

# DOCTORAL THESIS SUBMISSION

Name:

Date:

Chairperson:

*to be determined by GSLS office*

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

## 1. To be checked by PhD student:

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

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

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

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

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

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

- ☐ Confirmation (Laufzettel) GSLS office

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