



Checklist Initiation of the Doctoral Procedure

Faculty of Natural Sciences

- Doctoral Regulations 2015 –

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 form

- ☐ Form completely filled in and signed by doctoral candidate and supervisor
- ☐ Title of the doctoral thesis in Docata and title of the printed copy are in accordance
- ☐ Examination committee: 1st reviewer/examiner: supervisor, 2nd reviewer/examiner (from another department than the supervisor), 3rd examiner

2. Further Documents

- ☐ Summaries of the doctoral thesis in the language of the thesis (approx. 2 pages each), signed by supervisor
- ☐ Signed instruction to the affidavit (Annex 3 of the Doctoral Regulations 2015)
- ☐ Signed declaration on the digital version of thesis (Annex 5 of the Doctoral Regulations 2015)
- ☐ Certificate of good conduct (not older than 6 months)

When submitting a cumulative dissertation, please provide additional documents:

Requirements: 2 articles in peer-reviewed journals (1st 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

- ☐ 4 printed, firmly bound copies of the thesis (glued binding)
- ☐ Title page in accordance with Annex 1 of the Doctoral Regulations 2015 (without university seal)
- ☐ Table of contents
- ☐ Summary (in German and English), approx. 2 pages each
- ☐ List of references
- ☐ Declaration on the use of generative artificial intelligence
- ☐ Curriculum vitae (signed and dated)
- ☐ Signed affidavit (Annex 2 of the Doctoral Regulations 2015)
- ☐ 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.

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

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.