

Faculty of Biosciences

Promotionsbüro/PhD Office
INF 234 Room 519, 69120 Heidelberg

Phone 06221/54 56 48 (do not call during Walk-in Hours)
Walk-in Hours: Tue and Thu 09 – 11 h

HOW-TO

Information about Thesis Submission and Defense Examination (updated 11/2016)

- **Email your Summary** (German or English) as a PDF (the PDF should not exceed one page, including your name, the title of your thesis, and the name of the first supervisor) to: dekanat-bio@urz.uni-heidelberg.de **one day** before you submit your thesis and your Application for Defense.

IMPORTANT: it is mandatory that you include the CURRENT email addresses of all four members of your examination commission, and that of their secretaries (should they so choose).

Required Documents:

You can download the forms on our website here (at the bottom of the page):

<http://www.uni-heidelberg.de/fakultaeten/biowissenschaften/studium/phd/thesis.html>

WHAT YOU NEED TO BRING WITH YOU:

- **4 issues of your thesis** (bound, **no spiral binding**). **These four issues will not be handed over to your four examiners.** The thesis has to be written in German or English. A German **and** an English summary of the most important results have to precede the actual text, (§ 7(3) of the Doctoral Degree Regulations). Do not use the official seal of the Heidelberg University anywhere in your thesis or on the cover. Duplex print is accepted. Do not include your CV in your thesis. You must use the required **format of the first two pages** of your thesis (model 1st and 2nd page are on the webpage mentioned above).
- **CD containing your complete thesis in PDF format.**
- **Completed form „Antrag auf Zulassung zum Prüfungsverfahren“** (Application for Admission to Defense) **Indicate the Chairperson** of the Examination Commission („Vorsitzender der Prüfungskommission“) and the confirmed **Date of Defense**. (Please arrange and confirm the date of your oral examination with all four members of your Examination Commission **BEFORE** submitting your thesis and Application to the PhD Office. Exception: Candidates who are not yet registered with the Faculty of Biosciences and who are applying to defend their thesis as an external candidate may inform the PhD Office about the date of Defense at a later time)
- **Examination Commission Form (“Zusatzblatt zur Prüfungskommission“)** signed by your first and second reviewers/evaluators (Erstgutachter und Zweitgutachter)
- **Regular CV** (including your citizenship, date and place of birth, current date, all schooling and academic education, your signature)
- **Diploma/Certificate and Transcripts of your university degrees:** e.g. Diplom-Zeugnis **and** Diplom-Urkunde, or Zweites Staatsexamen for pharmacists, M.Sc. and B.Sc. Certificates and Transcripts, or Zeugnis über die Wiss. Prüfung für das Lehramt und Gymnasien, etc. Submit originals **and** normal copies, **or** officially certified copies **and** certified translations of these documents when the originals are not issued in English or German.
- **Proof of attendance of the PhD Program** („Blue Sheet“, stamped and signed by the responsible person)
- **Eidesstattliche Versicherung (Sworn Affidavit)**
- **Proof of Publication („Veröffentlichungsnachweis“)** **must not be submitted with your Application.**

Note: If you have submitted a paper for publishing that has been accepted, you may bring the acceptance letter with you. If it hasn't been accepted yet, but is accepted before your examination, take the acceptance letter with you to the exam and hand it over to the Chair of the examination commission. He/she will send it to us with the rest of the exam documents.

Important Additional Information:

- **Submission of your printed theses with the above mentioned documents should be done at least 8 weeks before your date of oral examination**, so that there is sufficient time for all concerned to complete the required procedures in preparation of your Defense Examination, including the issuance of the Evaluations (Gutachten) of your thesis and, most important (!), compliance with the Auslagefrist, which starts 15 workdays before your Exam. **Submission of your theses with incomplete, missing or unacceptable documents is not possible.**
- **PhD oral exam (thesis defense):** Your thorough planning and early submission are required if you plan on having your defense during the non-lecture-period. In all cases, please check the website for times the PhD is closed. Holidays and vacation times are regularly posted on our Homepage and do not count toward the 8 week advance submission of your thesis.
- **Publishing your dissertation is mandatory**, as per Doctoral Degree Regulations, within two years of your defense examination. Unless you publish your thesis, you will forfeit your doctoral degree and title.
- Fulfilling the publication requirement is done **AFTER** your successful Defense Examination. You must drop by the PhD Office **any day between 10-12:00** to pick up three of the four theses which you have submitted when you initially applied. One of them is stamped "ORIGINAL"; you will need it when you submit your theses for publication at the library.
- the various options for publication are self-explanatory in the form **Veröffentlichungsnachweis/Proof of Publication** (there is an English version mock-up form with instructions ready for download on our website).
- Information on how you will get your Certificate, participation and opting in/out from the PhD Celebration will be available on our website.

The Vice Dean (Prodekanin)

Chair of the Doctoral Degree Committee (Vorsitzende des Promotionsausschusses)

NOTE: to make sure you got it all together, use the checklist below!!!!!!

Quick Checklist:

- email with summary (PDF) and email addresses of commission members +secretaries is sent
- 4 bound issues of my thesis
- CD with PDF of my thesis
- Application for Defense Form
- Examination Commission Form
- CV (Lebenslauf)
- Diploma/Certificate and Transcripts of your university degrees, e.g.**
 - Diplom-Zeugnis **and** Diplom-Urkunde, or
 - Zweites Staatsexamen for pharmacists, or
 - M.Sc. and B.Sc. Certificates and M.Sc. and B.Sc. Transcripts, or
 - Zeugnis über die Wiss. Prüfung für das Lehramt und Gymnasien, etc.Submit originals **and** normal copies, **or** officially certified copies **and** a certified translation of these documents when the originals are not issued in English or German.
- BLUE SHEET - proof of attendance of the PhD Program (signed and stamped)
- Eidesstattliche Versicherung (Sworn Affidavit) – correctly filled in and signed