

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 initiate the PhD procedure (you can find the **yellow-labeled documents** for download on the website, which are mandatory to use):

- Informal Application for initiation of the PhD procedure to the dean with the following information (“Antrag zur Eröffnung des Promotionsverfahrens”):
 - o desired degree (Dr. rer. nat.; Dr. phil.; Dr. paed.)
 - o research field (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 you need to have at least 2 publications of which you are the principal author and which have been accepted for publication
- o make sure to submit original signed (no electronic ones) **letters from all co-authors describing their contributions**
- o 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*)
- o 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

- o your private address, phone number, email address
- o 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 (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 - signed by the respective lecturer)
- **List of suggested evaluators**
 - 2 evaluators who are experts in the relevant field. Both have 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 cumulative theses: the 2nd evaluator must not published in any part of the PhD thesis
 - make sure to provide full first name, address, email address and professional competence (title of professorship) if from outside of the faculty
- Letter stating that you accept the faculty's PhD regulation as of September 30th, 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, suggested evaluators, suggested members of doctoral committee
 - 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)
 - maximum of 1 external member (i.e. no faculty members), including postal and email addresses
 - maximum of 1 member can be associate professor ("*außerplanmäßige Professorin/außerplanmäßiger Professor*" or "*Privatdozent/in*")