



### Documents required for the application to initiate the doctoral procedure

The doctoral procedure is initiated by the Faculty Board, therefore a submission must be made in good time before the meeting of the Doctoral Committee (*Promotionsausschuss*). Please contact Mr. Marco Weiß (marco.weiss@uni-leipzig.de, 0341-9736011) in advance of your planned submission.

You need to submit the following documents to initiate the doctoral procedure:

1. Informal **application** for the initiation of the doctoral procedure with indication of the research field, addressed to the Dean
2. three hardbound copies of the **thesis** (*Dissertation*) and an electronic version in PDF format (by e-mail or on USB stick)

Each thesis must contain the following components:

- title page according to Annex 1 of the doctoral regulations
- information about the time of production and supervision of the work
- the thesis-related bibliographic data (number of pages, figures, tables and references)
- the summaries (*Zusammenfassungen*) in German and English language of about one page each
- the table of contents
- the text part
- the bibliography
- your CV

the thesis can be submitted as a monographic publication or contains publications and publication manuscripts (“publication-based”)

Regulations for publication-based theses:

- an introductory chapter should be added
  - the introductory chapter and the information given in the next section must make the doctoral candidate's independent performance recognisable and comprehensively assessable by the reviewers
  - if the dissertation contains publications or manuscripts of several authors or parts of it, which have been produced with the participation of several persons, the own contribution to the conception, execution and evaluation of the experiments and investigations as well as to the preparation of the manuscript has to be clearly described
3. one copy of the **abstract** of the scientific results (*Kurzfassung*) with title page in accordance with Annex 4 of the doctoral regulations in a maximum length of 10 pages (font size 12, line spacing 1½) in hard copy and as an electronic version in PDF format (by e-mail or on USB stick); the abstract should be structured as follows
    - introduction, motivation, task



- materials and methods (if applicable) (performance of the experiments, materials used and methods applied)
  - results (as main part of the abstract)
  - conclusions: Which project objectives could be achieved, which could not (why)? What significance does the work have for the research field? Outlook for further research
  - if necessary, literature citations (reduced to the necessary minimum)
  - own publications (if applicable, separation into "Publications on the doctoral thesis topic" and "Other publications"; also "Publications: none"), if applicable with indication "in print" or "submitted", but no manuscripts in preparation
4. Copy of the **title page** of the dissertation for the doctoral file
  5. **CV**: with signature and complete contact details; if applicable, the birth name if this is to appear on the doctoral certificate
  6. List of scientific **publications**, lectures and posters
  7. Proposals for three **evaluators** (two of them external with full contact details)
  8. Proposals for seven members of the **Doctoral Commission** (*Promotionskommission*)
    - all members must have habilitated, of which at least four must be university professors
    - three members may not belong to the institute where the dissertation was written
    - the chairperson and deputy chairperson must be clearly identified
    - the chairperson may not be a reviewer at the same time
    - for members from outside the faculty: full contact details
  9. the **summaries** (*Zusammenfassung*) in German and English language of about 1 page each; one of them contains the bibliographic data related to the dissertation (number of pages, figures, tables and references)
  10. documentary evidence (e.g. as legally certified copies) of the **university degree** (Bachelor's and Master's certificates and diplomas)
  11. Declaration on the recognition of the **doctoral regulations** of October 12<sup>th</sup>, 2017 (with signature)
  12. **Declaration of independence** (with signature)