

## Documents necessary to initiate PhD procedures

If you have any questions concerning the necessary documents, ECTS or the process itself, please contact Mrs. Tischoff (97-36700doreen.tischoff@uni-leipzig.de) beforehand, to avoid problems when submitting the documents.

Please contact Mrs. Tischoff for an appointment before submitting your PhD thesis approximately 2 weeks in advance. You need to submit the following documents to apply for examination entry (you can find the **yellow-labeled documents** for download on the website, which are mandatory to use):

- Informal application for examination entry to the dean with the following information (“Antrag zur Eröffnung des Promotionsverfahrens”):
  - o desired degree (Dr. rer. nat.; Dr. phil.; Dr. paed.)
  - o subject area (biochemistry, biology, biology didactics, pharmacy, psychology)

- 3 hardbound copies of your thesis (in addition, you will have to submit a PDF file of your thesis via email or USB flash drive)

Each thesis must include the following formal components:

- o cover sheet according to appendix 1 (Anlage 1) of the *Promotionsordnung* (PhD regulations)
- o **bibliographical data for your thesis with a short summary** (1 page)
- o abstract in German and in English (about 5 pages each)
- o CV
- o list of own publications
- o declaration of independent work

Special regulations for cumulative theses:

- o submit at least 2 accepted publications of which you are the principal author
- o make sure to submit, as an *addendum* to the doctoral record, **letters from all co-authors describing their contributions**, bearing original signatures from the senior author(s) and yourself (electronic signatures are not accepted) (*Beschluss Fakultätsrat vom 15.01.2018*)
- o make sure to bind the letters from all co-authors describing their contributions in every hardbound copy of your thesis (*Beschluss Fakultätsrat v. 08.09.2008*)
- o in case of monographic chapters (papers, which were not accepted), a certification of your exclusive authorship is required

- 20 copies of the **summary** in German or English (according to § 8 Abs. 1 Punkt 1 der PO) (about 5 pages each, stapled)

The summary should have a header (name, title of your thesis, place and year of submission), an introduction and the summary of the thesis. One copy must be signed by the faculty supervisor.

- Copy of the thesis' cover sheet as an *addendum* to the doctoral record
- CV, including
  - o your private address, phone number, email address
  - o your maiden name, if you want it to be mentioned on the doctorate certificate (copy of the marriage certificate)
- List of own publications and presentations for the doctoral record

- **Table listing your 10 ungraded ECTS points** bearing the original signature of your supervisor (in addition as a WORD file via email or on USB flash drive):
  - make sure to state the name of the conference, date, title of presentation, and the number of ECTS points applied for
  - add proof for each item on your list (e.g., copy of abstract book cover + abstract; copy of accepted prize for poster; list of research colloquia you attended and gave presentations at - each signed by the respective lecturer)
  
- **List of preferred reviewers**
  - 2 preferred reviewers, who are experts in the subject area. Both must to be full professors (one of them must be a faculty member, the other one must not be from University of Leipzig - *Beschluss Fakultätsrat vom 13.04.2015*)
  - for a cumulative thesis: the 2<sup>nd</sup> reviewer must not have had any share or published any section of the PhD thesis
  - make sure to have the first name written out, also address, email address and professional competence (title of professorship), if from outside the faculty
  
- Letter stating that you accept the faculty's PhD regulations as of September 30<sup>th</sup>, 2019
  
- Declaration of independent work for doctorate file
  
- Legally certified copies of
  - diploma certificate and transcript showing all grades obtained, or
  - bachelor and master certificates and transcript of records
  
- Certificate of good conduct
  - receipt of application will be accepted for submission
  
- If required, proof of preliminary tests
  
- **Overview** ("*Eröffnungsfolie*") (in addition as WORD file via email or USB flash drive)
  - name, universities studied at, degrees obtained, title of dissertation, institute, supervisor, research area, preferred reviewers, preferred members of doctoral committee
  - degree committee members, normally full professors at the respective faculty at the University of Leipzig
    - 5 members, including chairman (usually the thesis supervisor – but must be a faculty member)
    - all degree committee members must have given their prior consent
    - maximum of 1 external member (i.e., no faculty member), including full contact data
    - maximum of 1 member can be associate professor ("*außerplanmäßige Professorin/außerplanmäßiger Professor*" or "*Privatdozent/in*")