

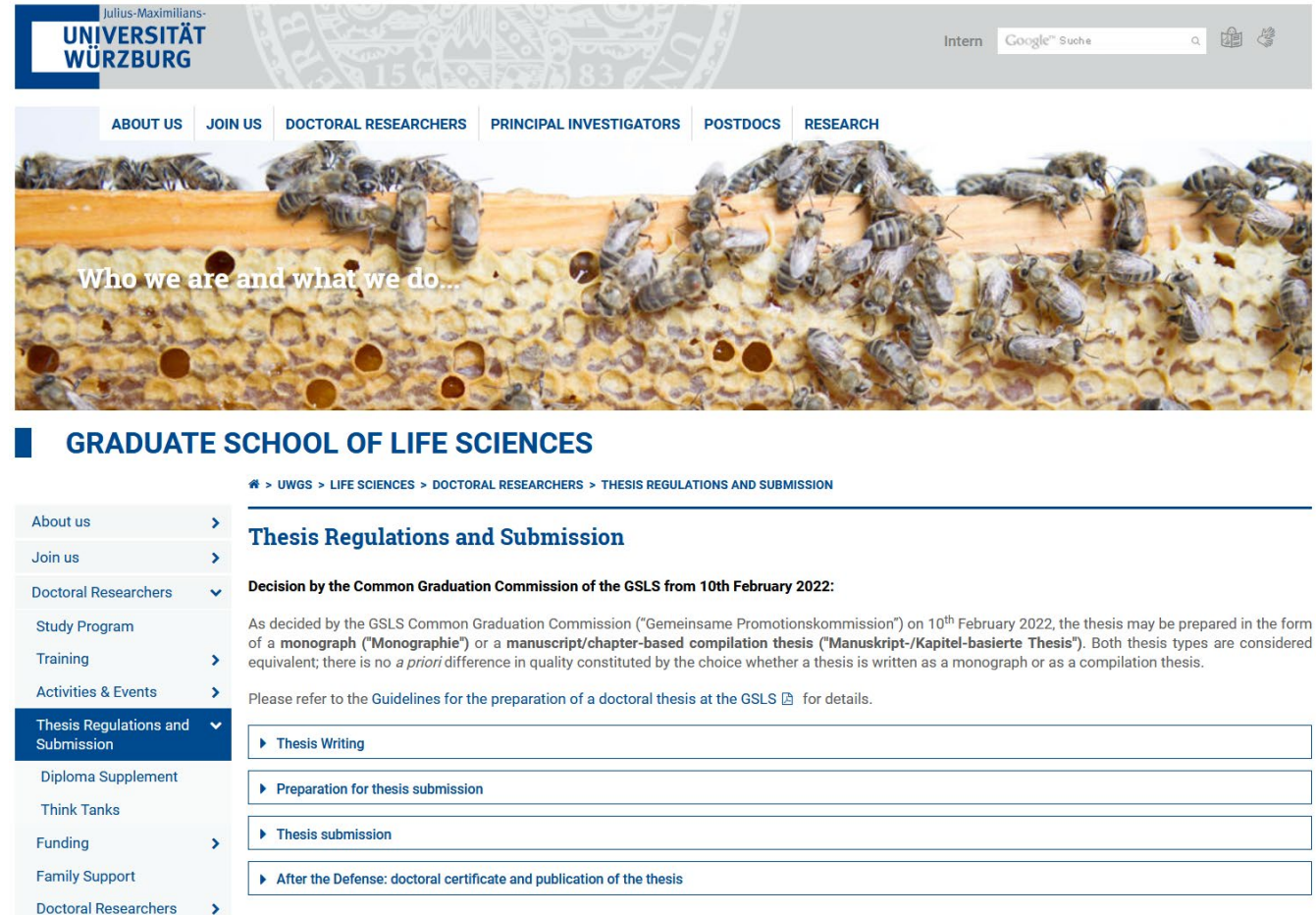
The Graduate School of Life Sciences

Structured Doctoral Training at the University of Würzburg

Thesis submission advisory talk

<https://www.graduateschools.uni-wuerzburg.de/life-sciences/doctoral-researchers/thesis-regulations-and-submission/>

Contact:
gsls-submission@uni-wuerzburg.de



The screenshot shows the website for the Graduate School of Life Sciences at the University of Würzburg. The page title is "Thesis Regulations and Submission". The navigation menu includes "ABOUT US", "JOIN US", "DOCTORAL RESEARCHERS", "PRINCIPAL INVESTIGATORS", "POSTDOCS", and "RESEARCH". The main content area features a large image of bees on a honeycomb with the text "Who we are and what we do...". Below the image, the page title "GRADUATE SCHOOL OF LIFE SCIENCES" is displayed. The breadcrumb trail is "Home > UWGS > LIFE SCIENCES > DOCTORAL RESEARCHERS > THESIS REGULATIONS AND SUBMISSION". The left sidebar contains a menu with "Thesis Regulations and Submission" selected. The main content area contains the following text:

Decision by the Common Graduation Commission of the GSLs from 10th February 2022:

As decided by the GSLs Common Graduation Commission ("Gemeinsame Promotionskommission") on 10th February 2022, the thesis may be prepared in the form of a **monograph** ("Monographie") or a **manuscript/chapter-based compilation thesis** ("Manuskript-/Kapitel-basierte Thesis"). Both thesis types are considered equivalent; there is no *a priori* difference in quality constituted by the choice whether a thesis is written as a monograph or as a compilation thesis.

Please refer to the [Guidelines for the preparation of a doctoral thesis at the GSLs](#) for details.

The page also features a table of contents with the following items:

- Thesis Writing
- Preparation for thesis submission
- Thesis submission
- After the Defense: doctoral certificate and publication of the thesis

The whole process from GSLS registration to thesis submission

GsIs-submission@uni-wuerzburg.de

Thesis submission and the doctoral procedure

Eva Dallmann

Phone +49 931 31-87994

eva.dallmann@uni-wuerzburg.de

Heike Schrenk

Phone +49 931 31-84079

heike.schrenk@uni-wuerzburg.de

Medical doctoral researchers procedure

Luise Lesch

Phone: +49 931 31-89325

luise.lesch@uni-wuerzburg.de

- Please check your admission in Open Campus.
- Without a valid admission submission of your thesis is not possible.
- Admission vs enrollment (Dr. rer. nat./PhD vs Dr. med./Dr. med. dent.)

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select 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 personal address in Open Campus
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- Proof of enrollment for 6 semesters at the University of Würzburg
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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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.
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- Members of the committee:

1 st	<input type="text"/>	2 nd	<input type="text"/>
3 rd	<input type="text"/>	4 th	<input type="text"/>
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Background

- The chairperson is a member of the GSLS Common Graduation Commission or appointed by the Common Graduation Commission
- The chairperson accompanies your doctoral procedure as an independent person and makes sure that the procedure follows the regulations of the GSLS
- The chairperson is thus NOT a reviewer or an examiner during your thesis defence
- The chairperson receives and signs the official documents for your defense, including your preliminary doctoral certificate
→ Please make sure to always include the chairperson when planning your defense date

Selection of a chairperson

➤ Dr. rer. nat/PhD

- **List of possible chairpersons:**

<https://www.graduateschools.uni-wuerzburg.de/life-sciences/about-us/contact/common-graduation-commission/>

- We will select the chairperson (place, section and your topic)

- **Procedure:**

→ The GSLS will officially send a request to the chairperson(s) and will notify you by email

➤ MD

- **Procedure:**

→ The GSLS will officially send a request to Prof. Dr. Üceyler and will notify you by email

Section 1. To be checked/discussed

Dr. rer. nat./PhD

- **First author publication:**
 - In the GSLS, it is generally required that an original first authorship in a peer-reviewed journal is at least accepted for publication at the time of thesis submission (see thesis guidelines)
 - If this is not the case, a so-called „Bürgschaft“/Guarantee for 1st authorship is possible – please contact the GSLS well before thesis submission in that case as a „Bürgschaft“/Guarantee needs to be approved by the GSLS Common Graduation Commission
 - In case a first authorship is not realistic at all, you must have at least one accepted co-authorship to be able to graduate via the GSLS. Please contact the GSLS in that case.
- Please inform us whether you will be writing a Compilation/Chapter-based thesis or a classic Monography
 - Please check the respective thesis guidelines
- Please upload all annual reports, certificates and all information regarding your study book in Open Campus
- Letter of GSLS admission: We will let you know if this should be missing
- Please check that the GSLS section (Biomedicine, Neurosciences, Integrative Biology, Infection and Immunity, Clinical Sciences) you name in your thesis corresponds to the section of your first supervisor
- Proof of enrollment for 6 semesters as a doctoral student: We can look up this information
- Important: Your GSLS admission must be valid until the time of thesis submission (not the defense)
 - Please apply for an extension of your GSLS admission via your OpenCampus account, if necessary

Section 1. To be checked/discussed MD/Dr. med./ Dr. med. dent.

- **First author publication:**
 - In the GSLS, it is generally required that an original co-authorship in a peer-reviewed journal is at least accepted for publication at the time of thesis submission (see thesis guidelines)
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- **Enrolled in „Promotionsstudiengang“ after receiving your M3 certificate - Immatrikulationsbescheinigung**
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- Please check that the GSLS section (Biomedicine, Neurosciences, Integrative Biology, Infection and Immunity, Clinical Sciences) you name in your thesis corresponds to the section of your first supervisor

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3 rd	<input type="text"/>	4 th	<input type="text"/>
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Medical Doctoral students - Overview thesis submission checklist

MEDICAL DOCTORAL THESIS SUBMISSION

Name: Date:

Chairperson:

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

1. To be checked by MD student:

- Matriculation number:
- Start date of project:
- GSLS admission date:
- GSLS admission valid until:
- Desired title:
- Section:
- Verify your email adress in Open Campus
- Reports: Start-Up and at least 1 bi-annual report
- "Immatrikulationsbescheinigung" for semester of thesis submission
- Confirmation of the supervisor about the time spent in the laboratory
- Publication: Co-author publication First author publication
 Guarantee - if you don't have a published co-author publication

















Enrolled in
„Promotionsstudiengang“ after
receiving your M3 certificate

Betreuungsvereinbarung

Module	Regulations for Dr. med./MD/Dr. med. dent.	Regulations for Dr. rer. nat./PhD
Progress Meetings	Start-up and 1 or 2 bi-annual meeting(s)	Start-up meeting & at least 3 annual progress meetings
Lab Meeting	1 hour per week, organized by the working group	1 hour per week, organized by the working group
Literature Seminar	1 hour per week, organized by the working group	1 hour per week, organized by the working group
Program or Section Seminar (Jour Fixe)	-	1 - 2 times per month
Retreat or Summer School	At least one	Annualy (in total ≥ 3)
International Meetings/Symposia	At least one with active scientific contribution	In total ≥ 3 with active scientific contribution
Scientific Publication	Co-Author publication	First-Author publication
Elective Activity	One Elective Activity in total (Scientific course or Transferable skill course or Research Stay)	One Elective Activity per semester (Scientific course (in total ≥ 3) and Transferable skill course (in total ≥ 3))
Good scientific practice course	mandatory	mandatory
Interdisciplinary seminar	in total ≥ 9 participations including introductory and final talk	-

<https://gsls.cloud.opencampus.net/>

	Documents	Actions
▼ Reports and Extension Requests		
▼ Basic information		
L Reports basic information		
▼ Meeting Reports		
L Meeting Report		
Extension Requests		
Study Break Request		
▼ Study Book		
▼ Mandatory Elements		
▶ Lab Meeting / Group Seminar		
▶ Literature Seminar / Journal Club		
▶ Research Training Group Seminar (Jour Fixe)		
▶ International Meetings / Symposia		
▶ Scientific Publications		
▶ Retreat / Summer School		
▶ Good Scientific Practice		
▼ Electives		
▶ Scientific course / Seminar / Lectures		
▶ Transferable Skills Course / Seminar / Workshop		
▶ Research Stay		
▼ Additional		
▶ Additional Activities		

Study book and certificates of participation - uploaded in Open Campus and approved by GSLs (GSLs study program requirements).

Please upload at least 2 weeks before submission and inform us by email.

The diploma supplement is **created based on your entries**. Please ensure they are entered carefully and in a consistent format.

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Monograph ("Monographie")

Compilation/Chapter-based thesis

Both types considered equivalent

One accepted co-author publication in a peer-reviewed international journal is mandatory for graduation

➤ **Bürgschaft (guarantee)** by primary supervisor is possible

One accepted first author publication or resp. **Bürgschaft** required for the grades "Magna cum laude" or "Summa cum laude" (PhD and Dr. rer. nat.)

Structure: One long, coherent text.

Focus: Broad focus with a complex research question.

Organization: Structured with an introduction, detailed M&M and results section, and conclusion.

Discussion: Thorough and exhaustive exploration of a single topic.

Structure: Multiple shorter, discrete, stand-alone manuscripts in standard article format

Focus: Addresses different aspects or sub-topics.

Integration: Articles - discussed in relation to the overall research question in the introduction and general discussion chapter.

Discussion: Do not merely summarize and repeat the results already described in the individual research articles and manuscripts. Instead, it should be written with a holistic view on the overall aims of the thesis.

No mixing of both types is allowed.

GRADUATE SCHOOL OF LIFE SCIENCES

[🏠](#) > [UWGS](#) > [LIFE SCIENCES](#) > [DOCTORAL RESEARCHERS](#) > [THESIS REGULATIONS AND SUBMISSION](#)

About us >

Join us >

Doctoral Researchers ▾

Study Program

Training >

Activities & Events >

Thesis Regulations and Submission ▾



Guidelines for preparation and submission of a doctoral thesis (Ph.D./Dr. rer. nat.) at the GSLS (V3.0)

The aim of the doctoral thesis is to compile the candidate's work as a doctoral researcher, and to contextualise and discuss the work in relation to the broader research field. As decided by the GSLS Common Graduation Commission ("Gemeinsame Promotionskommission") on 10th February 2022, the thesis may be prepared in the form of a monograph ("Monographie") or a manuscript/chapter-based compilation thesis ("Manuskript-/Kapitel-basierte Thesis"). Both thesis types are considered equivalent; there is no *a priori* difference in quality constituted by the choice whether a thesis is written as a monograph or as a compilation thesis. In either case, it is essential that the thesis forms a cohesive body of work.

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select 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:
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- Proof of enrollment for 6 semesters at the University of Würzburg
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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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.
- 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:

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5 th	<input type="text"/>		

- Reviewers confirmed by thesis committee:
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 - Form Statement of individual author contributions and of legal second publication rights
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3. Will be handed out by GSLS office at thesis submission:

- Confirmation (Laufzettel) GSLS office

Three options for submitting a doctoral thesis quickly despite the lack of first authorship:

- 1. Supervisor Guarantee:** The primary supervisor guarantees a first-author publication, allowing immediate progression of the doctoral procedure with full grading options. This decision is at the supervisor's discretion and typically limited to one guarantee per candidate.
 - 2. Immediate Submission Without First Authorship:** The thesis is submitted without waiting for first authorship acceptance, commencing the procedure directly. However, this excludes eligibility for high honors ("Summa cum laude" or "Magna cum laude"). Co-authorship is required for this option.
 - 3. Delayed Progression:** The thesis is submitted, but the procedure initiation is delayed to allow time for the first-author paper to be accepted. This option ensures full grading potential but only works if the paper's acceptance is expected within a few months.
- Candidates are advised to discuss these options with their primary supervisor.

Two options for submitting a doctoral thesis quickly despite the lack of first authorship:

1. Supervisor Guarantee: The primary supervisor guarantees a co-author publication, allowing immediate progression of the doctoral procedure with full grading options. This decision is at the supervisor's discretion and typically limited to one guarantee per candidate.

~~2. Immediate Submission Without Co-Authorship~~

3. Delayed Progression: The thesis is submitted, but the procedure initiation is delayed to allow time for the Co-author paper to be accepted. This option ensures full grading potential but only works if the paper's acceptance is expected within a few months.

Candidates are advised to discuss these options with their primary supervisor.

Documents for Commission Meeting

Please note: *Your first supervisor decides on providing a guarantee.*

Submit these documents (PDFs or text files) via email at least **10 days** before the meeting:

1. **Manuscript** (or detailed outline with your contributions if incomplete).
2. **Latest thesis version** (should show advanced progress; submission expected soon).
3. **Supervisor's Letter** confirming:
 1. Current dissertation status.
 2. Your first/co-authorship remains intact through revisions.
 3. No delays in the doctoral process after the guarantee.
 4. Whether the guarantee is for first/co-author publication.

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	<u>Doctoral Graduation Regulations</u> 22.05.2024	<u>Doctoral Graduation Regulations</u> 04.03.2013
§12 Submission:	Five printed copies and one electronic version	Eight printed copies and one electronic version
§14 Evaluation:	At least one reviewer must not be a co-author your publications.	
§15 Colloquium:	Online participation allowed for committee members unable to attend for valid reasons	If an external committee member cannot attend the colloquium, the Graduate School Director may assign their tasks to a suitable substitute proposed by the absent evaluator.
§17 Publication:	Three copies to the university library	Five copies to the university library.

Background

- Upon submission, your thesis is sent by the GSLS to all thesis committee members
- 2 reviewers are selected (normally both committee members) to write evaluation reports about your thesis and asked to recommend a grade for your written thesis

Reviewer Selection

- **First reviewer:** Your first supervisor
- **Second reviewer:**
 - A second person from your thesis committee (Prof./PD; junior PIs must be GSLS members)
 - Needs to be affiliated with a different institute/clinic than your first supervisor (may also be an external member)
 - The dean may also agree to appoint a second reviewer who is not a committee member. By taking over the duty of writing the second evaluation report, this person automatically becomes a thesis committee member.
- **Important:**
 - At least one reviewer must not be Co-author of your publication
 - One out of the two reviewers must be a member of a natural science faculty, or be appointed by one of those faculties
 - The second reviewer is not always the second supervisor of your thesis committee
 - The GSLS office needs to know the name of the second reviewer for the chairperson request

DOCTORAL THESIS SUBMISSION V11.24Name: Date: Chairperson:
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Thesis title (English):

Members of the committee: 1st 2nd
 3rd 4th
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Reviewers confirmed by thesis committee:

1st 2nd

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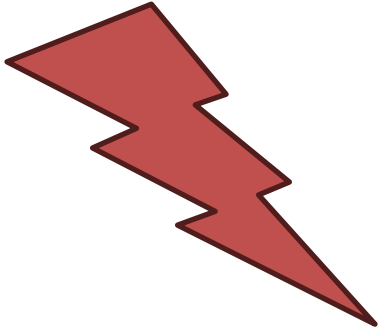
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Please **include the forms**, describing your own contributions to text, figures, and tables in your thesis.

This also refers to any modified text passages or adapted figures and tables; regardless of whether they originate from your own work or the work of others.

In case text or figures or figure panels in the results section are adopted from manuscripts in any format that are (co-)authored by the candidate, the candidate must **cite the publication or manuscript**, e.g. **in the figure legend**.

When including results from papers with shared first authorships, the statements of individual contributions to figures/tables must be signed by all first authors, as well as by the responsible supervisor(s).

- Form Statement of individual author contributions and of legal second publication rights
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Manuscript-1 (complete reference):

Participated-in	Author-Initials, -Responsibility decreasing from left to right				
Study-Design					
Methods-Development					
Data-Collection					
Data-Analysis-and-Interpretation					
Manuscript-Writing					
Writing-of-Introduction					
Writing-of-Materials-&-Methods					
Writing-of-Discussion					
Writing-of-First-Draft					

Explanations (if applicable):

Manuscript-2 (complete reference):

Participated-in	Author-Initials, -Responsibility decreasing from left to right				
Study-Design					
Methods-Development					
Data-Collection					
Data-Analysis-and-Interpretation					
Manuscript-Writing					
Writing-of-Introduction					
Writing-of-Materials-&-Methods					
Writing-of-Discussion					
Writing-of-First-Draft					

Explanations (if applicable):

Manuscript-1 (complete reference):

Figure #-in-thesis	Figure #-in-publication	Author-Initials, -Responsibility decreasing from left to right				
Table #-in-thesis	Table #-in-publication	Author-Initials, -Responsibility decreasing from left to right				

Explanations (if applicable):

Manuscript-2 (complete reference):

Figure #-in-thesis	Figure #-in-publication	Author-Initials, -Responsibility decreasing from left to right				
Table #-in-thesis	Table #-in-publication	Author-Initials, -Responsibility decreasing from left to right				

Explanations (if applicable):

I also confirm my primary supervisor's acceptance:

→ → → → → → → → → → → → →

Doctoral-Researcher's-Name → → Date → → Place → → → Signature

The original signature of the doctoral candidate is sufficient.

Access to the plagiarism detection software iThenticate:

Note: Access to iThenticate can only be set up for the supervisor(s).

•For employees of JMU:

- Request via the WebShop of the University of Würzburg ([LINK](#)).

•For employees of UKW:

- Free activation through SMI.
- Fill out the form “Order for Licensed Software” ([LINK](#), available only in the UKW intranet) with the signatures of the applying supervisor and the director of the clinic/institute.
- Submit the application via email to Thomas Schüll: **schuell_T@ukw.de**.
- Access is granted independent of location and device.

Login Details:

After receiving the login credentials, access is available via:

<https://app.ithenticate.com/de/login>

Your Dissertation will be published!

Fulfills academic requirements:

- Publishing your dissertation ensures compliance with your program's completion criteria.

Counts as an academic publication:

- Adds credibility and visibility to your work.
- Can contribute to your publication record.
- **Clearly state** which chapters or sections are derived from prior publications.
- **Clearly state** which tables and figures are derived from prior publications.
- Include references to the original works.
- Mention co-authors and publication venues.
- Ensure alignment with university and journal guidelines on self-plagiarism and copyright.

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- *Application for Conferral of a Doctorate*
 - Requires only your own original signature
 - Provides the information for sending out your thesis for evaluation to all thesis committee members
 - Make sure we have the correct addresses and emails from all thesis committee members (particularly those external to the JMU as they may otherwise not receive your thesis)!
- *Written confirmation by the thesis committee*
 - We need original signatures from all supervisors
 - You may pre-fill the document, send it to all supervisors by email and gather their signatures on separate pages. Please then submit all individual pages to the GSLS (don't copy the signatures into one document)
- *Declaration library*
 - Requires only your own original signature
 - By signing the form you confirm that, when uploading your final thesis PDF for publication via OPS/University Library after your defense, you have not included any changes in the content of your thesis compared to the version you provided to the GSLS Office at thesis submission (unless you are asked for it during the evaluation procedure)
 - You may of course correct typos – these are not changes in the thesis content

Section 2. To be submitted to the GSLS Office at thesis submission

- **Important:**
 - We need all documents listed in section 2 to be able to initiate your doctoral procedure!
 - You have to make an appointment with the GSLS submission office for your thesis submission at least one week before the planned submission date!
- Study book and certificates:
 - Please upload all study book requirements to your OpenCampus profile before the thesis submission meeting
 - If there are still original certificates in your physical file, we will send you the PDF scans and you will obtain the originals at the time of thesis submission
- Copy of ID card/marriage certificate:
 - We ask for an official document since we normally display your name on your final doctoral certificate as it is displayed in your passport (including middle names, special characters etc.)
 - We will destroy the copy when closing your GSLS file
- Immatrikulationsbescheinigung OR copy of civil service working contract OR certificate of good conduct:
 - Serves as proof that there is no conflict with the law
 - Immatrikulationsbescheinigung: if you are still enrolled as a doctoral student at thesis submission
 - Copy of civil service working contract: If you are no longer enrolled as a doctoral student but have a working contract with the JMU/UKW or any civil service working contract
 - Certificate of good conduct: If you are e.g. employed at a pharma company at the time of thesis submission (the certificate of good conduct should be applied for at least 3 -4 weeks prior to thesis submission and is valid for 3 months)

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 - 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
 - Form Statement of individual author contributions and of legal second publication rights
 - Form Statement of individual author contributions to figures/tables

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

- Confirmation (Laufzettel) GSLS office

Submission of your thesis

- PDF version of your thesis
 - There are normally no signatures included in the PDF (Exception for chapter-based thesis: it is possible to include the signature of your first supervisor in the respective author contribution form)
 - The PDF should contain your CV as additional information for your reviewers during the evaluation procedure
- 5 printed copies of your thesis (exactly the same as the PDF) - (1 for each reviewer and the chairperson, 1 for the GSLS archive, 1 spare copy + X for non-reviewer committee members if necessary / additional copies for committee members who wants a printed copy)
 - We normally send printed copies to all thesis committee members and the chairperson, plus we need one copy for our physical file
 - You will receive all unused thesis copies after your defense and may use them for submission to the University Library

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

*to be determined by GSLS office*Preferred/expected place of defence (please discuss and select 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 personal 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 - uploaded in Open Campus (GSLS study program requirements) an approved by GSLS. Please upload at least 2 weeks before submission and inform us by email.
- 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 st	<input type="text"/>	2 nd	<input type="text"/>
3 rd	<input type="text"/>	4 th	<input type="text"/>
5 th	<input type="text"/>		

- Reviewers confirmed by thesis committee:
1st 2nd
- 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!)

- 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; Original signatures required (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)
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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/) in the menu options under Doctoral Researchers -> Thesis Submission)

- Upon thesis submission, you will receive a „Laufzettel“/Process Sheet on which the submission of your thesis (PDF and printed copies) is confirmed by your own and the GSLS admin person´s signature
- You will need the Laufzettel again after your defense for the publication of your thesis via the University Library (see section 4.) – **so don´t loose it!**
- After submission of the Laufzettel together with all required documents listed under section 4. at the University Library, the Library will confirm the successful publication of your thesis by signature and send the Laufzettel directly back to the GSLS Office
- **We can only hand out your final certificates („Urkunde“) once we have received the signed Laufzettel from the University Library after your defense!**

After your submission, the thesis will be sent for evaluation. You should calculate at least 10-12 weeks (often longer) in total for the following steps (please be aware that a "summa cum laude" procedure may take considerably longer due to an additional evaluation step):

- Submission process & sending your thesis to thesis committee members and chairperson: 3 - 5 days
- Evaluation of your thesis by first and second reviewer: 4-8 weeks
- In case of grade 'summa cum laude' - External evaluation: at least 5 weeks, often longer
- Processing of the evaluations and grading of the thesis (thesis committee together with chairperson): 5 - 10 days
- Mandatory electronic display of the thesis within the GSLS: 2 weeks + 1 additional day
- Announcement of defense: at least 7 days prior to defense date
Please send us the date, time and exact address of the room at least 10 days in advance.
- Organisation of the public defense:
 - Please be aware that you are responsible for organizing the defense date with your thesis committee incl. chairperson
 - Please refer to the [current regulations for GSLS doctoral defenses](#) for details
 - Please follow [these guidelines](#) when planning your defense in the GSLS building

Please note: Final arrangements for your defense should only be made once your thesis has entered the electronic display phase. We can only confirm the details of your defense once your thesis has been accepted by the members of the GSLS at the end of the electronic display. We will inform you as soon as your thesis has been put on electronic display and assist with the preparation of your defense.

- Please refer to the [current regulations for GSLS doctoral defenses](#) for details
- Please follow [these guidelines](#) when planning your defense in the GSLS building

The doctoral candidate defending the thesis as well as the thesis committee and the chairperson shall attend the public defence in person. Exceptions apply if a thesis committee member is located outside of Würzburg.

- Hybrid defences are supported only if external committee members participate via Zoom, and it is otherwise impossible to schedule a defence date.
- Do not forget to assign a minute taker for the defence. The minute taker must hold a PhD title and should be nominated by the first supervisor of the doctoral candidate. The minute taker is required to attend the meeting in person.
- The invitation for the defence will be sent out 7 days prior to the defence date.
 - o The chairperson and the members of the thesis committee will receive a personal invitation email.
- The defence consists of a presentation of approx. 25 to 30 minutes followed by a Q&A session.

- The Diploma Supplement combines all achievements from your PhD in a nice document originally signed by the GSLS Dean
- The Diploma Supplement will automatically generated via OpenCampus using your studybook entries
- The diploma supplement is **created based on your entries**. Please ensure they are entered carefully and in a consistent format.
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The screenshot shows a PubMed search result for the paper "Diagnosing peri-implant disease using the tongue as a 24/7 detector". The citation in the pop-up window is: Ritzer, J., Lühmann, T., Rode, C., Pein-Hackelbusch, M., Immohr, I., Schedler, U., Thiele, T., Stübinger, S., Rechenberg, B. V., Waser-Althaus, J., Schlottig, F., Merli, M., Dawe, H., Karpíšek, M., Wyrwa, R., Schnabelrauch, M., & Meinel, L. (2017). Diagnosing peri-implant disease using the tongue as a 24/7 detector. *Nature communications*. 8(1), 264. <https://doi.org/10.1038/>

The citation format is set to APA. A yellow arrow points to the "Cite" button in the "ACTIONS" section of the search result.

Email-Contact for questions: gsls-info@uni-wuerzburg.de

The whole process from GSLS registration to thesis submission

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Thesis submission and the doctoral procedure

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Do you have any questions?