



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

GRADUATE SCHOOL OF LIFE SCIENCES

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Funding

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Medical Doctoral Researchers >

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Thesis Regulations and Submission

Congratulations on reaching the final stages of your PhD!

Once you have completed the steps outlined below and received your thesis submission number, please get in touch with us via gsls-submission@uni-wuerzburg.de.

Steps to prepare for a smooth thesis submission:

- Carefully review the information provided in the [Preparation for Thesis Submission](#) and [Thesis Submission](#).
- Read the guidance on [Thesis Writing](#) and familiarise yourself with the [GSLS guidelines of a doctoral thesis](#)
- Complete the [thesis submission checklist](#) 4–6 weeks before your planned submission date.

We also recommend attending our monthly [thesis submission info session](#), where key aspects of preparing and submitting your dissertation are discussed. You are welcome to join if, after reviewing the website, you have questions or would like support with the submission checklist. Reserve your spot here: [Submission Info Session](#)

Thesis submission advisory talk presentation slides 09/2025 [📄](#)

▶ Thesis Writing

▶ Preparation for thesis submission

▶ Thesis submission

▶ Graduation process until public thesis defense – timeline

▶ After the Defense: doctoral certificate and publication of the thesis

The whole process from GSLS registration to thesis submission

Thesis submission and doctoral procedure

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Medical doctoral researchers procedure

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➤ <https://gsls.cloud.opencampus.net/doctoral-thesis-submission-checklist>

Welcome! Please take a moment to read all the **Thesis submission information on our website** before you start filling out this form.

- [Medical Doctoral Candidates: Thesis Regulations and Submission](#)
- [Natural Science Doctoral Candidates: Thesis Regulations and Submission](#)



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.



Admission Validity: Must be valid **until thesis submission** (not defense).

→ Apply for **extension via OpenCampus**, if needed.



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**.

Doctoral Thesis Submission Checklist

[View](#)[Edit](#)[Webform](#)[Results](#)[Revisions](#)[Devel](#)

Welcome! Please take a moment to read all the Thesis submission information on our website before you start filling out this form.

[Medical Doctoral Candidates: Thesis Regulations and Submission](#)

[Natural Science Doctoral Candidates: Thesis Regulations and Submission](#)

There are submission information events held once a month. During each session, we will present key points to consider when preparing and submitting your dissertation.

Please book your spot here: [Submission Info Session](#)

The **submission checklist** helps you prepare all necessary information and documents before starting the submission process.

- You can **save your progress as a draft** and continue editing later.
- Please fill out the checklist **carefully and accurately**.
- **Submit** your checklist only once it is fully and correctly completed. – Submission number
- Please take your time to fill everything carefully and accurately – this ensures a seamless submission.

Name *

Desired Title *

- Select -

Planned date of Submission *

This is not your official submission date, but the approximate date on which you plan to submit your thesis. Your actual submission date will be arranged once all questions regarding your submission have been clarified. Please note that your preferred date may be adjusted depending on the number of candidates already registered before you and the available GSLS capacities.

Day Month Year 

Please note that chairperson will be decided based on the following:

Preferred/expected place of defence *

Please discuss with your committee and select.

- Select -

Section *

- Select -

Section acknowledgement *

☐ I confirm that the above mentioned section matches with my primary supervisor's section

Please check your primary supervisor's section in Open Campus (e.g. "My Overview Data").

GSLS regulations *

☐ I confirm that I am aware that my doctoral studies are being conducted based on the Doctoral Graduation Regulations and the Doctoral Study Program 'Life Sciences'

Please find the regulations of the GSLS [here](#).

Save Draft Next Page >

- 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**

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

- 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

Doctoral Thesis Submission Checklist



- View
- Edit
- Webform
- Results
- Revisions
- Devel



▼ To be checked by doctoral candidate

Matriculation number *

Start date of project *

Day ▼

Month ▼

Year ▼

GSLs admission date *

Day ▼

Month ▼

Year ▼

GSLs admission valid until *

Please note that submission of your thesis is only possible with a valid admission. Please apply for an extension in Open Campus if your admission has expired. A valid admission is necessary on the day of submission but not required during the defense.

Day ▼

Month ▼

Year ▼

I have verified my personal email address on OpenCampus to ensure that all emails will reach me during the submission process, as they are sent automatically from the system. *

The Start-Up report and at least the three annual reports have been uploaded to Open Campus. If any report is missing, please provide an explanation in the text field below. *

I have attended the obligatory Good Scientific Practice Workshop and confirmed that my participation certificate has been uploaded to Open Campus. *

I regularly attended the Lab Meetings (1 hour per week, organized by the working group) and uploaded the first supervisor-signed participation certificate to Open Campus. *

I have regularly attended the weekly Literature seminar (1 hour per week, organized by the working group) and uploaded my participation certificate, signed by my first supervisor, to Open Campus. *

I regularly attended a Jour fixe (usually once or twice per month, organized by the Research Training Group or Institute) and uploaded a proof of participation, signed by my first supervisor, to Open Campus. *

I attended at least three international meetings/symposia with active contributions and uploaded the certificates to Open Campus. *

I attended at least six elective activities (scientific courses and transferable skills courses) and uploaded the certificates to Open Campus, or confirmed that they were already uploaded by GSLS. *

All coursework and certificates have been uploaded to Open Campus. Submission appointments require GSLS approval of study book entries. For questions, please contact gsls-info@uni-wuerzburg.de *

I will review my Diploma Supplement in Open Campus based on the entries above before my defense. Please note that the Diploma Supplement will be prepared only after you confirm the entries. Check here: [GSLS Curriculum](#) *

Missing Reports

Please provide an explanation if you have not uploaded all the necessary reports on Open Campus.

Please include information for GSLS if needed















Incomplete Structured Program Activities

If you have not uploaded all the required structured program activities in OpenCampus, please provide a brief explanation.

Please include information for GSLS if needed

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	Annually (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			
Reports basic information			
▼ Meeting Reports			
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.

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?

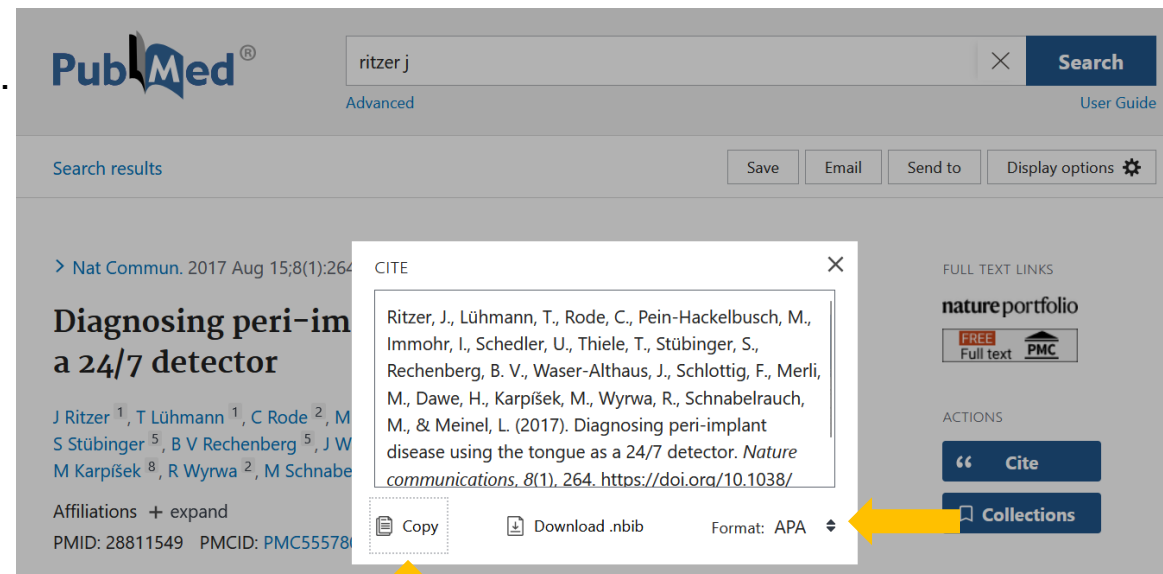
- It's automatically generated based on the information you enter in **OpenCampus**, specifically from your **study book**



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®

ritzer j

Advanced

Search

User Guide

Search results

Save

Email

Send to

Display options

> Nat Commun. 2017 Aug 15;8(1):264

Diagnosing peri-implant disease using the tongue as a 24/7 detector

J Ritzer¹, T Lühmann¹, C Rode², M S Stübinger⁵, B V Rechenberg⁵, J W M Karpíšek⁸, R Wyrwa², M Schnabelrauch⁵, & L. Meinel¹

Affiliations + expand

PMID: 28811549 PMCID: PMC55578

CITE

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/>

Copy

Download .nbib

Format: APA

Full text

PMc

ACTIONS

Cite

Collections

Proof of enrollment for 6 semesters at the University of Würzburg *

Keine Datei ausgewählt.

Files must be less than 128 MB.

Allowed file types: gif jpg jpeg png pdf.

We require a valid ID card and marriage certificate (if applicable) to ensure that your correct legal name appears on your doctoral certificate. This is important!

- The ID card confirms your current legal name and identity.
- The marriage certificate is needed if your name has changed due to marriage, so we can issue the certificate under your correct, current legal name.

Copy of your valid identification (ID card or passport). *

Please upload a copy of your valid identification (ID card or passport)

Files must be less than 128 MB.

Allowed file types: gif jpg jpeg png pdf.

Keine Datei ausgewählt.

Copy of Marriage Certificate

If applicable, please upload a copy of your marriage certificate

Files must be less than 128 MB.

Allowed file types: gif jpg jpeg png pdf.

Keine Datei ausgewählt.

To ensure that you are legally eligible to submit your thesis, one of the following documents is required:

1. **Current Matriculation Certificate** – Confirms your student status, which is used to verify your legal eligibility as an enrolled student.
2. **Civil Service Working Contract** – For doctoral candidates in civil service, this contract demonstrates your official status and eligibility.
3. **Certificate of Good Conduct "Type 0"** – Provides direct proof that you have no criminal record that would prevent you from fulfilling academic obligations.

Only one of these documents is required to confirm your legal standing for thesis submission.

Certificate of good conduct (type 'O')

☐ I have applied for a certificate of good conduct (type 'O')

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.

"Immatrikulationsbescheinigung" for semester of thesis submission OR civil service working contract (copy) *

Keine Datei ausgewählt.

Please provide ONE of the documents 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.

Files must be less than 128 MB.

Allowed file types: gif jpg jpeg png pdf.

For all:

- Proof of enrollment
- ID card or passport
- Marriage certificate
- Legally eligibility

For PhD:

- Intercultural Communication Workshop certificate

For MD:

- Current certificate of enrollment
- Confirmation about the time spent in the laboratory

Doctoral Thesis Submission Checklist

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Start

Verification Overview

Scientific Publication

Format and Guidelines

Thesis Requirements

Preview

▼ To be checked by doctoral candidate

Scientific publication in a peer reviewed journal PhD/Dr.rer.nat. *

A first-author publication in an international peer-reviewed journal or guarantee for the first-author publication allows "summa cum laude" or "magna cum laude". At least one co-author publication in an international peer-reviewed journal is mandatory for thesis submission and allows the grades "cum laude" or "rite".

- ☐ I have one or more first-author publications in international, peer-reviewed journals that are directly related to the topic of my thesis.
- ☐ I have one or more scientific co-author publications accepted by international peer-reviewed journals that are directly related to the topic of my thesis.
- ☐ My first supervisor will apply for a Guarantee. If you do not yet have an accepted scientific publication in a peer-reviewed journal, please submit the request [here](#).
- ☐ I would like to submit my thesis without accepted-first authorship and delay the initiation of the procedure until my paper is accepted (provided acceptance is realistically expected within a few weeks). I will provide more information in the DOI field below.

Scientific publication DOI *

Please provide the DOIs of the publications used in your dissertation

Publications acceptance

If your publication has been accepted but does not yet have a DOI, please provide the acceptance letter.

Files must be less than 128 MB.

Allowed file types: gif jpg jpeg png pdf.

Durchsuchen...

Keine Datei ausgewählt.

Upload

Save Draft

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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 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 14 days before the Graduation Commission meeting!



Required Documents:

1. Manuscript including supplementary information

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



Please 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 Checklist

To be checked by doctoral candidate

Please make sure that you meet all the requirements of a thesis. Please refer to the [Guidelines for preparation of GSLS Doctoral Thesis](#) for more information.

Thesis format *

The thesis may be submitted either as a monograph or a manuscript-/chapter-based compilation - both are fully equivalent in quality, provided the work is cohesive. Before writing, doctoral researchers should select the appropriate format in consultation with their thesis committee. See [GSLS guidelines](#) for detailed format, formal, and submission requirements.

- ☐ Monography
☐ Compilation/Chapter-based Thesis

Checklist_Guidelines *

If you have any questions regarding the plagiarism check, citation and publisher approval, copyright ownership, or the use of figures, tables, and texts, please kindly ask your committee members for their advice.

	yes	no
Guidelines Compliance: I have carefully read and understood the Guidelines for the Preparation and Submission of a Doctoral Thesis at the GSLS . *	<input type="radio"/>	<input type="radio"/>
Plagiarism Check (Optional): I am aware that a voluntary plagiarism check can be performed using the software iThenticate. I understand that the results should be discussed with my first supervisor and that it is not mandatory to include the results in my dissertation or to inform the GSLS. *	<input type="radio"/>	<input type="radio"/>
Submission of Thesis Parts: I am submitting parts of my thesis that have not been approved by my first supervisor. *	<input type="radio"/>	<input type="radio"/>
Citation and Publisher Approval: I have read and understood the section "4) Proper Citation and Publisher Approval for Illustrations and Texts" in the Guidelines for the Preparation and Submission of a Doctoral Thesis . *	<input type="radio"/>	<input type="radio"/>
Copyright Ownership: I confirm that I own the copyright for all illustrations and texts included in my thesis, regardless of the thesis format or whether publications are already published, accepted, or still in preparation. This means that all text, figures, tables, and illustrations in my thesis are either my own work or I have obtained permission from the copyright holder or co-authors to include them. *	<input type="radio"/>	<input type="radio"/>
Use of Figures, Tables, and Texts: All figures, tables, and text taken from my own or other publications are appropriately cited in my thesis and approved for inclusion in my thesis. If I have included text, figures, or tables from other people's experiments, they are clearly labeled and cited. *	<input type="radio"/>	<input type="radio"/>

Thesis title (German) *

Thesis title (English) *

Members of the committee

Primary supervisor *

Secondary supervisor *

Third supervisor *

Fourth supervisor

Fifth supervisor

- Guidelines Compliance: I have carefully read and understood the **Guidelines for the Preparation and Submission of a Doctoral Thesis** at the GSLS.
- Plagiarism Check (Optional): I am aware that a **voluntary plagiarism check** can be performed using the software iThenticate. I understand that the results should be discussed with my first supervisor and that it is not mandatory to include the results in my dissertation or to inform the GSLS.
- Submission of Thesis Parts: I am submitting parts of my thesis that have not been **approved by my first supervisor**.
- Citation and Publisher Approval: I have read and understood the section "4) **Proper Citation and Publisher Approval for Illustrations and Texts**" in the Guidelines for the Preparation and Submission of a Doctoral Thesis.

GRADUATE SCHOOL OF LIFE SCIENCES

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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.

◆ 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**



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

https://www.graduateschools.uni-wuerzburg.de/fileadmin/43030100/2024/Guidelines_Thesis_V4_Januar_2025.pdf

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https://www.graduateschools.uni-wuerzburg.de/fileadmin/43030100/2024/Guidelines_Thesis_V4_Januar_2025.pdf

At least two articles or manuscripts, framed by an **introduction** and a **final discussion**.

Articles must be **published, accepted, or ready for peer-reviewed journals**

Technical papers or systematic reviews (not narrative reviews) may also be included.

The candidate must be **(co-)first author** on **at least two** articles and clearly state **individual contributions**.

Introduction and discussion chapters are key.

A publication related to your thesis is required, and your contribution to the publication must be significant.

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>



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.

- Grundsätzlich gilt:

Wenn Abbildungen oder Graphen unmittelbar aus einer Publikation übernommen werden (auch wenn sie grafisch leicht angepasst oder modifiziert sind), ist in der Regel eine Lizenz/Einholung der Nachdruckerlaubnis vom Verlag erforderlich. Die Kennzeichnung mit „modified from ...“ ersetzt diese Genehmigung nicht.

Wenn Sie die Graphen hingegen selbst neu erstellt haben (z. B. aus den Originaldaten, aus eigener Analyse oder eigenem Layout) und die Darstellung lediglich einer bereits publizierten sehr ähnlich ist, handelt es sich nicht um eine Übernahme, sondern um eine eigene Abbildung. In diesem Fall ist keine Lizenz notwendig, es reicht der Hinweis auf die zugrunde liegende Publikation.

- **Why?**

Transparency: supervisors and reviewers see who contributed what

Credit: fair recognition of collaborators' work

Good Scientific Practice: avoid misleading impression of sole authorship

Conflict Prevention: reduce disputes over ownership and contribution

- **Examples**

Figures

"Figure adapted from data provided by A. Smith."

"Figure reproduced from Smith et al., 2023, with permission."

Tables

"Data in columns 2–4 provided by Dr. X."

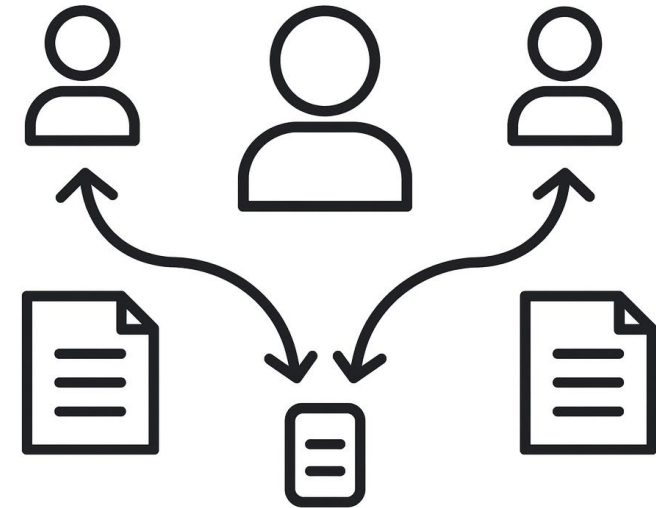
"Table adapted from Müller et al., 2022."

Text

"This section is based on results obtained in collaboration with Dr. Rossi."

"Paragraph adapted from published article: Wang et al., 2021."

ATTRIBUTION OF CO-AUTHORS' WORK



Clear Documentation of Your Contributions:

Mandatory: Include detailed **statements** outlining your contributions to text, figures, and tables for all manuscripts included in your dissertation.

If the work is unpublished, include the manuscript status (e.g., in revision, accepted, or unpublished).

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!

Shared First Authorships:

Non-negotiable: For papers with shared first authorship, provide a statement signed by all co first authors detailing each author's contributions to figures and 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):

The original signature of the doctoral candidate is sufficient.

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

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

Including this forms in your thesis is mandatory for the compilation/ chapter-based format and monography style thesis

- Please use one table per manuscript.
- 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
- Your original signature on this form is required for the printed copies submitted at the GSLS. You may include an electronic signature of your supervisor.
- Please include signature of shared first coauthor
- Remember that the final dissertation (PDF) uploaded to OPUS after your defense must NOT contain any electronic signatures.

Transparency Required

If you have used generative AI (e.g., ChatGPT, image generation tools) in preparing your dissertation, please declare this in the **Materials and Methods** section.

Background

- AI tools can influence the scientific workflow, individual contributions, and academic integrity.
- All tools – including generative AI – must be explicitly named for fair and transparent assessment.
- This aligns with good scientific practice and is increasingly standard in many fields.

What to Include

Provide a short paragraph describing **extent** and **purpose** of AI use, e.g.:



Idea development



Language editing



Graphical visualization



Code generation



ChatGPT

Important

- Indicate not only *if* but also *how* AI contributed to your work.
- Final responsibility for correctness and integrity remains with you as the author (and, if agreed, with your supervisor).

▼ Reviewers Suggested by the Thesis Committee

A thesis reviewer formally evaluates the dissertation, assigning a grade or recommendation while providing expert feedback on its quality and rigor. The reviewers of a dissertation are always members of the Thesis Committee. Please note that reviewers may only be suggested by you or your supervisors. The final decision regarding the appointment of reviewers lies with the Dean of the GSLS.

Thesis Reviewer Guidelines *

	yes	no
I confirm that at least one reviewer is NOT a co-author of my publications included in my dissertation. This requirement only refers to my own publications, not the works cited in my dissertation. *	<input type="radio"/>	<input type="radio"/>
Both proposed reviewers are affiliated with the same institute or are otherwise professionally dependent on each other. *	<input type="radio"/>	<input type="radio"/>
I confirm that if the primary supervisor is not habilitated or does not hold a permanent professorship, the second reviewer is habilitated or holds a permanent professorship. *	<input type="radio"/>	<input type="radio"/>
I confirm that at least one of the two reviewers is a GSLS member from a Natural Science Faculty of the University of Würzburg or is included on the exception list of the Faculty of Biology. *	<input type="radio"/>	<input type="radio"/>

First Reviewer of the thesis *

The first reviewer is the primary supervisor of the doctoral candidate.

Second Reviewer or Additional Reviewer Suggestion *

The second supervisor does not automatically have to serve as the second reviewer. Only reviewers who are habilitated or, if not habilitated, members of the GSLS may serve in this role. External reviewers may be appointed if they are professors or habilitated scientists. If none of your current committee members meet these requirements, please discuss with your committee and propose an additional member as a potential second reviewer. If the proposed reviewer is not yet a member of your Thesis Committee, they must first be formally added.

I confirm that at least one reviewer is NOT a co-author of my publications included in my dissertation. This requirement only refers to my own publications, not the works cited in my dissertation. *
Both proposed reviewers are affiliated with the same institute or are otherwise professionally dependent on each other. *
I confirm that if the primary supervisor is not habilitated or does not hold a permanent professorship, the second reviewer is habilitated or holds a permanent professorship. *
I confirm that at least one of the two reviewers is a GSLS member from a Natural Science Faculty of the University of Würzburg or is included on the exception list of the Faculty of Biology. *

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 Checklist

View

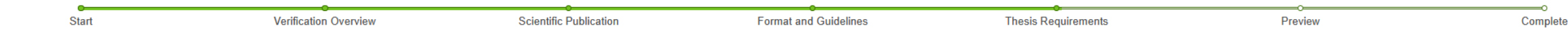
Edit

Webform

Results

Revisions

Devel



The following documents are required at the submission (Please make an appointment):

- Form [Application form for the Conferral of a Doctorate at the Graduate School of Life Sciences](#)
- Form [Confirmation by the Thesis Committee](#) to be submitted with original signatures only. Electronic signatures will not be accepted.
- Form [Declaration Library](#)
- 5 bound copies of your thesis (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)
- Electronic PDF version of your printed thesis and, if applicable, supplemental material (USB stick)

▼ [Thesis requirements](#)

Your thesis must include the following components:

Format & Layout *

- ☐ DIN A4, bound (soft or hard binding)
- ☐ Double-sided printing accepted
- ☐ All pages numbered

Title Page *

- ☐ Thesis title in German and English
- ☐ Section: Biomedicine / Integrative Biology / Neuroscience / Infection and Immunity / Clinical Sciences
- ☐ Names of all Thesis Committee members
- ☐ Chairperson name (leave blank if unknown)

Please use the provided templates for the title page and ensure that all required information is included.

Please refer to these templates for the title page: [English](#), [German](#)

Author Contribution Forms *

- ☐ Statement of individual author contributions and legal second publication rights – original signature required
- ☐ Statement of individual contributions to figures/tables – original signature required

Front Matter *

- ☐ List of contents (Inhaltsverzeichnis)
- ☐ Summary in German and English

Main Content *

- ☐ Required Content as listed in the GSLS Guidelines for preparation and submission of a doctoral thesis

Supplementary Documents *

- ☐ Bibliography/List of References (Literaturverzeichnis)
- ☐ Publication List (if applicable – include manuscripts that are intended for publication, especially in case of guarantee)
- ☐ Curriculum Vitae (CV) – original signature required
- ☐ Affidavit (Eidesstattliche Erklärung) – original signature required, use GSLS template, and don't change the wording, only insert the thesis title in German and English)

Final Confirmation *

By submitting, I confirm that:

- ☐ all required documents listed above are included, and
- ☐ the official GSLS Guidelines for thesis submission have been observed.

Save Draft

< Prev Page

Preview

Please contact us once you have read all the information and received a submission number after completing the checklist.



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:

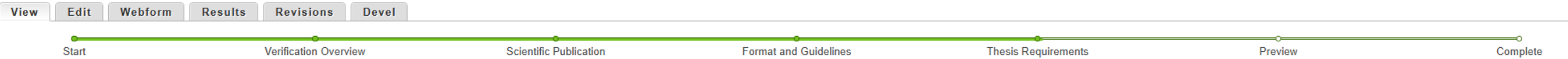
- **Original Signatures Required**
All supervisors must provide original signatures.

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.



The following documents are required at the submission (Please make an appointment):

- Form [Application form for the Conferral of a Doctorate at the Graduate School of Life Sciences](#)
- Form [Confirmation by the Thesis Committee](#) to be submitted with original signatures only. Electronic signatures will not be accepted.
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- 5 bound copies of your thesis (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)
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- ☐ Chairperson name (leave blank if unknown)

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Final Confirmation *

By submitting, I confirm that:

- ☐ all required documents listed above are included, and
- ☐ the official GSLS Guidelines for thesis submission have been observed.

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



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.

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.



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.

The whole process from GSLS registration to thesis submission

Thesis submission and doctoral procedure

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Heike Schrenk

Phone +49 931 31-84079

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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.