

HOW-TO

Information about Thesis Submission and Defense Examination

Required Documents: Forms can be found on our website:

<https://www.bio.uni-heidelberg.de/en/study-and-teaching/doctoralphd-studies/thesis-submission>

Email one day before thesis submission:

- **Send an email to dekanat-bio@urz.uni-heidelberg.de one day** before you submit your thesis with **the summary (abstract) of your thesis** (German **or** English) as a PDF (one page, including your name, the title of your thesis, and the name of your Faculty supervisor). The title of your thesis will be copy-pasted onto your PhD certificate - hence make sure there are no typos in the title.
- Include in your email text the **CURRENT email addresses** of all four members of your examination commission, and that of their **secretaries**, and specify the **chairperson**.
- Additionally indicate your **defense date**, your **private email address** and **telephone number** (to contact you when finally the PhD certificate is ready for collection).

What you need to submit:

- **2 issues of your thesis** (bound, no spiral binding, duplex/double-sided print preferred).
These issues will not (!) be handed over to your examiners. You need to supply your reviewers and examiners with additional copies of your thesis.

The thesis has to be written in German or English and **must mandatorily be written in first person singular form**. A cumulative thesis is not allowed. (Doctoral Degree Regulations).

A German **and** an English summary have to precede the actual text (Doctoral Degree Regulations). Do not use the official seal of the Heidelberg University anywhere in your thesis or on the cover. Do not include your CV in your thesis. You must use the required **format of the first two pages** of your thesis (templates of the 1st and 2nd page are on the webpage). The design of the thesis cover is free, but the first two pages in your thesis must comply with the templates.

- **Completed form „Antrag auf Zulassung zum Prüfungsverfahren“** (Application for Admission to Defense). **Indicate** the **Chairperson** of the Examination Commission („Vorsitz“).
- **Confirmed Date of Defense.** Please arrange and confirm the date of your oral examination with all four members of your Examination Commission **BEFORE** submitting your thesis to the PhD Office.
- **Examination Commission Form (“Zusatzblatt zur Prüfungskommission”)** signed by both your reviewers / referees. Electronic signatures are allowed and valid.
- **Regular CV** - including your citizenship, date and place of birth, current date, all schooling and academic education and your original signature.
- **Proof of attendance of the PhD Program:** “Blue Sheet”, stamped and signed by the person in charge.
- **Eidesstattliche Versicherung** / Sworn Affidavit (signed) **and Belehrung** / Instruction (signed)
- **CD** containing your complete thesis in PDF format.
- **Proof of Publication / „Veröffentlichungsnachweis“ must not be submitted with your application.**
Note: If you have submitted a paper for publishing that has been accepted, you may submit the acceptance letter / email. If it hasn't been accepted yet, but is accepted before your examination, take the acceptance letter with you to the exam and hand it over to the Chair of the examination commission.

Additional Information:

- **Submission of your thesis with incomplete or missing documents is not possible.**
- **Submission of your thesis with the above mentioned documents should be done at least 8 weeks before your date of oral examination**, so that there is sufficient time for all concerned to complete the required procedures in preparation of your Defense Examination, including the issuance of the evaluations of your thesis (Gutachten (4 weeks)), administrative processes (up to 2 weeks) and compliance with the period for perusal (Auslagefrist, at least 3 weeks), which starts 15 workdays before your Exam.
- **Time restrictions:** In all cases, please check the website for times the PhD office is closed. Closure times are regularly posted on our homepage and have to be added to the 8 week advance submission of your thesis.
- **Do not submit any documents of your academic degrees** like Diplomas, Degree certificates and Transcripts of records, we already have copies of these and will add them to your application.
- After submission you'll receive an email from the PhD office with further information on your defense process.
- **Publishing your dissertation is mandatory within two years of your defense examination. Unless you publish your thesis, you will forfeit your doctoral degree and title.**
- Fulfilling the publication requirement is done **AFTER** your successful Defense Examination. You have to pick up the stamped issue ("Original") of your thesis at the PhD office. You will need it for publication at the library.
- The various options for publication are self-explanatory in the form **Veröffentlichungsnachweis / Proof of Publication**.
- Information on how you will get your Certificate, participation and opting in/out from the PhD Celebration can be found on our website.

To make sure you got it all together, use the checklist below:

Quick Checklist:

- Email with **summary** (PDF attached), and **email addresses of commission members + chairperson + secretaries** (in the email text, not in the summary!), **the defense date** and **private email address / phone number** is sent one day before submission.
- 2 bound issues of my thesis, the thesis is written in the first person singular form.
- Application for Defense Form (Antrag)
- Examination Commission Form (Zusatzblatt)
- CV (Lebenslauf)
- BLUE SHEET - proof of attendance of the PhD Program (signed and stamped)
- Eidesstattliche Versicherung (Sworn Affidavit) and Belehrung (Instruction) – correctly filled in and signed (Note: You must choose between the two options in point 3 of the Sworn Affidavit)
- CD with PDF of my thesis