



Documents required for the application to initiate the doctoral procedure

The doctoral procedure is initiated by the Faculty Council. The initiation of the procedure must be applied for in the Doctoral and Post-Doctoral Administration System (DPVS, <https://dpvs.uni-leipzig.de/>). After submitting the application in the DPVS, various original documents must be submitted to the Dean's Office (please refer to the overview at the end of this document). Please contact the Dean's Council Mr Marco Weiß (marco.weiss@uni-leipzig.de, 0341-9736011) in good time before your planned submission (approx. two weeks in advance) to arrange an appointment. Further processing can only take place once the documents have been submitted in full.

The following documents must be submitted with the dissertation. Please note the following information on the individual documents:

1. Informal **application** for the initiation of the doctoral procedure. This is generated in the DPVS and must be signed in the original.
2. three bound copies of the **dissertation** and an electronic version in PDF format

The dissertation contains:

- Title page according to Annex 1 of the Doctoral Degree Regulations
- Information on the period of preparation and supervision of the thesis
- the dissertation-related bibliographic data (number of pages, figures, tables and references)
- the summaries in German and English of approx. 1 page each
- the table of contents
- the text part
- the bibliography
- a presentation of the scientific career;

the dissertation can be submitted as a monograph or contain publications and publication manuscripts (publication-based);

For publication-based dissertations, please note the following:

- an introductory chapter must be placed in front
 - The doctoral candidate's independent performance must be recognisable and comprehensively assessable for the reviewers through the introductory chapter and the information listed under the next indent
 - If the dissertation contains publications or manuscripts by several authors or parts that were produced with the participation of several persons, the author's own contribution to the conception, implementation and evaluation of the experiments and investigations as well as the preparation of the manuscript must be clearly stated.
3. the **abstract** of the scientific results (*Kurzfassung*) with title page in accordance with Annex 4 of the Doctoral Degree Regulations in a maximum of 10 pages (font size 12, line spacing 1½) in PDF format; the abstract should be structured as follows:



- Introduction, motivation, task
 - (if applicable) Materials and methods (realisation of the experiments, materials used and methods applied)
 - Results (as main part of the summary)
 - Conclusions: Which project objectives were achieved, which were not (why)? What significance does the work have for the field of research? Outlook for further research
 - Literature citations (reduced to the necessary minimum)
 - own publications (if applicable, separate into "Publications on the doctoral topic" and "Other publications"; also "Publications: none"), if applicable with indication "in print" or "submitted", but no manuscripts in preparation
4. **Academic career:** with signature and full contact details (postal address, telephone number, e-mail address); if applicable, please state your birth name if this is to appear on the doctoral certificate
 5. List of scientific **publications**, lectures and posters
 6. Proposals for three **reviewers** (two of whom must be external with full contact details). These are to be entered directly in the DPVS.
 7. Proposals for seven members of the **doctoral commission** must also be submitted directly to the DPVS
 - All members must be habilitated, at least 4 of whom must be university lecturers
 - 3 Members must not belong to the institute where the dissertation was written
 - Chair must be appointed; the chair may not be an reviewer at the same time
 - for members from outside the faculty: full contact details
 8. the **summaries** (*Zusammenfassung*) in German and English, each of approx. 1 page; one of these contains the dissertation-related bibliographic data (number of pages, figures, tables and references)
 9. documentary evidence (e.g. as officially certified copies) of the **university degree** (certificates and Bachelor's and Master's certificates); officially certified copies are made by citizens' offices (<https://www.leipzig.de/buergerservice-und-verwaltung/aemter-und-behoerdengaenge/behoerden-und-dienstleistungen/dienstleistung/amtliche-beglaubigung-von-kopien-und-unterschriften-61406eef53f30>) and notaries, among others
 10. Declaration of acceptance of the **doctoral degree regulations** dated 12 October 2017 (with signature)
 11. **Declaration of independence** (with signature)



The documents for the initiation must be uploaded digitally as a file and/or submitted in paper form:

	Digital (in DPVS)	Printout/printed
1. application for initiation ¹		X
2. dissertation	X	X
3. abstract	X	
4. scientific career	X	X
5. list of publications	X	X
6. reviewer proposals ²		
7. commission proposal ²		
8. summaries	X	
9. certificates	X	X
10. recognition of doctoral regulations	X	X
11. declaration of independence	X	X

¹ The application is generated by the DPVS.

² Proposals for the reviewers and for the members of the doctoral commission are entered directly in the DPVS. No document needs to be created and/or uploaded for this.