

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

gsls-med@uni-wuerzburg.de



GRADUATE SCHOOL OF LIFE SCIENCES

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

About us



Join us



Doctoral Researchers



Study Program

Training



Activities & Events



Thesis Regulations and Submission



Think Tanks

Funding



Family Support

Doctoral Researchers



Thesis Regulations and Submission

- Please refer to the [Guidelines for the preparation of a doctoral thesis at the GSLS](#) for details of thesis writing.
- Please ensure that you have completed all mandatory components of the GSLS study program: [\[link\]](#)

► Thesis Writing

► Preparation for thesis submission

► Thesis submission

► Graduation process until public thes

- timeline

► After the Defense: doctoral certificate, publication and application of the thesis

Thesis submission advisory talk presentation slides 12/2024

The whole process from GSLS registration to thesis submission

Thesis submission and doctoral procedure

Eva Dallmann

Phone +49 931 31-87994

eva.dallmann@uni-wuerzburg.de

gsls-submission@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

gsls-med@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.)

[**Doktor der Naturwissenschaften \(Dr. rer. nat.\)**](#)
Biomedicine

[**Lehrstuhl für Biotechnologie und Biophysik**](#)

Start Date of Thesis Project : **01.03.2022**

Admission Date: **02.06.2022**

Admission for Research Project is valid until: **28.02.2025**

Enrollment is valid until end of **WS 2023/24**

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

to be determined by GSLS office

Preferred/expected place of defence (please discuss and select with your tbd **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: 1st 2nd
 3rd 4th
 5th

- 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 Conferal 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)
 - 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

Overview thesis submission checklist

DOCTORAL THESIS SUBMISSION V11.24

Name: **Date:**

Chairperson:
to be determined by GSLS office

Preferred/expected place of defence (please discuss and select with your **tbd** 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: **1st** **2nd**
3rd **4th**
5th

- 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 Conferal 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)
 - 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

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.

- **Co- 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)
 - If this is not the case, a so-called „Bürgschaft“/Guarantee for co-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
- Enrolled in „Promotionsstudiengang“ after receiving your M3 certificate - Immatrikulationsbescheinigung
- 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

Overview thesis submission checklist

DOCTORAL THESIS SUBMISSION V11.24

Name: _____ Date: _____

Chairperson:

to be determined by GSLS office

Preferred/expected place of defence (please discuss and select with your **tbd** 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: **1st** **2nd**
3rd **4th**
5th



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 Conferal 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)
 - 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

Overview thesis submission checklist

DOCTORAL THESIS SUBMISSION V11.24

Name: Date:

Chairperson:

to be determined by GSLS office

Preferred/expected place of defence (please discuss and select with your tbd

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: 1st 2nd
 3rd 4th
 5th

- 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 Conferal 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)
 - 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

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 address in Open Campus

Reports: Start-Up and at least 1 bi-annual report
 "Immatrikulationsbescheinigung" for semester of thesis submission



Enrolled in
„Promotionsstudiengang“ after
receiving your M3 certificate

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

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	Annually (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
Intercultural communication	mandatory for PhD	-
Interdisciplinary seminar	in total ≥ 9 participations including introductory and final talk	-

OpenCampus electronic study book

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

	Documents	Actions
Reports and Extension Requests		
Basic information		
Reports basic information		
Meeting Reports		
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.

Overview thesis submission checklist

DOCTORAL THESIS SUBMISSION V11.24

Name: Date:

Chairperson:

to be determined by GSLS office

Preferred/expected place of defence (please discuss and select with your tbd

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: 1st 2nd
 3rd 4th
 5th

- 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 Conferal 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)
 - 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

Monograph ("Monographie")

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.

Consolidation/Chapter-based thesis

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

[Home](#) > 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.

Overview thesis submission checklist

DOCTORAL THESIS SUBMISSION V11.24

Name: Date:

Chairperson:

to be determined by GSLS office

Preferred/expected place of defence (please discuss and select with your tbd

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: 1st 2nd 3rd 4th 5th

- 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 Conferal 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)
 - 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

Two 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.

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

One option 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

Candidates are advised to discuss this option 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).

- ❖ If there is shared first authorship, please include the following statements in the guarantee application:
 - ❖ Form [Statement of individual author contributions and of legal second publication rights](#)
 - ❖ Form [Statement of individual author contributions to figures/tables](#)

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.

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

Overview thesis submission checklist

DOCTORAL THESIS SUBMISSION V11.24

Name: _____ Date: _____

Chairperson:
to be determined by GSLS office

Preferred/expected place of defence (please discuss and select with your **tbd** 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: 1st _____ 2nd _____
3rd _____ 4th _____
5th _____

- 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 Conferal 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)
 - 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

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

to be determined by GSLS office

Preferred/expected place of defence (please discuss and select with your tbd **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: 1st 2nd
 3rd 4th
 5th

- 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 Conferal 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)
 - 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

Background

- Upon submission, your thesis is sent by the GSLS to all thesis committee members
- *Two 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:

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:

 Reviewers confirmed by thesis committee:1st2nd 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!)



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.

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: 1st 2nd
3rd 4th
5th

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

Proper Attribution of Contributions in Your Thesis

General Requirement:

- Submit completed forms detailing your specific contributions to your thesis.
- This requirement applies to all content, including figures, tables, and other data, as well as any text or other material that is not your own or others' work.

Citing Published or Manuscripts

- Also, If text, figures, or tables are not your own, cite the source (e.g., journal, author, year, page number). If the source is not cited, cite the source in the figure legend or table caption.

Shared Effort

- When you are part of a team:
 - A manuscript is accepted in a journal, cite the authorships:
 - figures and tables must be signed by all first authors

If not yet published, please indicate the status of the manuscript at thesis submission (e.g. in revision/ accepted in [name of journal]/ in preparation/ unpublished)

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):

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):

Explanations (if applicable): ¶

The original signature of the doctoral candidate is sufficient.

I also confirm my primary supervisor's acceptance. ¶

Statement of individual author contributions and of legal second publication rights to manuscripts included in the dissertation

Important notes

Including this form in your thesis is mandatory for the compilation/ chapter-based format and monography style thesis

- Please use one table per manuscript.
- Remember that for a compilation/ chapter-based dissertation, your thesis must contain at least two manuscripts.
- If not yet published, please indicate the status of the manuscript at thesis submission (e.g. in revision/ accepted in [name of journal]/ in preparation/ unpublished)
- Your original signature on this form is required for the printed copies submitted at the GSLS. You may include an electronic signature of your supervisor.
- Please include signature of shared first coauthor
- Remember that the final dissertation (PDF) uploaded to OPUS after your defense must NOT contain any electronic signatures.

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!

Fulfils academic requirements:

- Publishing your dissertation fulfills academic requirements. Please indicate the criteria.

Counts as an academic publication:

- Adds credibility to your academic profile.
- Can count towards tenure or promotion requirements.
- Cleverly handles self-plagiarism: the manuscript is a new work.
- Cleverly handles self-plagiarism: the manuscript is a new work. Some or all of the text, figures, tables or sections are derived from prior publications.
- Includes a clear reference to the original works.
- Mentions the original authors and publication venues.
- Ensure alignment with university and journal guidelines on self-plagiarism and copyright.

Overview thesis submission checklist

DOCTORAL THESIS SUBMISSION V11.24

Name: Date:

Chairperson:

to be determined by GSLS office

Preferred/expected place of defence (please discuss and select with your tbd

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: 1st 2nd
 3rd 4th
 5th

- 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 Conferal 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)
 - 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

Forms to be downloaded via the GSLS thesis submission website

- *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)!
- *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

Key Points:**• Original Signatures Required**

All supervisors must provide original signatures.

• How to Collect Signatures

- Pre-fill the document and send it to supervisors via email.
- Collect signatures on separate pages.
- Submit all individual pages to the GSLS.
- *Do not copy signatures into a single document.*

• Submission Guidelines

- Use the *Confirmation by Thesis Committee* form to determine the required number of dissertation copies.
- If supervisors 3, 4, or 5 require a physical copy, submit at least six copies.

• Flexible Submission Options

- Supervisors do not need to sign the same document.
- The Word document can be sent individually to supervisors.
- Supervisors may return the signed document via internal mail or postal service.
- The GSLS will compile the pages upon receipt.

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 as soon as you know the planned submission date (**at least 4-6 weeks before planned submission**)!
- *Study book and certificates:*
 - Please upload all study book requirements to your OpenCampus profile at least two weeks before the thesis submission meeting and inform us via email.
 - 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)

DOCTORAL THESIS SUBMISSION V11.24Name: Date:

Chairperson:

to be determined by GSLS office

Preferred/expected place of defence (please discuss and select with your tbd **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: 1st 2nd
 3rd 4th
 5th

- Reviewers confirmed by thesis committee:

1st2nd

- 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 Conferal 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)
- 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

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

PDF Version of Your Thesis

Please ensure that your thesis PDF includes the following:

- Your signature
- Signatures of any shared first authors
- The signature of your first supervisor, as well as the relevant author contribution form

Additionally, the PDF should include your CV to provide reviewers with more context during the evaluation process.

Printed Copies of Your Thesis

Submit **5 printed copies** of your thesis, identical to the PDF version. These will be distributed as follows:

- One for each reviewer and the chairperson
- One for the GSLS archive
- One spare copy
- Additional copies for committee members who request a printed version

Typically, we send printed copies to all members of the thesis committee and the chairperson, and we also need one copy for our physical files.

Please use the *Confirmation by Thesis Committee* form to determine the exact number of printed copies needed. If supervisors 3, 4, or 5 require a physical copy, please submit at least **six copies**.

Any unused printed copies will be returned to you after your defense. You 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 tbd **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: 1st 2nd
 3rd 4th
 5th

- Reviewers confirmed by thesis committee:

1st2nd

- 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 Conferal 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)
 - 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

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 submitting your thesis (both PDF and printed copies), you will receive a **Laufzettel** (Process Sheet). This document confirms your submission with signatures from both yourself and the GSLS administrator.
- **Keep the Laufzettel safe** – you'll need it again after your defense for the thesis publication via the University Library (see Section 4).
- Once you submit the Laufzettel, along with all required documents from Section 4, to the University Library, they will confirm your thesis publication by signing the Laufzettel. The signed document will then be returned directly to the GSLS Office.
- **Final certificates ("Urkunde") will only be issued** once we receive the signed Laufzettel from the University Library after your defense.

After submitting your thesis, the evaluation process will begin. Please allow at least **10-12 weeks** (or longer) for the following steps. Note: A "summa cum laude" procedure may take additional time due to an extra evaluation step.

1. Submission & Sending Thesis to Committee:

3 - 5 days

2. Evaluation by First and Second Reviewer:

4 - 8 weeks

3. For "Summa Cum Laude" Grade – External Evaluation:

At least 5 weeks (often longer)

4. Processing Evaluations & Grading (Thesis Committee + Chairperson):

5 - 10 days

5. Mandatory Electronic Display of Thesis in GSLS:

2 weeks + 1 additional day

6. Announcement of Defense:

At least 7 days prior to the defense date

Important: Please send the date, time, and exact room address **at least 10 days in advance**.

Defense Organization:

You are responsible for coordinating the defense date with your thesis committee

Thesis Display Phase

- Final arrangements for your defense should only be made **once your thesis enters the electronic display phase**.
- **Defense details confirmed** only after thesis is accepted at the end of the display phase.
- We will inform you once the thesis is on electronic display and assist with defense preparation.

Important Guidelines

- Refer to the [current regulations for GSLS doctoral defenses](#) for GSLS doctoral defenses.
- Follow [these guidelines](#) when planning your defense in the GSLS building.

In-Person Attendance

- **Doctoral candidate, thesis committee, and chairperson** must attend the defense in person.
- **Exceptions:** If a committee member is located outside of Würzburg.

Hybrid Defense

- Supported only if **external committee members** participate via **Zoom** and it's otherwise impossible to schedule a date.

Minute Taker

- **Assign a minute taker** (must hold a PhD).
- Nominated by the **first supervisor** and must attend **in person**

Invitation Details

- Invitations sent **7 days** before the defense date.
- **Personal invitation** for chairperson and thesis committee members.

Defense Structure

- **Presentation:** 25-30 minutes
- **Q&A** session follows presentation.

Organisation of the Public Defense

- **You are responsible** for organizing the defense date with your thesis committee.

What is it?

- The Diploma Supplement is an official document that summarizes all your PhD accomplishments, **signed by the GSLS Dean** 



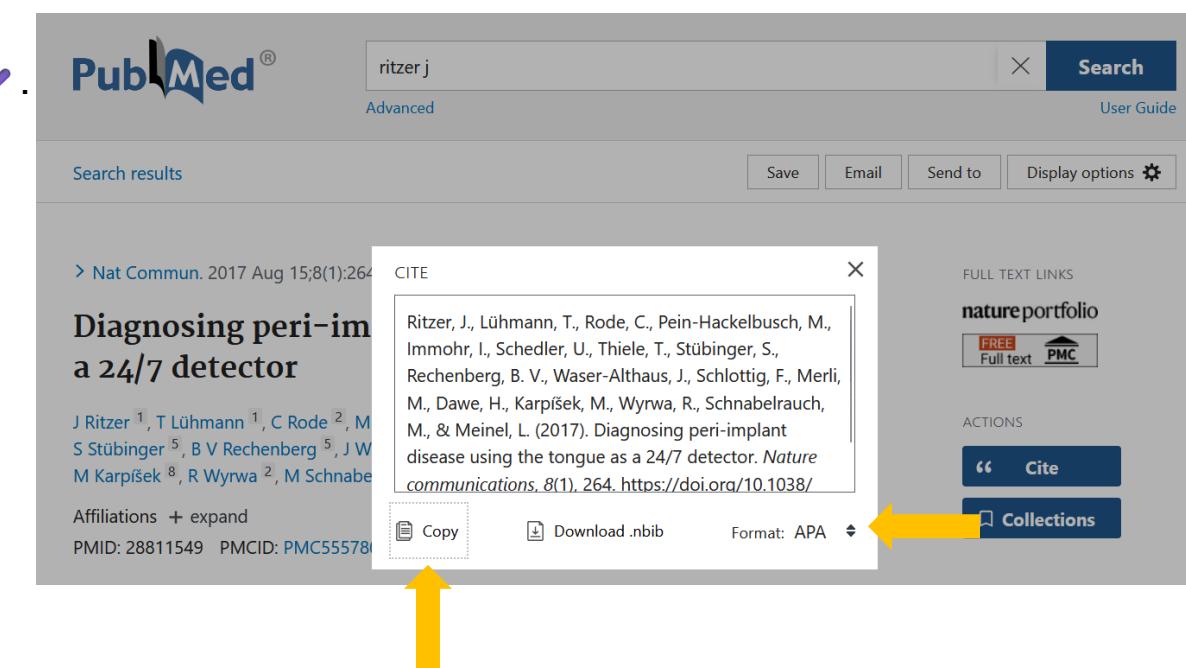
How is it created?

- It's automatically generated based on the information you enter in **OpenCampus**, specifically from your **study book**



Important:

- Ensure your study book entries are **accurate** and **consistent** ✓
- Use **APA Style** for citing publications 



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

 **Submission of University Library Copies**

- After a successful defense, you must submit the required copies of your dissertation to the university library for archiving.
- This is a mandatory step for the completion of your doctoral process.

 **Deadline: Maximum 1 Year After the Defense**

- You must submit your dissertation within one year after your defense.
- If you fail to do so within this timeframe, your right to hold the doctoral title will be revoked.

 **Use of the Doctoral Title**

- You are only allowed to officially use your doctoral title after you have received the final doctoral certificate.
- The defense alone does not entitle you to use the title yet.

 **Administrative Processing Takes Time**

- The final administrative steps, including issuing your certificate, require some time.
- Please be patient while your documents are processed.

The whole process from GSLS registration to thesis submission

Thesis submission and doctoral procedure

Eva Dallmann

Phone +49 931 31-87994

eva.dallmann@uni-wuerzburg.de

gsls-submission@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

gsls-med@uni-wuerzburg.de

Do you have any questions?

	<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.