
21

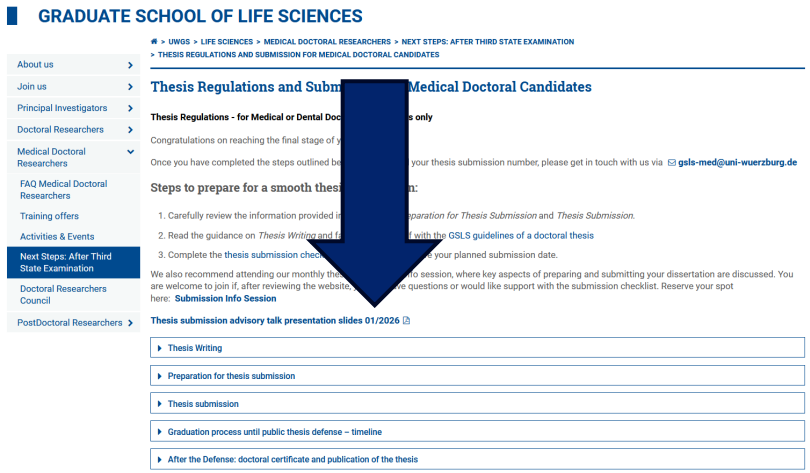
UNIVERSITÄT WÜRZBURG

Graduate Schools
Life Sciences
Science & Technology

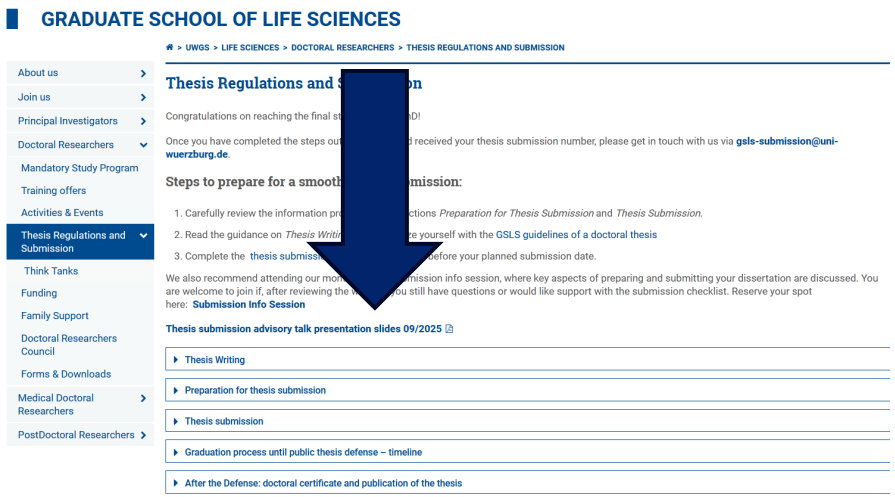
The Graduate School of Life Sciences

Structured Doctoral Training at the University of Würzburg

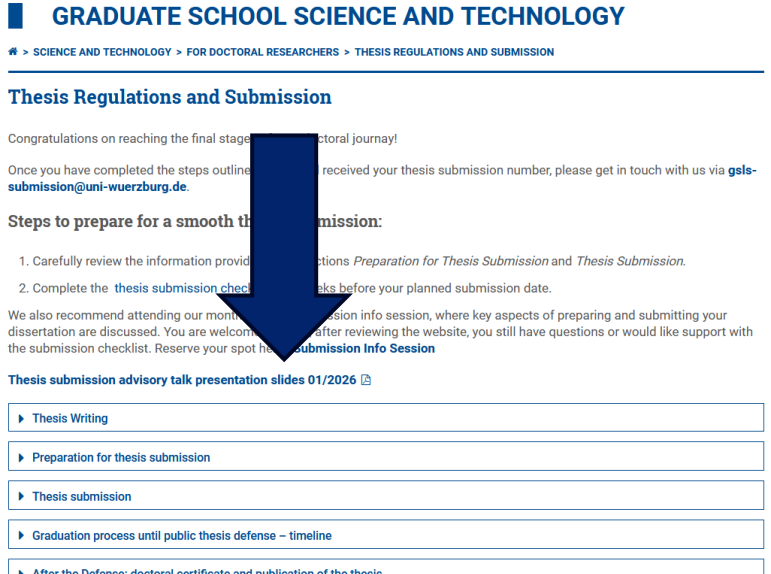
Thesis submission advisory talk



https://www.graduateschools.uni-wuerzburg.de/life-sciences/medical-doctoral-researchers/next-steps-after-third-state-examination/thesis-regulations-and-submission-for-medical-doctoral-candidates/



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



https://www.graduateschools.uni-wuerzburg.de/science-and-technology/for-doctoral-researchers/thesis-regulations-and-submission/

Contact:

gsls-submission@uni-wuerzburg.de

gsls-med@uni-wuerzburg.de

The whole process from GSLS registration to thesis submission

Thesis submission and doctoral procedure

gsls-submission@uni-wuerzburg.de

Eva Dallmann
Phone +49 931 31-87994
eva.dallmann@uni-wuerzburg.de



Heike Schrenk
Phone +49 931 31-84079
heike.schrenk@uni-wuerzburg.de



Medical doctoral researchers procedure

gsls-med@uni-wuerzburg.de

Luise Lesch
Phone: +49 931 31-89325
luise.lesch@uni-wuerzburg.de



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 Canditates:** Thesis Regulations and Submission
  - **Natural Science Doctoral Canditates GSLS:** Thesis Regulations and Submission
  - **Natural Science Doctoral Canditates GSST:** Thesis Regulations and Submission

To be checked/discussed GSLS Dr. rer. nat./PhD

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📄 **1st Author Paper**: Must be **accepted in a peer-reviewed journal** at thesis submission.
Preprints (e.g. bioRxiv) are not sufficient.
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.

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To be checked/discussed GSST Dr. rer. nat./~~PhD~~

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📄 **Co-Author Paper**: Must be **accepted in a peer-reviewed journal** at thesis submission.
Preprints (e.g. bioRxiv) are not sufficient.

📝 **Thesis Format**: Indicate if writing a **Monography** or **Compilation** – check guidelines.

📚 **OpenCampus**:
Upload annual reports, certificates, study book info.
✅ **Verify your personal email address**

🎓 **Enrollment**: Minimum **6 semesters** required.

⌛ **Admission Validity**: Must be valid **until thesis submission** (not defense).
→ Apply for **extension via OpenCampus**, if needed.

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

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📜 **Co-Author Paper**: Must be **accepted in a peer-reviewed journal** at thesis submission.
Preprints (e.g. bioRxiv) are not sufficient.

- If not: Contact GSLS early for a **"Bürgschaft" (Guarantee)**.
- If 1st authorship not feasible: At least **1 accepted co-authorship** required – inform GSLS.

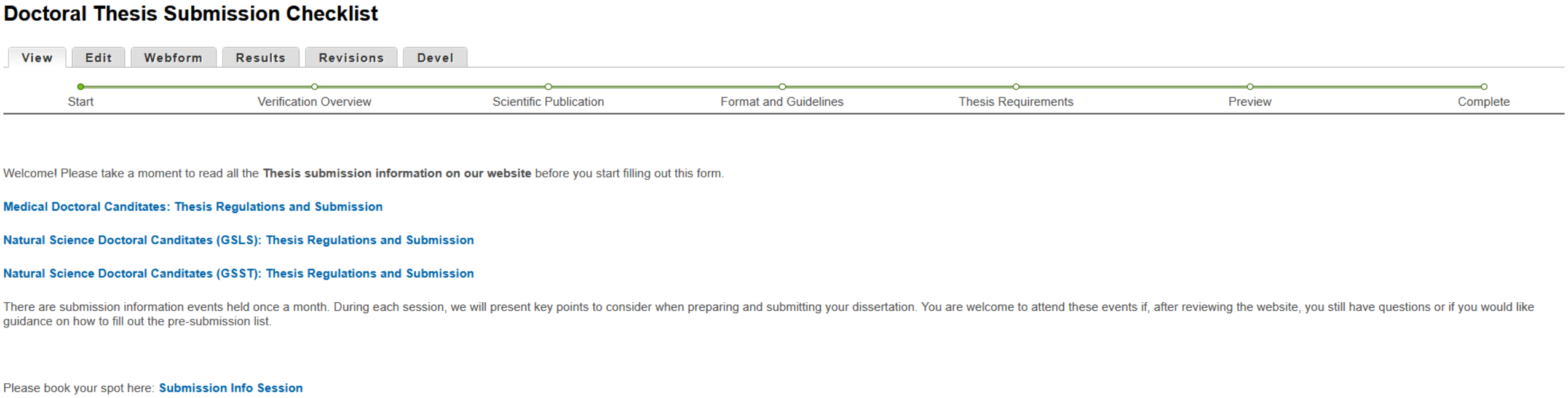
📝 **Thesis Format**: Indicate **Monography** or **Compilation** – check guidelines.

📚 **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**.



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 *
Jennifer Ritzer

Desired Title *
Dr. rer. nat. (GSST)

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.
2 Jul 2026

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

Preferred/expected place of defence *
Please discuss with your committee and select.
97070

Section *
GSST

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").

[Kein Titel]

Graduate Schools (GS) regulations *
☑ I confirm that I am aware that my doctoral studies are being conducted based on the Doctoral Graduation Regulations
Please find the regulations of the Graduate Schools 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**
Ennrollment is valid until end of **WS 2023/24**

Selection of the chairperson

Background

- The **chairperson is a member of the GSLS/GSST**

- The chairperson accompanies your doctoral procedure as an **independent person** and makes sure that the procedure follows the **regulations of the Graduate School**
- 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 GS will officially send a request to the chairperson(s) and will notify you by email

The Diploma Supplement – A Summary of Your Programme Achievements

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Start | Verification Overview | Scientific Publication | Format and Guidelines | Thesis Requirements | Preview | Complete

▾ To be checked by doctoral canditate

Matriculation number *
2213

Start date of project *
22 Jan 2023

GSLS/GSST admission date *
26 Feb 2023

- I have verified my personal email address on OpenCampus
- The reports have been uploaded to Open Campus.
- I regularly attended the Lab Meetings (1 hour per week, organized by the working group)
- I have regularly attended the weekly Literature seminar (1 hour per week, organized by the working group)
- I regularly attended a Program seminar (usually once or twice per month, organized by the Research Training Group or Institute
- I attended international meetings/symposia with active contributions
- I attended elective activities (scientific courses and transferable skills courses)
- All coursework and certificates have been uploaded to Open Campus.
- I will review my Diploma Supplement in Open Campus based on the entries above before my defense.

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 GSLS Dr. med./MD/Dr. med. dent.	Regulations for GSLS Dr. rer. nat./PhD	Regulations for GSST Dr. rer. nat.
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		
Literature Seminar	1 hour per week, organized by the working group		
Program or Section Seminar	-	1 - 2 times per month	
Retreat or Summer School	At least one	Annually (in total ≥ 3)	Annually (in total ≥ 3)
International Meetings/Symposia	At least one with active scientific contribution	In total ≥ 3 with active scientific contribution	In total ≥ 2 with active scientific contribution
Scientific Publication	Co-Author publication	First-Author publication	Co-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	Obligatory – mandatory for new registrations
Intercultural communication	-	mandatory for PhD	
Interdisciplinary seminar	in total ≥ 9 participations including introductory and final talk	-	

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OpenCampus electronic study book

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



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

Please complete your OpenCampus study book entries before submitting the checklist and inform us by email afterwards.

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

The Diploma Supplement – A Summary of Your PhD Achievements

What is it?

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

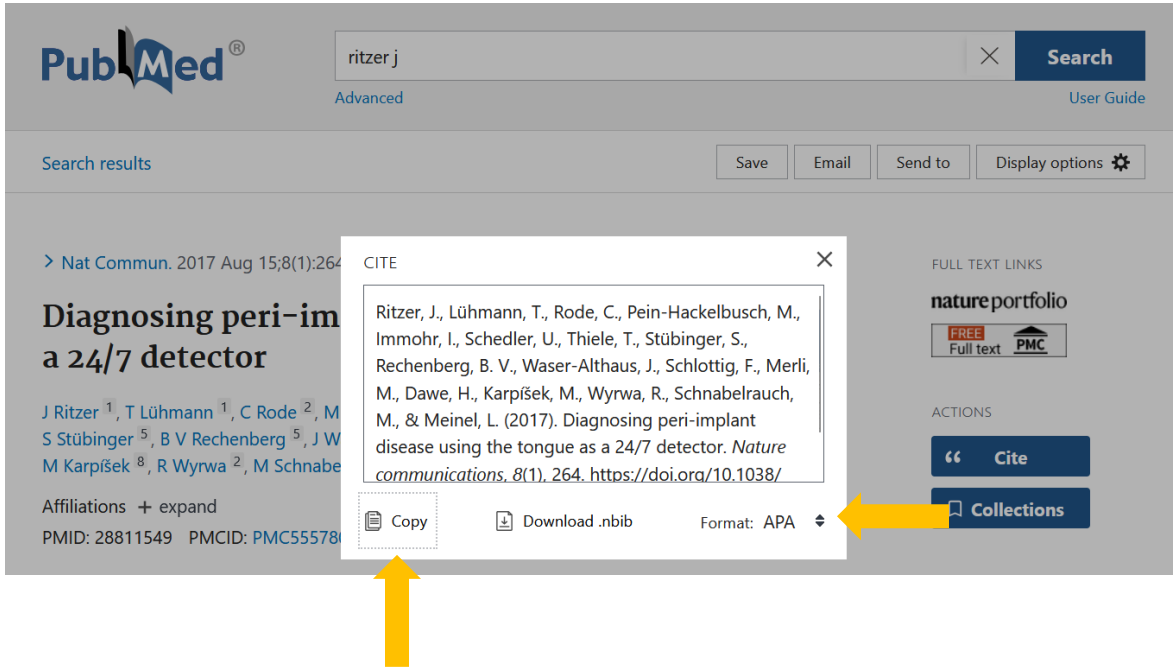
How is it created?

- 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 **or**
gsst@uni-wuerzburg.de



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

Durchsuchen... Keine Datei ausgewählt. Upload

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**.

Durchsuchen... Keine Datei ausgewählt. Upload

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**.

Durchsuchen... Keine Datei ausgewählt. Upload

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) *

Durchsuchen... Keine Datei ausgewählt. Upload

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**.

Save Draft | < Prev Page | Next Page >

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For all:

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

For PhD:

- Intercultural Communication Workshop certificate

For MD:

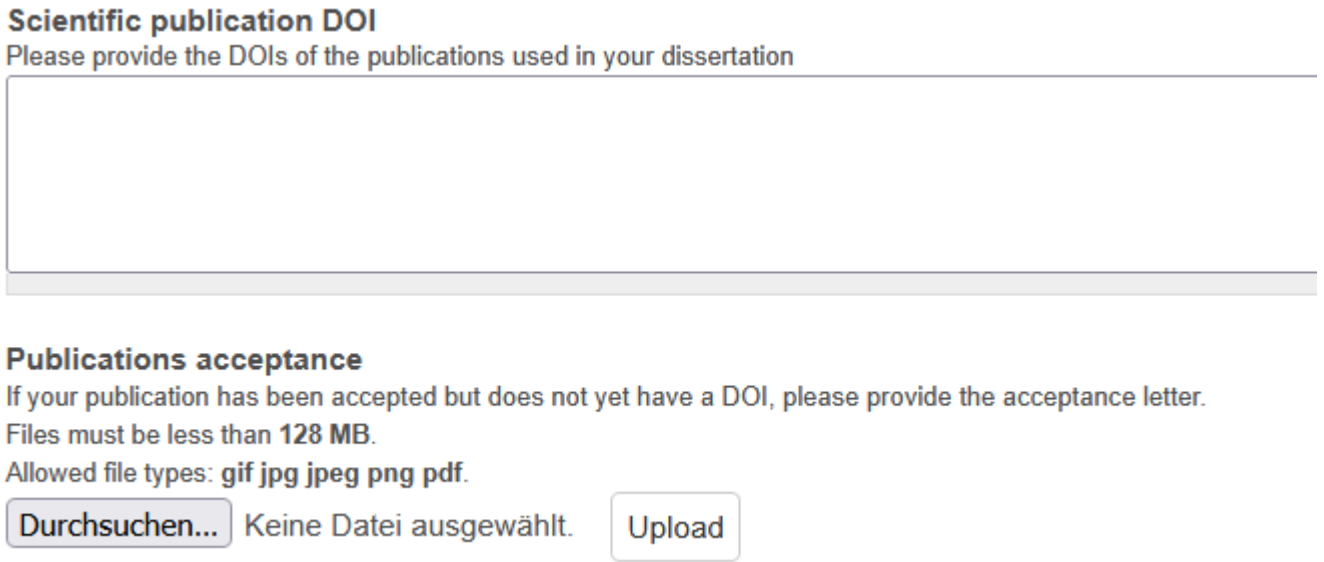
- Current certificate of enrollment
- Confirmation about the time spent in the laboratory

Publication

1|I have one or more **scientific first-author publications** in **international, peer-reviewed journals** that are **directly related to the topic of my thesis**.

2|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.

3|My first supervisor will apply for a **Guarantee**.



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Submitting a thesis without first authorship: GSLS PhD/ Dr. rer. nat

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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 a thesis without first authorship: MD

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!

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Submitting a thesis without first authorship: GSST Dr. rer. nat

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Science & Technology

Submitting Thesis Without First Authorship – Your Options

✅ One **Option 1: One** or more **scientific co-author publications** in **international, peer-reviewed journals** that are **directly related to the topic of the thesis**

🚫 **Option 2: Immediate Submission Without Co-Authorship** is NOT possible

🚫 **Option 3: Supervisor Guarantee** is NOT possible

Guarantee - Documents for Commission Meeting

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!
Guarantees are valid for only one year and are automatically deleted if the dissertation has not been submitted within that period.

📂 Required Documents:

1. Manuscript including supplemantary 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.graduateschools.uni-wuerzburg.de/life-sciences/about-us/contact/common-graduation-commission/

Doctoral Thesis Submission Checklist

View | Edit | Webform | Results | Revisions | Devel

Start → Verification Overview → Scientific Publication → Format and Guidelines → Thesis Requirements → Preview → Complete

To be checked by doctoral canditate

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**. *	○	○
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**. *	○	○
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. *	○	○
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. *	○	○

Thesis title (German) *

Thesis title (English) *

Members of the committee

Primary supervisor *

Secondary supervisor *

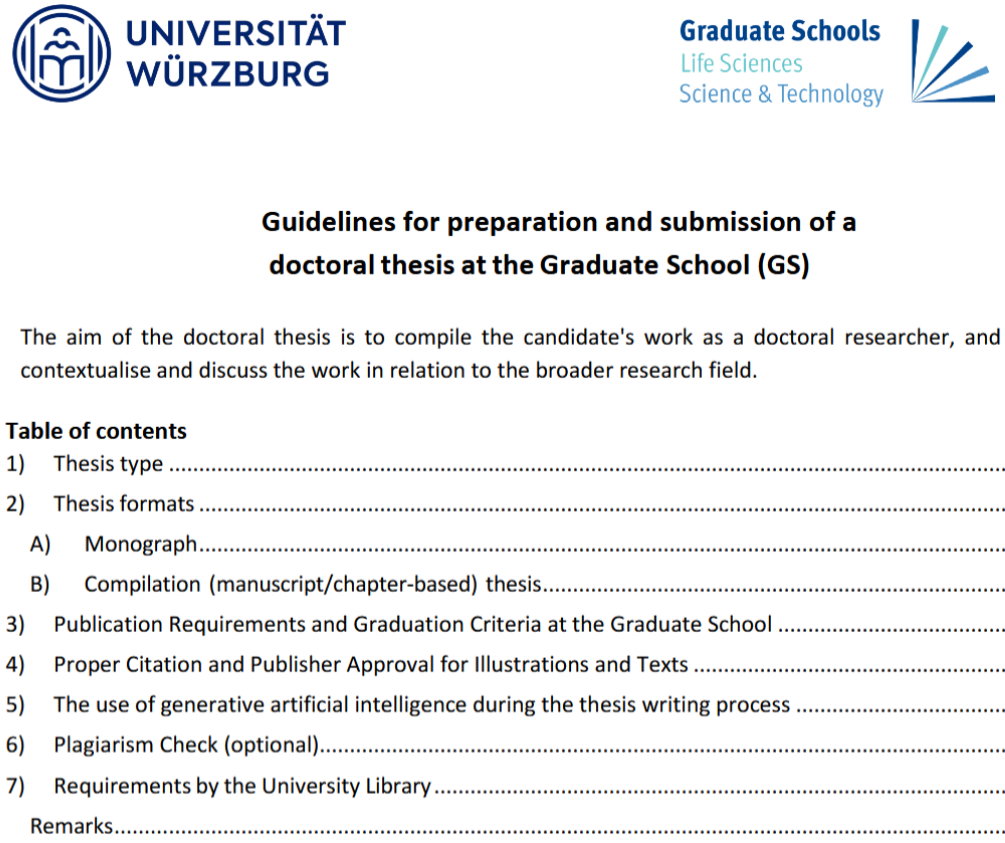
Third supervisor *

Fourth supervisor

Fifth supervisor

1. Guidelines Compliance: I have carefully read and understood the **Guidelines for the Preparation and Submission of a Doctoral Thesis** at the GSLS.
2. 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.
3. Submission of Thesis Parts: I am submitting parts of my thesis that have not been **approved by my first supervisor**.
4. 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.

Monograph/Chapter based thesis



Guidelines for preparation and submission of a doctoral thesis at the Graduate School (GS)

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.

Table of contents

1) Thesis type 2
2) Thesis formats 2
A) Monograph 2
B) Compilation (manuscript/chapter-based) thesis 4
3) Publication Requirements and Graduation Criteria at the Graduate School 6
4) Proper Citation and Publisher Approval for Illustrations and Texts 6
5) The use of generative artificial intelligence during the thesis writing process 7
6) Plagiarism Check (optional) 8
7) Requirements by the University Library 8
Remarks 9

For all: Please **read the guidance on thesis writing** and familiarize yourself with the **GS guidelines** or doctoral theses. (GSLS and GSST)

Thesis type

Thesis formats
- Monograph
- Compilation (manuscript/chapter-based) thesis

Publication Requirements and Graduation Criteria at the Graduate School

Proper Citation and Publisher Approval for Illustrations and Texts

The use of generative artificial intelligence during the thesis writing process

Plagiarism Check

Requirements by the University Library

Thesis formats in the GS

Both types considered equivalent
One accepted co-author publication in a peer-reviewed international journal is mandatory for graduation
- **Only GSLS: 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.)

No mixing of both types is allowed.

	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 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

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Important: Read and Follow the Guidelines for Preparation and Submission of a Doctoral Thesis

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**

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_January_2025.pdf

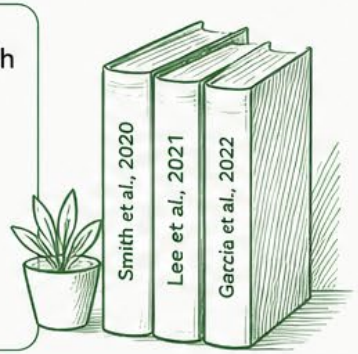
No references. No discussion.

A discussion without references is just a statement, not a discussion.

THIS IS A DISCUSSION

Your Results → Relevant Literature → Interpretation & Insight

- Connects your findings to existing research
- Shows what is already known
- Highlights what is new or different
- Provides context and meaning
- Strengthens your conclusions



Builds on knowledge. Adds value. ✓

THIS IS NOT A DISCUSSION

Your Results → No References → No Context No Insight

- Does not connect to existing research
- Does not show what is already known
- Does not provide context
- Does not add new insight
- Is just a description, not a discussion



Without references, it's not a discussion. ✗

Support your discussion with references.
Give your work the academic strength it deserves.



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Key Points: Chapter-based Thesis (Manuscript-Based)

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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**.

UNIVERSITÄT WÜRZBURG

Overview thesis submission checklist

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Science & Technology

☐ 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 respec-tive 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.

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Use of Figures and Graphs from Publications – General Rule

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- If figures or graphs are taken directly from a publication (even if they are slightly adapted or modified graphically), a license or reprint permission from the publisher is usually required.

  The note *"modified from ..."* does not replace this permission.



- If, however, the **graphs are newly created by you** (e.g. based on original data, your own analysis, or an original layout) and **merely resemble a previously published figure**, this is considered an original figure.
  In this case, no license is required; citing the underlying publication is sufficient.



Attribution of Co-Authors' Work

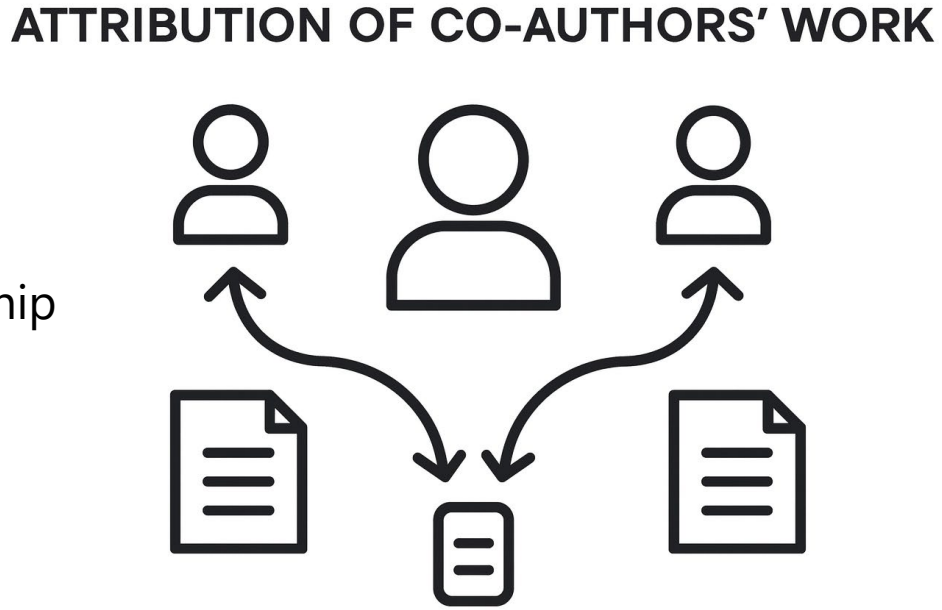
- **Why?**

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."

Form Statement of individual author contributions and of legal second publication rights

Form Statement of individual author contributions to figures/tables

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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

The use of generative AI during the thesis writing process

1 Independent achievement

Your own scientific contribution remains the **key criterion.**

2 Permitted use

AI can support you:
e.g. writing, structuring, literature search, figures

No full AI-generated thesis!

3 Mandatory disclosure

Describe your use:

- What, which tool?
- Purpose, extent
- Examples (if relevant)

4 Responsibility

You are **fully responsible** for the content – check for accuracy.

5 AI as a scientific method

AI-based methods (e.g. machine learning) are allowed if **well justified and documented.**

6 Data protection

No confidential data in external AI services (e.g. unpublished data).

Bottom line: Use AI responsibly – and be transparent!

Transparency: Where and What?

1 Where?

In the
Materials and Methods
or a **Dedicated**
AI Statement



2 What to include?

A short description of:

- ✓ Which parts were affected
- ✓ Which AI tool(s) were used
- ✓ Purpose (e.g. writing, figures)
- ✓ Extent of use



3 No disclosure needed for:



Routine technical assistance without content changes
(e.g. spell-checking, reference management)

4 Remember:



You are **fully responsible** for the accuracy and integrity of your thesis.

Plagiarism Check Process

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

Reviewer Selection

🔍 Background

- Upon thesis submission, the **GSLS/GSST 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

1️⃣ **First Reviewer:**

✅ Your **first supervisor**

2️⃣ **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**

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Doctoral Thesis Submission Checklist

View | Edit | Webform | Results | Revisions | Devel

Start — Verification Overview — Scientific Publication — Format and Guidelines — Thesis Requirements — Preview — Complete

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

Save Draft | < Previous | Submit

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

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To be submitted to the GSLS Office at thesis submission

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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

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Written confirmation by the thesis committee

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Key Points:

- **Original/Electronic Signatures Required**
  All supervisors must provide their 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.

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.

To be submitted to the GS Office at thesis submission

Submission of your thesis

- **PDF version of your thesis**
  - There are normally no signatures included in the PDF (Exception for chapter-based thesis: it is possible to include the signature of your first supervisor in the respective author contribution form)
  - The PDF should contain your CV as additional information for your reviewers during the evaluation procedure

- **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

Thesis Submission & Publication Process



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.



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**.



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



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

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Timeline

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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

Final Arrangements for Doctoral Defense

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.
- Provide the GS with IT support and Zoom-Link

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Final Arrangements for Doctoral Defense

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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.

After the Defense – Important Information

📖 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.

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Handling of Dissertation Submissions

Dissertation submissions at University library is managed by a team consisting of
Leoni Albert, Claudia Schober, Bernhard Werner

Contact:

- +49 931 31 85925
- opus@uni-wuerzburg.de

Support & Information

Consultation appointments available prior to submission

FAQ on OPUS Würzburg:

- https://opus.bibliothek.uni-wuerzburg.de/home/index/help/content/wue_diss

Additional info for doctoral candidates:

- https://www.bibliothek.uni-wuerzburg.de/forschen-publizieren/dissertationen-publizieren/

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The whole process from GSLS registration to thesis submission

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Thesis submission and doctoral procedure

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Do you have any questions?