



Information Sheet for Doctoral Candidates on the Doctoral Procedure at the Faculty of Science

Possible Fields for Your Doctorate:

At the Faculty of Science, you can obtain a Ph.D. in Natural Sciences (Dr. rer. nat., or in some cases Dr. Phil. when focus rather on social sciences or humanities) in the following fields of study

- Archaeological Sciences and Human Evolution
- Biochemistry
- Bioinformatics
- Biology
- Chemistry
- Cognitive Science
- Computer Science
- Didactics
- Environmental Science
- Geography
- Geoecology
- Geosciences
- Mathematics
- Medical Informatics
- Pharmaceutics
- Physics
- Prehistory and Early History
- Psychology

The prerequisite for each doctoral candidate is the acceptance by a full-time professor in the department of doctoral studies. This professor will act as your prime supervisor (mentor). You need a second supervisor as well, who can also be a HAW-professor who teaches at a polytechnic college, junior professors, retired professors, assistant professors, honorary professors, or visiting professors.

Acceptance as a Doctoral Candidate:

If you want to obtain a Ph.D. at our faculty, you should apply for acceptance at the earliest date possible. The advantages are as follows:

1. The Dean's Office decides whether the applicant can be accepted according to § 3 of the Ph.D. regulations or not. This means that the Dean's office will check if the Ph.D. candidate has sufficient proof of her/his state of knowledge in the field of doctoral studies before the Ph.D. candidate can be accepted. The same applies to foreign degrees (the Dean's office checks comparability to German University degrees). In some cases, the Dean's office will ask the applicant to take part in qualification procedures to test the applicant's knowledge in the field of doctoral studies.
2. Only if the Ph.D. candidate receives a written acceptance from the Faculty of Science, he/she becomes a Ph.D. candidate and can enrol as such.

Please find the **Application for Acceptance** including the **Supervision Agreement** in our download section online. Please also attach a certified copy of your diploma/certificate and a copy of your identity card/passport to your application and let your supervisors sign the supervision agreement. The diploma and certificate can also be certified by the Dean's Office. In that case, please bring your original diploma/certificate and a copy, so we can certify it for you (Please note: We cannot certify copies without having seen the original document).

HAW-Graduates of polytechnic colleges and cooperative education Universities with corresponding diplomas, as well as graduates with a Bachelor's degree of a 3-year bachelor program must attach a written confirmation of the institution where they were enrolled at the time of their graduation, confirming that they were among the 10% of the best students of their graduating class.

Students who come from abroad and have corresponding diplomas should attach a legally certified translation (redundant if all of the documents are provided in English or French).

The Ph.D. candidate receives a **written acceptance**. If a decision by the Doctoral Committee is necessary, it can take up to several weeks until we can send out a response. With this letter of acceptance, it is possible to enrol at the Student Administration Office. Due to LHG § 38 (5) Ph.D. students have to be enrolled as regular students. In case of an official employment at the University of Tübingen, PhD students can ask for an exemption from these obligations. A corresponding application can be found on the webpage of the Student Administration Office.

Change of supervisor:

It is possible at any time to change a supervisor. All involved persons have to agree on the change. Please hand in the form "application for acceptance as doctoral students" again with your new supervisor and put a note on it, saying that this is not a new application but a supervisor change.

The Doctoral Examination Procedure:

As soon as the dissertation is completed, the doctoral candidate needs to apply for admission to the doctoral examination procedure at the Dean's Office. Please find the **Application for Admission to the Doctoral Examination Procedure** in our download section online. There you will also find all the other documents and forms you need to attach. The certificate of conduct should be sent to the Dean's Office (Promotionsbüro MNF, Auf der Morgenstelle 8, 72076 Tübingen). A simple certificate of conduct is sufficient (einfaches Führungszeugnis). The required declarations are all listed on pages 4-5 of the application form. Please also hand in one copy of your Ph.D. thesis. If all preconditions are fulfilled, you will receive an admission letter from the Dean's Office. On receiving this letter, please send a pdf file and a copy of your Ph.D. thesis to each of your reviewers (which makes a total of 3 copies you need to hand in: 1 for the Dean's office, 2 for your reviewers).

Attention: The date for the oral exam can only be set after the doctoral candidate has been admitted to the doctoral examination procedure and once the reviewers handed in their reports. If you set a date due to personal reasons before all these requirements are met, you will do so at your own risk.

Attention: In case of a cumulative dissertation, you need at least 2 accepted peer reviewed publications. It does not make a difference if you are first author or not. There are no specific standards concerning the percentage of personal contribution. The supervisors decide if the personal contribution is sufficient for a Ph.D. thesis or not. More information can be found in our download section under "Empfehlungen für die Anfertigung einer Dissertation als Zusammenfassung wissenschaftlicher Veröffentlichungen/Manuskripte an der MNF" (it is bilingual).

In general, reviews are not accepted as publications if there aren't any own research findings included. But it is possible to include "Systematic Reviews" in your thesis. This possibility is restricted to the following fields of studies: Psychology, Cognitive Science, Didactics, Biology, all fields of Geosciences. More information on systematic reviews can be found on our download section.

Common contributions and publication:

In case of common contributions and results within scientific collaborations are included in the thesis, a detailed explanation concerning the details of the collaboration should be made. It has to become clear who is responsible for which part of the dissertation. This can be done by tables or free explaining text (see also recommendations on webpage). All involved persons should agree to this division in advance. This survey of contributions should be integrated into the thesis so that the reviewers can read it. But it must not be part of the final publication after the defence.

Please make sure to mark carefully all the parts (segments, charts, maps, photos and so on) that do not exclusively originate from you. Please make sure to cite and list all of your sources either as footnotes or on a separate page under "Contributions".

Please note that the ZDV offers the possibility of conducting a similarity analysis for free by "turnitin" – a software to check for plagiarism. We recommend to make use of this offer before submitting the thesis.

Expert Reports and Thesis Display Period:

As soon as you have been accepted to the Ph.D. examination procedure, the Dean's Office will ask both of your reviewers to write an expert report within the time frame of 2 months. You can choose reviewers differing from your supervisors. Please discuss this with your supervisors in advance. Please be aware of the requirement that at least one of your reviewers is not a co-author of a joint publication containing results of your dissertation. If your Ph.D. thesis is graded as "excellent" by both supervisors, a third external supervisor will be requested to write an expert report. In this case, we will ask you to propose a third supervisor. We will also ask you to hand in another copy your thesis.

As soon as all expert reports have been handed in, the dissertation will be displayed at the Dean's office for two weeks for the members of the doctoral committee and the respective department. Once the reports are here and the displaying period starts, we will notify you via email.

Oral Examination:

Please note: the Dean's Office can only confirm the date for your oral exam once you have been admitted to the doctoral examination procedure and after the expert reports are handed in.

Please set a date for your oral defense in accordance with all four examiners (**earliest date possible for the defense is one week after the public displaying period**).

Please send us the **Oral Exam Registration** (you can find it in our download section online) at the latest 10 working days prior to your oral exam, as well as a short abstract of your presentation in German or English (please use the form "Abstract" in the download area and send it to us as a pdf via email so that we can announce your defense accordingly).

You and your examiners will receive an invitation to your oral examination by e-mail. We will also inform the doctoral committee and the corresponding department.

The oral examination will be a scientific disputation (30 minutes talk and min. 30 minutes of discussion/questions by the examination committee afterwards). The board of examiners consists of four examiners, usually your supervisors and two additional examiners. At least three examiners should be members of the Faculty of Science, and two at least should be members of your department or the departments involved. The choice of language of your defense (German or English) is up to you.

Things to Know Before you Print your Thesis

Declaration of Changes

Once you defended your thesis, you are ready to publish your thesis. Before you do so, however, you need to declare any made changes in the form "Declaration of Changes" ("Erklärung über Abweichungen"). If you decided to change anything in your thesis before you print it, please note the following:

- If the print version does not differ from the original version: **Option 1 + your signature.**
- Small changes like punctuation, formatting, grammar, update of publication status, or acknowledgement: **Option 2 + your signature.**
- Major changes, such as changes to content, etc.: **Option 3 + signature of your supervisor.**

Title page

Please draft your title page according to our sample form online (see form "Titelblatt" in download area). Please pay attention to the date of your oral exam. Please insert the year of submission (not final publication). The title page needs to be approved by the Dean's Office. Please hand in the **Declaration of Changes** ("Erklärung über Abweichungen") together with your title page, otherwise, we cannot return the approved title page. The approved title page corresponds to the permission to print/publish your thesis and has to be submitted at the university library. If you didn't submit the form "Declaration of Changes", the title page will not be approved. Once you received the approved title page, you can proceed with printing the required copies of your thesis.

Required copies of the Ph.D. thesis

Please note the following:

The publication and distribution of your thesis are obligatory, and you have three different options for doing so:

Option 1: Online Publication

With the approval of the doctoral committee (meaning your supervisors), you are able to electronically submit and publish your thesis as an **online publication** (please refer to the form "Zustimmung zur elektronischen Veröffentlichung" in our download section online). The electronic version of your dissertation has to comply with the requirements (data format, etc.) of the library, and you have to ensure that the electronic version is identical to the printed version. Together with the electronic publication, you also need to hand in **three printed copies** of your thesis. With online publications, an embargo period up to 2 years (from the date of the oral exam) is possible. For that, please fill out option B on the form "Supervisors' Approval for Online Publication."

Option 2: Journal Publishing/ Publishing House

If your thesis is being published in a journal (as a whole), or if a commercial publisher takes care of the distribution via book trade and a minimum circulation of 150 copies is being ensured, you only need to hand in four copies of your thesis.

Option 3: Exception

It is possible to request an alternative form of publication. The doctoral examination board decides whether the request will be accepted or not. Please contact the Doctoral Office via e-mail for further information.

We recommend printing your thesis in format DIN A5, printed on both sides.

The required copies need to be handed in to the University Library at the section for University Publications and Dissertations (Publikationen und Dissertationen), Wilhelmstr. 32, 72074 Tübingen, together with the approved title page.

- **In cases of online publication, don't forget to bring the form "Supervisors' Approval for Online Publication" with you, which is the approval by the doctoral committee (your supervisors). In cases of embargo periods, please hand in this very form to the Doctoral office first, and after approval to the library.**
- **In cases you requested a different form of publication (Option 3: Exception), don't forget the approval letter by the Dean's Office. In any case, please contact the Doctoral Office beforehand and make sure your request is approved.**

For further information please go to:

<https://uni-tuebingen.de/einrichtungen/universitaetsbibliothek/publizieren-forschen/universitaetsrepositorium/>

Please note: If you already published parts of your dissertation in journals or the like (especially in cases of cumulative dissertations), please check your contract with the publisher (or contact the publisher directly) concerning online publication. Some publishing houses reserve the right to publish within the copyright transfer agreement. Meaning, you should check prior to your publication whether you are permitted to publish online or if the rights are reserved to the publisher. In some cases with bigger publishing companies, the right to publish can be obtained online and mostly for free. Usually, getting the approval from the publishing house is no problem, as long as you cite the journal as a source in your thesis.

Please also note: you are obliged to publish your dissertation within two years after defending your thesis.

After Printing:

The University library will send us a confirmation letter once you handed in the required copies of your thesis. We will then issue your official Ph.D. certificate. This Ph.D. certificate entitles you to hold the Ph.D. title. Meaning that once you receive the certificate then, and only then, you are allowed to carry the academic title Dr. rer. nat. We will notify you once your certificate is ready. However, this can take up to three weeks or more, since both the Dean and the President of the University have to sign the certificate.