



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

- Yellow study book and certificates of participation - copies (GSLS study programme requirements)
- Proof of sufficient participation in interdisciplinary seminar (9 x inc. introductory + final presentation)
- "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
- ID or marriage certificate - if you got married, please provide a copy
- Application for Conferral of a Medical or Dental Doctorate - form (GSLS Website, Thesis Submission Medical)
- Written Confirmation by the Thesis Committee - form (GSLS Website, Thesis Submission Medical) Declaration
- Library - form (GSLS Website, Thesis Submission Medical)
- 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)
  - 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 and of the chairperson
    - List of contents (Inhaltsverzeichnis)
    - Summary in both German and in English language
    - List of References/Bibliography (Literaturverzeichnis)
    - Publication list (optional)
    - CV – Original signature (after printing) required
    - Affidavit (eidesstattliche Erklärung) - Original signature (after printing) required

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

- Confirmation (Laufzettel) GSLS office

## 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

## 5. To be submitted via email to the GSLS office, at the very latest directly after your defence:

- Completed Diploma Supplement template

## 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 (<https://www.graduateschools.uni-wuerzburg.de/life-sciences>) in the menu options under Doctoral Researchers -> Thesis Regulations (Medical)*