



## **2. To be submitted to the GSLS office at thesis submission (Please make an appointment!)**

ID card **OR** marriage certificate *(Please provide a copy of ONE of the documents)*

"Immatrikulationsbescheinigung" *(for semester of thesis submission)*

School leaving certificate, state exams 1 to 3 and licence to practice medicine (Approbationsurkunde) *(If originals not yet have been shown, please bring them as well as a copy with you)*

Confirmation of the first supervisor about the time spent in the laboratory *(without a specific form)*

Forms (GSLS Website, Thesis Submission Medical)

Form Application for Conferral of a Medical or Dental Doctorate

Form Confirmation by the Thesis Committee *(Submitted with **original signatures** only. Electronic signatures will not be accepted)*

Form Declaration Library

Electronic version (PDF) of the doctoral thesis on USB *(including CV)*

Thesis - 5 copies + additional copies for committee members who want a printed copy *(Please refer to Form Confirmation by the Thesis Committee)*

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 *(In case of guarantee, please list the manuscript to be published)*

CV *(Original signature (after printing) required)*

Affidavit *(Eidesstattliche Erklärung)* - Original signature (after printing) required *(Please use the template on the GSLS Website and don't change the wording, only insert the thesis title in German and in English)*

Form Statement of individual author contributions and of legal second publication rights *(Your original signature is required for the printed copies)*

Form Statement of individual author contributions to figures/tables *(Your original signature is required for the printed copies)*

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

Confirmation GSLS office *(Laufzettel)*

All forms to be completed can be found on the GSLS homepage ([http://www.graduateschools.uni-wuerzburg.de/life\\_sciences/](http://www.graduateschools.uni-wuerzburg.de/life_sciences/)) in the menu options under Doctoral Researchers -> Medical Doctoral Researchers -> Thesis Regulations and Submission)

#### **4. To be submitted to the library: AFTER the defence**

Please take the confirmation (Laufzettel) from the GSLS office with you in order to obtain library signature

Upload electronic version of thesis to OPUS (CV has to be omitted, insert blank pages or delete the information!) (For details about the publishing process via OPUS see:

<https://www.bibliothek.uni-wuerzburg.de/en/research-publishing/publishing-of-dissertations/>)

Three copies of thesis (after Promotionsordnung Stand 22.05.2024)

or Five copies of the thesis (after Promotionsordnung Stand 2013)

Publication contract (check which license to use (More information on [https://opus.bibliothek.uni-wuerzburg.de/home/index/help/content/legal\\_license](https://opus.bibliothek.uni-wuerzburg.de/home/index/help/content/legal_license))

If substantial reasons exist, submit application for deferral of publication

#### **Doctoral Procedure**

Please make an appointment with Ms Lesch, GSLS office, for the thesis submission. You should calculate at least 10-12 weeks 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 your thesis committee & chairperson: 3-5 days
- Evaluation of your thesis: ~ 4-6 weeks
- In case of grade 'summa cum laude' - External evaluation: ~ 5 weeks
- Processing of the evaluations and grading: ~1 week
- Mandatory electronic display: 2 weeks
- Announcement of defence: at least 7 days prior to defence taking place.

Please send the date, time and exact address of the room to Ms Lesch at least 10 days in advance. Please note that the chairperson and the supervisory committee should be present in person at the defense. External supervisors may participate via Zoom.

Final arrangements for your defence should **only** be made once your thesis has entered the electronic display phase. The details of your defence can **only** be confirmed once your thesis has been accepted through the successful conclusion of the electronic display.

Right after your successful defence you will get your first certificate/Zeugnis. This is not the final doctoral certificate and it does NOT grant you the right to carry the title "Dr. med." or "Dr. med. dent.". It takes roughly four weeks for the university to prepare the embossed **final certificate** signed by the President, the Dean of the Faculty of Medicine and the Dean of the Graduate School of Life Sciences, which will grant you the title.

All forms to be completed can be found on the GSLS homepage ([http://www.graduateschools.uni-wuerzburg.de/life\\_sciences/](http://www.graduateschools.uni-wuerzburg.de/life_sciences/)) in the menu options under Doctoral Researchers -> Medical Doctoral Researchers -> Thesis Regulations and Submission)