

University of Greifswald

Dean's Office of the Faculty of Mathematics and Natural Sciences  
F.-L.-Jahn-Str. 15 A, 17487 Greifswald

Information sheet for the submission of a thesis

- a. 3 copies of the thesis
- b. Electronic version of the thesis (PDF-file)
- c. Form ("Formular zur Eröffnung") - (please complete the form- typewritten!)
- d. Application ("Antrag auf Eröffnung") - (please complete the form- typewritten!)
- e. Curriculum vitae, signed. This CV also forms part of the thesis and must be bound in each of the three copies.
- f. List of publications and other scientific achievements. This list also forms part of the thesis and must be bound in each of the three copies
- g. Declaration concerning the respective proportion of joint publications in case of a "cumulative thesis", to be bound in each copy of the thesis, plus an extra copy, each signed by the candidate and the supervisor
- h. If a monograph contains content from joint publications of the doctoral candidate with other authors, the authors' own contributions must be marked in accordance with doctoral regulations § 4a paragraph 3
- i. Declaration regarding submission of a digital copy of the thesis (please complete the form)
- j. Certified copy of the Diplom or bachelor's and master's certificate(s)
- k. Certified copy of the approbation certificate and final examination (only for students of Pharmacy)
- l. Registration form for doctoral studies ("Application form") – a copy may already be available in the Dean's Office

On request to the Dean's Office, the primary data can be uploaded to the University Computer Centre's primary data server.

The thesis has to be submitted in printed and bound format. Standard paper (80g/m<sup>2</sup>) should be used. If the thesis is more than 80 pages long, it must be printed double-sided. The order of the different parts of the thesis is:

1. Title page (in accordance with *Promotionsordnung* (Doctoral Regulations)) – important: no university seal!
2. Reverse of the title page: name of Dean and examiners (leave second examiner empty), date of defence (empty) – in accordance with provided format
3. Table of contents
4. Text

The text consists of:

- Main text
- Figures, tables, illustrations and maps
- Annotations and footnotes
- Bibliography

In case of a cumulative thesis, the main text consists of an abstract of approximately 20 pages, but not more than 60 pages and the original publications. An indication of the own proportion of the text must be made either directly prior to or after the original publications.

Further information is available in the Faculty Council's *Ausführungsbestimmungen* (Doctoral Procedure Regulations)

5. Declaration that the thesis was produced independently (*Eigenständigkeitserklärung*)
6. Curriculum vitae (including list of publications)
7. Possible acknowledgments

Parts 1.-7. are conclusive and must be submitted in this form.

A separate book of appendices is permitted, but the main text must be understandable without these appendices.

Following the defence, four copies (compulsory copies) of the thesis have to be submitted to the University Library (<https://ub.uni-greifswald.de/en/service/for-academics/graduation/>) and an electronic version has to be published (on the OPUS database). Each doctoral candidate who would like to submit a cumulative thesis is independently responsible for clarifying the publication rights with the respective publishing houses prior to submission of the thesis to the University Library.