

Doctoral procedure and required documents

If you have any questions concerning the necessary documents or the process itself, please contact Mrs. Tischoff (97-36700, doreen.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. Before this appointment, you must open the doctoral procedure electronically under <https://dpvs.uni-leipzig.de>. During the process, you will be asked to enter proposals for the members of the doctoral committee and reviewers. The following regulations must be observed:

Doctoral committee

- Composition of the doctoral committee, usually consisting of professors from the faculty:
- 5 members including chair (usually supervisor of the thesis, must be a member of the faculty)
- the consent of the members must be obtained in advance
- max. 1 member of the committee may not be a member of the faculty (provide contact details)
- max. 1 member of the committee may be a private lecturer or associate professor

Reviewers

- 2 professors with a proven track record in the doctoral field, one of whom must be from the faculty and the other must not be a member of Leipzig University (decision of the Faculty Council of 13.04.2015)
- In the case of cumulative dissertations, the following must be observed: the second reviewer must not have published in any part of the dissertation

Once the electronic process has been completed, the following documents will be made available to you digitally:

- Application to the Dean for the opening of the doctoral procedure including recognition of the doctoral regulations
- Opening slide
- Reviewer proposals

These documents must be printed out and submitted at the appointment together with the following additional documents (documents highlighted in yellow can be found as templates on the website and must be used mandatory):

- 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:

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

Special regulations for cumulative theses:

- you need to have at least 2 publications of which you are the principal author and which have been accepted for publication
 - make sure to submit original signed (no electronic ones) **letters from all co-authors describing their contributions**
 - make sure to bind the letter from all co-authors describing their contributions in every hardbound copy of your thesis (*Beschluss Fakultätsrat vom 08.09.2008*)
 - in case of monographic chapters (papers, which were not accepted), a certification of exclusive authorship is required
- 20 copies of the **summary** (according to § 8 Abs. 1 Punkt 1 d. PO) (about 5 pages each, stapled together) in German or English
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** for the PhD file
- CV, including
- your private address, phone number, email address
 - your maiden name, if you want it to be mentioned on the doctorate certificate (simple copy of the marriage certificate)
- List of own publications and presentations for PhD file
- **Table listing your 10 ungraded ECTS points** originally signed by your supervisor:
- Please refer to the information under https://www.lw.uni-leipzig.de/fileadmin/Fakultät_LeWi/Fakultät/Fakultät_Habil_und_Promotion/ECTS_Anerkennung_Leistung_2024.pdf
- 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