



# Checklist Initiation of the Doctoral Procedure

## Faculty of Natural Sciences

### - Doctoral Regulations 2023 -

Before you apply, please check whether the title, topic or language and type (monograph or cumulative thesis) of your dissertation have changed since you applied for acceptance as a doctoral candidate. If this is the case, please submit – well in advance – an informal request to the Graduate Academy to change the title/ topic of your doctorate or the type/ language of your dissertation.

#### **Documents**

##### **1. Application**

- Application, generated from Docata
- Completed application, signed by doctoral candidate and supervisor
- Reviewers: 1<sup>st</sup> reviewer (supervisor), 2<sup>nd</sup> reviewer (from another department than the supervisor or from outside of Hohenheim) – at least one reviewer must be primarily employed by the Faculty of Natural Sciences
- Examination committee: 1<sup>st</sup> reviewer (supervisor), 2<sup>nd</sup> reviewer, 3<sup>rd</sup> examiner (from another department than the supervisor/2<sup>nd</sup> reviewer or from outside of Hohenheim)  
Exception: When the supervisor is retired/not employed by the Faculty of Natural Sciences, the head of the examination committee must be a professor from the Faculty of Natural Sciences. In this case, the form has to be signed by the supervisor and the head of the examination committee.

##### **2. Further Documents**

- Curriculum vitae (signed and dated)
- Summaries of the doctoral thesis in the language of the thesis (approx. 2 pages each), signed by supervisor and doctoral candidate
- Signed affidavit (Annex 3 of the Doctoral Regulations 2023)
- Signed instruction to the affidavit (Annex 4 of the Doctoral Regulations 2023)
- Signed declaration confirming content of digital version of thesis (Annex 5 of the Doctoral Regulations 2023)
- Proof of training measures on good research practice



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***When submitting a cumulative dissertation, please provide additional documents:***

Requirements: 2 articles in peer-reviewed journals (1<sup>st</sup> author in both articles and articles must have been published/accepted)

- If articles have been accepted, but not printed yet → Proof that the publisher has accepted the articles.
- Please fill the information on the articles to Docata in the section “Publications”.

## **Dissertation**

### **3. Dissertation**

- 1 printed, firmly bound copies of the thesis (glued binding)
- Title page in accordance with Annex 2 of the Doctoral Regulations 2023 (without university seal)
- Summary (in German and English), approx. 2 pages each
- Curriculum vitae (signed and dated)
- Signed affidavit (Annex 3 of the Doctoral Regulations 2023)
- Electronic version of the doctoral thesis (as a pdf file on a CD-ROM)

***When submitting a cumulative dissertation, please include additionally:***

- Statement of the candidate’s contribution to the articles (signed by supervisor and inserted into the thesis)

**All documents must be submitted with original signatures. Only co-supervisors or mentors abroad are allowed to sign with scanned signatures.**

**Please send the required documents as scans in TWO pdf-files for checking to:**

**[ga@uni-hohenheim.de](mailto:ga@uni-hohenheim.de)**

- **Pdf-file 1: All application documents (items 1 and 2 of checklist)**
- **Pdf-file 2: Dissertation (item 3 of checklist)**

**The Graduate Academy checks your pdf-material and may ask for amendments. PRINTING: Only once you have received confirmation that your files are in order.**

**Please send hardcopies with original signatures, the printed and bound dissertation and the CD-ROM via (internal) mail.**