

**Doctoral Procedure Regulations As Decided by the Faculty Council of the Faculty of
Mathematics and Natural Sciences on the 27/01/2016**

1. The lead author as stipulated in the *Promotionsordnung* (doctoral regulations) is usually the author who is named first. Own publications with more than one lead author will only be credited up to the amount which corresponds to the candidate's respective proportion according to the total number of lead authors. If several publications with shared lead authorships are to be credited, at least one further piece of work with sole lead authorship must be submitted.
2. Manuscripts of cumulative theses with several authors must also include details of the candidate's proportion of the content and scope. The apportioning must be confirmed by the signature of the supervisor and the doctoral candidate of the thesis. This applies correspondingly to joint theses.
3. Referenced scientific journals with peer-review as stipulated in the *Promotionsordnung* (doctoral regulations) are journals that are listed in the Web of Science.
4. For manuscripts that have not yet been published, the acceptance for publication or the acknowledgement of receipt for review must be proven through copies of the corresponding letters.
5. The formal structure of a thesis comprises (i) a title page with reverse as stipulated in appendix 1 of the *Promotionsordnung* (doctoral regulations) without any other information, (ii) table of contents, (iii) text part with figures, tables, diagrams, maps, notes and foot notes, (iv) bibliography, (v) declaration in accordance with § 4.1.d, (vi) curriculum vitae (CV) in tabular form. For cumulative dissertations, the text part is made up of an approximately 20-page summary, which is presented as set out in no. 2, and the underlying manuscripts. Published manuscripts must correspond to the original publication in both form and contents. If acknowledgements are to be included, they should be attached after the Curriculum Vitae (CV). Appendices are allowed. The text part must be understandable without the appendices. The list (i) to (vi) is conclusive and must be observed.
6. When submitting your Request Form for the Opening of a Doctoral Procedure, you must also submit: (see information sheet about submission!)
 - 3 Theses
 - Electronic version of the thesis
 - Declaration on the Submission of an Electronic Copy of the Thesis (see § 4.1.c)
 - Form
 - Request Form for the Opening of a Doctoral Procedure
 - Curriculum Vitae (CV) in tabular form (must also be bound into the 3 theses)
 - List of publications and other academic achievements (must also be bound into the 3 theses)
 - Legally attested copy of the Diplom or Bachelor's and Master's certificate(s)
 - Legally attested copy of the *Approbatonsurkunde* (licence to practice) and *Hauptprüfung* (main examination) - only for pharmacists.
 - Declaration about the respective proportion made by the doctoral candidate, for joint theses
 - Form accepting student as a doctoral candidate
 - Own proportion, for cumulative theses (must also be bound into the 3 theses)

The thesis must be typewritten and submitted in bound form. Normal paper should be used (80 g/m²). Double-sided printing shall be used for theses of more than 80 pages.

6. When submitting a thesis, every doctoral candidate shall indicate where the primary data for the thesis has been saved, if it has not been submitted on a storage device together with the thesis.
7. After defence of the thesis, four printed copies and a digital copy of the thesis must be handed over to the University

Library. Doctoral candidates who wish to submit a cumulative dissertation are responsible for clarifying the publishing rights for submitting the thesis to the University Library, with the respective publishing houses themselves.*

*If the publishing house does not grant permission for such use, proof must be provided to the Dean's Office by means of copies of the corresponding written communication.