the Laufzettel. The signed document will then be returned directly to the GSLS Office.



Final certificates ("Urkunde") will only be issued once we receive the signed Laufzettel from the University Library after your defense.

After submitting your thesis, the evaluation process will begin. Please allow at least **10-12 weeks** (or longer) for the following steps. Note: A "summa cum laude" procedure may take additional time due to an extra evaluation step.

- **Submission & Sending Thesis to Committee:**
3 - 5 days
- **Evaluation by First and Second Reviewer:**
4 - 8 weeks
- **For "Summa Cum Laude" Grade – External Evaluation:**
At least 5 weeks (often longer)
- **Processing Evaluations & Grading (Thesis Committee + Chairperson):**
5 - 10 days
- **Mandatory Electronic Display of Thesis in GSLS:**
2 weeks + 1 additional day
- **Announcement of Defense:**
At least 7 days prior to the defense date

Important: Please send the date, time, and exact room address at least **10 days in advance**.

Defense Organization:

You are responsible for coordinating the defense date with your thesis committee

Thesis Display Phase

- Final arrangements for your defense should only be made **once your thesis enters the electronic display phase**.
- **Defense details confirmed** only after thesis is accepted at the end of the display phase.
- We will inform you once the thesis is on electronic display and assist with defense preparation.

Important Guidelines

- Refer to the [current regulations for GSLS doctoral defenses](#) for GSLS doctoral defenses.
- Follow [these guidelines](#) when planning your defense in the GSLS building.

In-Person Attendance

- **Doctoral candidate, thesis committee, and chairperson** must attend the defense in person.
- **Exceptions:** If a committee member is located outside of Würzburg.

Hybrid Defense

- Supported only if **external committee members** participate via **Zoom** and it's otherwise impossible to schedule a date.

Minute Taker

- **Assign a minute taker** (must hold a PhD).
- Nominated by the **first supervisor** and must attend **in person**

Invitation Details

- Invitations sent **7 days** before the defense date.
- **Personal invitation** for chairperson and thesis committee members.

Defense Structure

- **Presentation:** 25-30 minutes
- **Q&A** session follows presentation.

Organisation of the Public Defense

- **You are responsible** for organizing the defense date with your thesis committee.

What is it?

- The Diploma Supplement is an official document that summarizes all your PhD accomplishments, **signed by the GSLS Dean** 

How is it created?

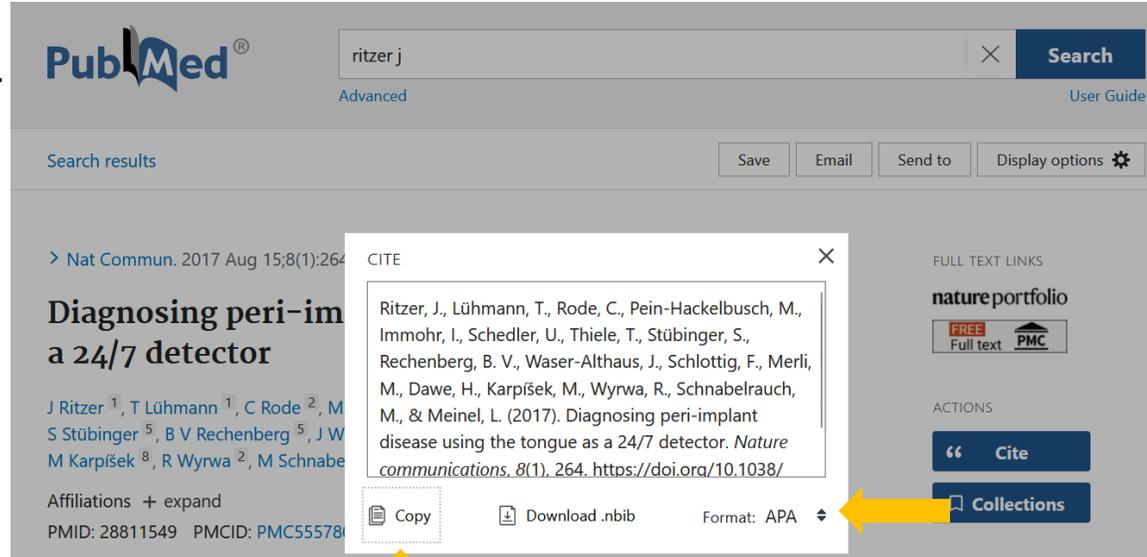
- It's automatically generated based on the information you enter in **OpenCampus**, specifically from your **study book**



Important:

- Ensure your study book entries are **accurate** and **consistent** .
- Use **APA Style** for citing publications .

Email-Contact for questions:
gsls-info@uni-wuerzburg.de



PubMed® Search results for "ritzer j". The search results page shows a citation popup for a paper titled "Diagnosing peri-implant disease using the tongue as a 24/7 detector". The citation text is: "Ritzer, J., Lühmann, T., Rode, C., Pein-Hackelbusch, M., Immohr, I., Schedler, U., Thiele, T., Stübinger, S., Rechenberg, B. V., Waser-Althaus, J., Schlottig, F., Merli, M., Dawe, H., Karpíšek, M., Wyrwa, R., Schnabelrauch, M., & Meinel, L. (2017). Diagnosing peri-implant disease using the tongue as a 24/7 detector. *Nature communications*. 8(1), 264. <https://doi.org/10.1038/ncomms12644>". The popup also includes a "Copy" button, a "Download .nbib" button, and a "Format: APA" dropdown menu. A yellow arrow points to the "Copy" button, and another yellow arrow points to the "Cite" button in the "ACTIONS" section on the right.

Submission of University Library Copies

- After a successful defense, you must submit the required copies of your dissertation to the university library for archiving.
- This is a mandatory step for the completion of your doctoral process.

Deadline: Maximum 1 Year After the Defense

- You must submit your dissertation within one year after your defense.
- If you fail to do so within this timeframe, your right to hold the doctoral title will be revoked.

Use of the Doctoral Title

- You are only allowed to officially use your doctoral title after you have received the final doctoral certificate.
- The defense alone does not entitle you to use the title yet.

Administrative Processing Takes Time

- The final administrative steps, including issuing your certificate, require some time.
- Please be patient while your documents are processed.

Thesis submission and doctoral procedure

Eva Dallmann

Phone +49 931 31-87994

eva.dallmann@uni-wuerzburg.de

gsls-submission@uni-wuerzburg.de



Heike Schrenk

Phone +49 931 31-84079

heike.schrenk@uni-wuerzburg.de



Medical doctoral researchers procedure

Luise Lesch

Phone: +49 931 31-89325

luise.lesch@uni-wuerzburg.de

gsls-med@uni-wuerzburg.de



Do you have any questions?

	<u>Doctoral Graduation Regulations</u> 22.05.2024	<u>Doctoral Graduation Regulations</u> 04.03.2013
§12 Submission:	Five printed copies and one electronic version	Eight printed copies and one electronic version
§14 Evaluation:	At least one reviewer must not be a co-author your publications.	
§15 Colloquium:	Online participation allowed for committee members unable to attend for valid reasons	If an external committee member cannot attend the colloquium, the Graduate School Director may assign their tasks to a suitable substitute proposed by the absent evaluator.
§17 Publication:	Three copies to the university library	Five copies to the university library.