Interfaculty Graduate School of Infection Biology and Microbiology (IGIM)

Logbook

1. General information
2. Program
3. Documentation of activities
4. Good Scientific Practice
5. Thesis Advisory Committees
6. Doctoral examination procedure

General Information

About IGIM

The ambition of the IGIM (Interfaculty Graduate School of Infection Biology and Microbiology) is to provide PhD students with a state-of-the-art interdisciplinary scientific training in modern microbiology. This is complemented by a mentoring program (TACs, progress reports and literature reports, Summer-Schools, Career-Days) and a softskill program (softskill courses, language courses).

Important focal points are the enhancement of early independence, measures for the integration of foreign students and gender equality in sciences.

The IGIM was founded in 2013 and is supported by funding of the Medical Faculty of Tübingen. Since 2019 IGIM is additionally funded and part of the Cluster of Excellence CMFI. Today about 100 doctoral students are registered in the IGIM who are working on their doctoral thesis in the participating institutions in Tübingen.

Furthermore, the program integrates regional non-university institutions in order to improve the scientific education and/or to prepare for a non-university career and aims at internationalization of the doctoral studies process.

Participants who fulfill the requirements of our program will receive a certificate and a transcript of records for their activities after finishing their doctoral studies.

What are the benefits?

- PhD students get support with all formalities and questions regarding the doctorate in Tübingen
- Expansion of professional network and getting to know the other PhD students and their research subjects from all areas of Microbiology and Infection Biology in Tübingen
- Increase of career chances by taking part in soft-skill courses e.g. scientific writing, presentation skills, job application, acquiring research grants etc.
- Scientific Training: Summer-Schools, Grad-School-Days, Career-Days
- Close supervision via annual Thesis Advisory Committee (TAC) meetings to ensure that the doctoral students achieve the goal of their PhD projects
- Qualified mentoring by Professors, PIs and Postdocs

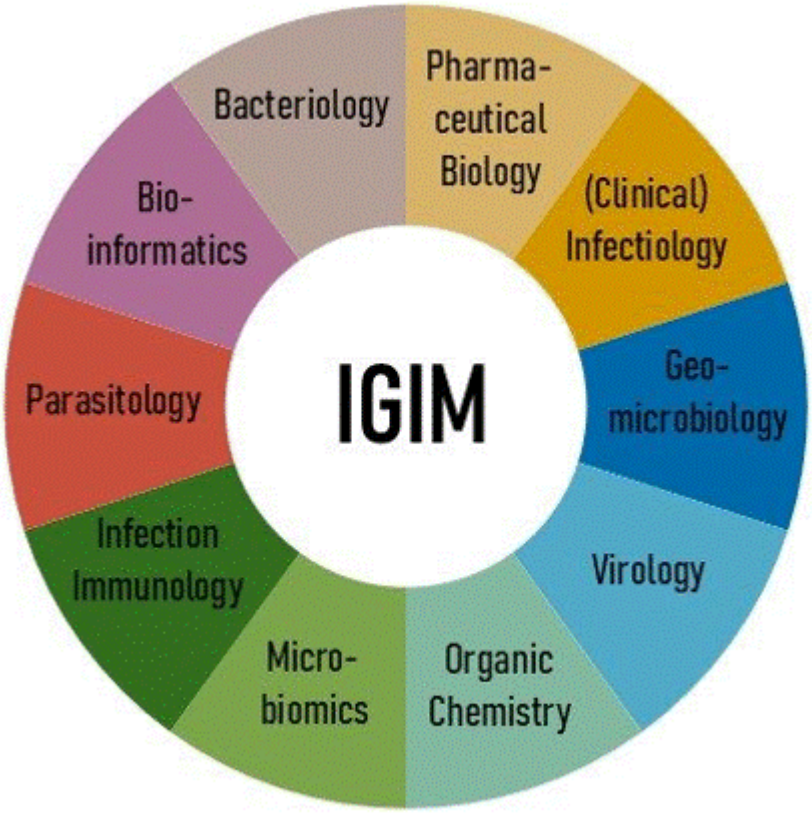
- IGIM certificate including a transcript of records for all completed activities during the doctorate
- Support of early scientific independence

How to participate?

- Find a PhD position in one of the IGIM departments
- Contact the IGIM Coordination Office for further information and to receive all necessary forms for registration at the IGIM and acceptance as a doctoral candidate at the faculty of science or medicine
- Get your thesis logbook with information about the IGIM
- Participate in activities and collect the required credit points
- Complete your doctoral degree
- Receive the IGIM certificate

Who can join?

The IGIM is open to graduate students in the field of infection biology and microbiology who will obtain a doctoral degree at the Faculty of Science (Dr. rer. nat.) or the Faculty of Medicine (Dr. med., Dr. sc. hum.) of the University of Tübingen.



Contact

If you have any questions or suggestions, please do not hesitate to contact the IGIM coordination office. We will do our best to help you in any issues with the IGIM program, questions concerning the doctoral studies or any other problems.

IGIM Coordination Office E-Mail: tuebingen.igim@med.uni-tuebingen.de

Coordination: Gisela Bauer-Haffter
Elfriede-Aulhorn-Str. 6
72076 Tübingen
07071 29 81516

Dr. Lisa Bleul / Dr. Jessica Slavetinsky
Auf der Morgenstelle 24
72076 Tübingen

Speaker: Prof. Dr. Nadine Ziemert
Interfaculty Institute of Microbiology and Infection Medicine
Auf der Morgenstelle 24
72076 Tübingen

Join us, ...
for a better thesis!

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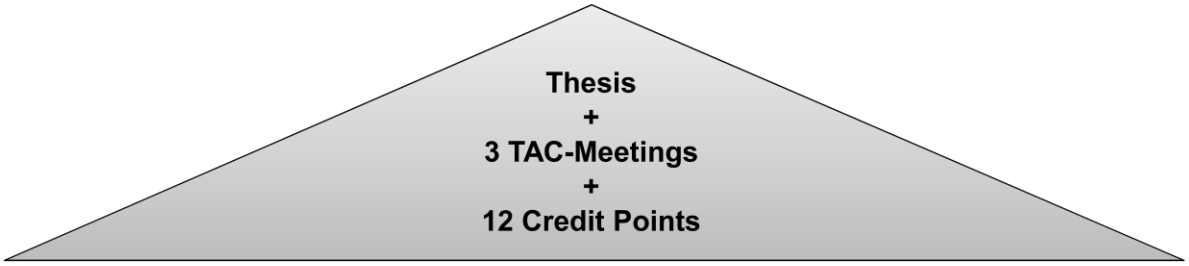
IGIM structured doctoral program

The Interfaculty Graduate School of Infection Biology and Microbiology (IGIM) provides a structured doctoral program including qualified mentoring and education. In addition to the regular Thesis Advisory committee (TAC) meetings, the doctoral students have to complete additional study achievements during the course of their doctorate. The study achievements are evaluated according to the European Credit Point System (ECTS). The graphic shows how these study credits can be composed.

A total of 12 ECTS points must be earned for successful participation in the doctoral program. Participation in 4 Grad-School-Days (explained in more detail below) including a presentation of your own work and a Good-Scientific-Practice seminar are mandatory.

Complementary skills courses can be chosen by the doctoral students according to their personal needs and are offered by IGIM and in cooperation with the Graduate Academy. Further credits can be obtained through scientific activities. For successful participation in the doctoral program, participants will receive a certificate from the graduate school upon completion of their doctorate.



Category	ECTS Dr. rer. nat. Dr. sc. hum.	Activity
Compulsory	1	4 Grad-School-Days with one presentation
Compulsory	1	Good-Scientific-Practice seminar
Complementary skills	4-8	Scientific writing, presentations, patents, time/project management, writing grant proposals etc.
Elective scientific activities	2-6	Courses, seminars, lectures, congresses, etc. in infection biology/microbiology and other fields (biochemistry, immunology, etc.)
Total	**12**	

Thesis Advisory Committee (TAC)

PhD students participating in the IGIM are supervised by a Thesis Advisory Committee (TAC). The TAC regularly reviews the progress of the PhD student’s project and provides advice for science and career.

The TAC consists of three scientists. The first two TAC members will be chosen according to the supervision agreement of the Faculty of Science. In justified exceptional cases, the second TAC member may differ from the second supervisor specified in the supervision agreement of the Faculty of Science. The 3rd TAC member should be close to the PhD student's research area and preferably external and has at least two years of postdoctoral research experience. At least one of the three TAC members has to be financially independent of the other two TAC members. TAC members must sign the agreement on the IGIM registration form.

TAC meetings take place once a year, at least after 6, 18 and 30 months. The PhD student provides a written report prior to the TAC meetings. For each meeting, a report needs to be filled out and send to the IGIM Office.

Good Scientific Practice (GSP)

The basis of scientific work is compliance with the principles of good scientific practice. IGIM supports the doctoral students in adhering to these principles. The participation in a GSP seminar is obligatory in our structured doctoral program. The seminar can be completed at the Graduate Academy of the University of Tübingen.

Regular events of IGIM

Grad-School-Day

(each semester)

On a Grad-School-Day doctoral students present their research in short lectures of about 15 minutes. In addition to the results, the methods used are the focus. Through the lectures, the participants should gain insight into the variety of methods and topics in the field of Infection Biology and Microbiology in Tübingen.

At the Grad School Days, the doctoral students themselves moderate the lectures of the other doctoral students.

The main focus of this event, apart from the scientific aspect, is to get to know the doctoral students from other research groups. This promotes cooperation within the Infection Biology and Microbiology research areas in Tübingen.

Furthermore, the integration of new and international doctoral students is also supported. The event usually takes half a day and is held in English.

Summer-School

(every second year)

During this external event lasting 2-3 days, doctoral students present the status of their research work in the form of lectures and posters. In addition, there are discussion groups that offer the opportunity to discuss methodological and/or content-related problems exclusively among the doctoral students. In addition, there is a social program for the informal exchange and networking of the participants.

The program is extended by lectures of invited external national and international speakers on scientific and/or complementary skills topics. Postdocs and leaders of junior research groups in the field of Microbiology and Infection Biology are explicitly invited to act as mentors for the doctoral students.

Less advanced PhD students can also present their work and network with the invited speakers, postdocs and group leaders and broaden their scientific horizon internationally. Possible cooperations or contact to future group leaders, and thus the following career steps, can be initiated or deepened at these events.

Doctoral students of IGIM support the IGIM Office in organizing the event.

Career-Day

(every year)

Speakers from outside academia, among them, alumni from Tübingen are invited here. This event enhances the career prospects of doctoral students through exchange with natural scientists and medical doctors, who share their personal experiences in the non-academic fields of work. Personal contacts can be made at the get-together after the event.

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Documentation of activities

Please collect all your certificates from conferences, courses, and other activities here.

We recommend documenting your IGIM activities regularly in the provided excel sheet. It is important to fill the list with care and write in exact names and dates of the activities.

Please send us the filled excel sheet at the end of your PhD thesis. We will then prepare the IGIM certificate.

Attached you will find:

1. An example page on how to earn credit points
2. The excel sheet with examples how to fill in your activities
3. Documentation of Seminars/Colloquia with external speakers

IGIM certificate ECTS achievement

In most cases, the ECTS points from external workshops are recognized by the IGIM and transferred to the IGIM certificate

Examples how to earn ECTS points

4 Grad School Days including Oral Presentation		1 ECTS
Good Scientific Practice in the Life Science		1 ECTS
Complementary Skill Courses:		
Betriebswirtschaftliches Basiswissen für Nicht-Betriebswirte - IBQ-BA	2 days, preparation for exam, exam	3 ECTS
Biologische Sicherheit	2 days	0.75 ECTS
Biometrics - statistics for Life Sciences (StatCon, online)	3 days	1,5 ECTS
Biostatistics with R (Florian Huber)	2 days	1 ECTS
Career-Day	4-8h	0.25-0.5 ECTS
Computer course	3 days	1 ECTS
Computer course	2 days	0.5 ECTS
Computer course	1 day	0.25 ECTS
Disputationstraining: Sicher Verteidigen	2 days	1 ECTS
Effective Scientific Oral Presentation (Gunnar Seemann)	1.5 days	1,25 ECTS
Effective Scientific Writing (Libera Lo Presti)		2 ECTS
Job Application and Interview Strategies (Natural Science Careers)	2 days	1 ECTS
Methods- and Techniques-Day	4-8h	0.25-0.5 ECTS
PhD Positive	1 day	0,5 ECTS
Poster Presentation Workshop (Natural Science Careers)	2 days	1,5 ECTS
Project management course	2 days	1 ECTS
Scientific Imaging (Jan Brocher, online)	2 days	1 ECTS
Sicherheit in der Gentechnik	2 days	0.75 ECTS
Versuchstierkundliches Privatissiumum University of Tübingen		2 ECTS
Workshops (Studium professionale)		0.5 ECTS/day or as indicated
Workshops Graduate Academy University of Tübingen		0.5 ECTS/day or as indicated
Workshops UKT ABIP	1 day	0.25 ECTS
Workshops UKT ABIP	2 days	0.5 ECTS
Elective Scientific Activities		
Summer-School IGIM, Talk/Poster	3 days	1.75/1.5 ECTS
10 Seminars/lectures with external speakers (signature list)		1 ECTS
Conference, meeting, just participation	1 day	0.25 ECTS
Conference, meeting, with poster	1 day	0.75 ECTS
Conference, meeting, with oral presentation	1 day	1 ECTS
Conference, meeting, just participation	2 days	0.5 ECTS
Conference, meeting, with poster	2 days	1 ECTS
Conference, meeting, with oral presentation	2 days	1.25 ECTS
Conference, meeting, just participation	3 days	0,75 ECTS
Conference, meeting, with poster	3 days	1.25 ECTS
Conference, meeting, with oral presentation	3 days	1.5 ECTS
Conference, meeting, just participation	4 days	1 ECTS
Conference, meeting, with poster	4 days	1.5 ECTS
Conference, meeting, with oral presentation	4 days	1,75 ECTS
in addition		
organization of a conference (per day)	in addition to attendance	0,25 ECTS
IGIM PhD representative	per year	1 ECTS

Please fill the list with care and write in exact names and dates. Usually conferences have proper names, therefore it is important to mention it. For example meetings of the DGHM. Following you can find a table with good and bad examples as an orientation for you. Please use the second sheet for your table. If you need help with filling your list, please do not hesitate to contact the IGIM office.

what: name of conference, course, activity (exact name and date)	where (place, country if not Germany)	from when until when (exact date)	which contribution oral presentation	poster	attended	
Studium Professionale: Projektmanagement in der Praxis	Tübingen	WS 2023/2024				
Gordon Research Conference: New Insights into Staphylococcal Biology, Disease Mechanisms and Treatment	Waterville Valley, US	30.07.-04.08.2023		X		These are all good examples
DGHM Meeting	Würzburg	2024	yes			This is how it should NOT be like
70th annual Meeting of the DGHM	Würzburg	19.-21.02.2018	yes			It should look like this instead
Microscope Training	Tübingen	2022			yes	In this case, your contribution would be unclear. For calculating the amount of points we need to know the activitie's duration.

Name:
Department/Institute:

Documentation of Seminars/Lectures with external speaker
participation in 10 seminars/colloquia: 1 ECTS

Term: Workload: (e.g.45 min) Name of Seminar/Colloquium: Date: Name of Speaker Title of talk: Speaker´s signature:
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Department/Institute:

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Good Scientific Practice

The University of Tübingen expects all researchers to adhere to the rules of Good Scientific Practice. Furthermore, the University expects these rules to be an integral part of the training of junior researchers.

The participation in at least one Good Scientific Practice seminar is obligatory for IGIM doctoral students. The seminar can be completed at the Graduate Academy of the University of Tübingen.

For violations of the rules of Good Scientific Practice please contact the ombudspersons.

The following documents show the guidelines on ensuring good academic practice and on the handling of academic misconduct at the University of Tübingen, the DFG and the Ombudsman für die Wissenschaften.

The documents can be downloaded on the IGIM Homepage

- Leitlinien der Universität Tübingen zur Sicherung guter wissenschaftlicher Praxis (Deutsch)
- University of Tübingen Guidelines for Ensuring Good Scientific Practice (English)
- University of Tübingen rules of procedure for dealing with academic misconduct (English)
- Statement by the Executive Committee of the DFG on the Influence of Generative Models of Text and Image Creation on science and the Humanities and on DFG Funding Activities (English)
- FAQ Artificial Intelligence and Research Integrity of the Ombudsman für die Wissenschaft (English)

The following position papers show the view on good scientific practice of the German Rectors` Conference (HRK), the German Research Foundation, the German Council of Science and Humanities (Wissenschaftsrat) and the National Academy of Sciences and Humanities Leopoldina and can be downloaded on the IGIM Homepage:

- "Leitlinien zur Sicherung guter wissenschaftlicher Praxis" (German Research Foundation, DFG)
- Sicherung guter wissenschaftlicher Praxis/Safeguarding Good Scientific Practice (German Research Foundation, Memorandum, German and English)
- Good scientific practice at German universities. Recommendation of the 14th HRK General Assembly of 14 May 2013 (in German).
- Recommendations on scientific integrity. Position paper of the German Council of Science and Humanities of 27 April 2015 (in German).
- Scientific Freedom and Scientific Responsibility. Recommendations for handling security-relevant research. Joint Position Paper of the DFG and the National Academy of Sciences Leopoldina.

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Thesis Advisory Committee Meetings

- PhD students participating in the IGIM are supervised by a Thesis Advisory Committee (TAC). The supervisor can help the PhD candidate to find the committee. If necessary, the TAC members can be changed during the PhD time.
- The TAC regularly reviews the progress of the PhD student's project and provides advice for science and career.
- The TAC consists of three scientists. The first two TAC members should be chosen according to the supervision agreement of the Faculty of Science. The 3rd TAC member should be close to the PhD student's research area, preferably external and should have at least two years of postdoctoral research experience. At least one of the three TAC members has to be financially independent of the other two TAC members. TAC members must sign the agreement on the IGIM registration form.
- TAC meetings should take place once a year, at least after 6, 18 and 30 months.
- The PhD student provides a written report one week prior to the TAC meetings.
- For each meeting, a TAC form needs to be filled out and send to the IGIM Office.
- The template of the TAC form with further instructions is attached here and can be downloaded from the IGIM homepage.
- The TAC meeting shall not last longer than 1 hour. **The PhD´s presentation should not exceed 15 min.** The aim is to present the most important data and it should be made clear what the PhD wants to discuss with the board.

Here you can document your TAC meetings and collect copies of your TAC reports (please send a signed copy to the IGIM Office within two weeks).

Meeting No	Date
1	
2	
3	

TAC meeting outline and preparations

Preparing the TAC meeting

- Fix a date with your three TAC members (In cases of conflict or disagreement, a fourth TAC member or the IGIM Office may be involved).
- Write a short and precise progress report with a maximum of five pages (including text, figures and references) including the scientific background, aims and perspective of the project, a summary of the most relevant results and conclusions to date, plus a clear timeline for future work.
  For the second and third TAC reports, the following questions should additionally be addressed: What are the strengths and weaknesses of the project? Where could potential publications emerge? What challenges or risks might arise, and what could potentially go wrong? Are there suitable alternative projects or backup strategies if needed?
- Submit your progress report to the members of the TAC and the IGIM Office (tuebingen.igim@med.uni-tuebingen.de) at least one week prior to your TAC meeting.
- The IGIM Office will then send an E-Mail to the student and the three TAC members to remind all participants of the meeting structure and their respective responsibilities.
- Prepare a presentation of your progress report.

Format of the TAC meeting

- The TAC meeting should not exceed one hour
- A chairperson is nominated who guides the committee through the meeting and fills out the form
- The student presents the project (should not exceed 15 min)
- Group discussion
- TAC discusses with the student (without supervisor)
- TAC discusses with the supervisor (without student)
- (For Zoom meetings, a waiting room must be set up to enable controlled participation)
- Joint discussion, summary of recommendations to the student

Outline for TAC meetings

1st TAC meeting: after six months

- Get to know the TAC members and their areas of expertise
- Present and discuss the project plan and research direction
- Identify areas where support, guidance, or collaboration is needed
- Exchange ideas, feedback, and potential improvements for the project
- Review what has already been accomplished so far
- Evaluate whether the project scope is realistic within the PhD timeframe
- Discuss whether the supervision and mentoring structure are a good fit
- Suggestions for additional qualifications of the PhD student

2nd TAC meeting: after 18 months

- Evaluation of the progress and research approach
- Exchange of ideas, feedback, and potential improvements for the project
- Evaluation of whether the project scope is still realistic within the PhD timeframe
- Identification of potential publication opportunities and suitable journals
- Discussion of possible conference participation and relevant scientific meetings
- Review of contract duration and alignment with the project timeline
- Career development plan (career goals, further training schedule, and professional development opportunities)

3rd TAC meeting: after 30 months

- Evaluation of the progress and research approach
- Exchange of ideas, feedback, and potential improvements for the project
- Evaluation of whether the project scope is still realistic within the PhD timeframe
- Identification of potential publication opportunities and suitable journals
- Discussion of possible conference participation and relevant scientific meetings
- Review of contract duration and alignment with the project timeline
- Career development plan (career goals, further training schedule, and professional development opportunities)
- Timeline for thesis completion and expected defense date

After all TAC meetings:

The student sends a scan of the signed form within two weeks to the IGIM coordination office (tuebingen.igim@med.uni-tuebingen.de).

TAC form

Student details (completed by student before TAC meeting)	
First and last name	
PhD starting date	
Project title	
Date of TAC meeting	
Number of TAC meeting	
Supervisor (TAC member #1)	
TAC member #2	
TAC member #3	

Chairperson (one of the TAC members): _____

Evaluation (completed by the chairperson during the meeting)

	Does not meet expectations	Needs improvement	Meets expectations
Quality of written report			
Quality of verbal presentation			
General knowledge of the topic			
Insight into project plan			
Ability to interpret data			
Quality of results accomplished so far			
Standard of spoken and written English			

Recommendation on progress and approach of the project

Did the TAC committee note any possible concerns?

Suggestions for training in the near future for the doctoral Candidate (only examples, not mandatory):

- ☐ Presentation
- ☐ Statistics
- ☐ Poster design
- ☐ Method/Technical training
- ☐ Project time management
- ☐ Office- & self-management
- ☐ Figure design and conception
- ☐ English course
- ☐ Scientific writing, publishing
- ☐ Writing grants/proposals

TO BE COMPLETED for 3RD YEAR STUDENT ONLY:

Expected date for completion of the PhD thesis: _____

Is an additional TAC recommended? No ☐ Yes ☐

Did the student have the opportunity to discuss his/her future plan and possible career path(s) with the committee?

Yes ☐

No ☐

Planned date of next meeting: _____

Place Date 1st supervisor´s signature

Place Date 2nd supervisor´s signature

Place Date 3rd supervisor´s signature

Place Date PhD candidate´s signature

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Doctoral examination procedure

Monography or cumulative?

For a cumulative dissertation, you need **at least two 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 PhD thesis or not. Reviews are not accepted as publications if there aren't any own research findings included.

If there are less than two accepted manuscripts for publication included, a cumulative doctoral thesis is not possible. However, it is possible to integrate individual chapters with co-authors in monographs – including (not yet published) manuscripts. (Please check the guidelines on the homepage of the Dean´s Office).

Application for Admission

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 read all the information sheets on the homepage of the Dean´s Office (https://uni-tuebingen.de/en/14836)

Before submitting the thesis, it is **mandatory for IGIM doctoral students** to conduct a similarity analysis by "turnitin" – a software to check for plagiarism. You and your supervisor have to sign the form "confirmation of similarity analysis" and send it back to the IGIM office.

For the admission, you need to fill the form:

- **Application for Admission to the Doctoral Examination Procedure**

You need to attach:

- One copy of the PhD thesis
- Dissertation as a pdf file sent to dissertation@mnf.uni-tuebingen.de (please use your full name as file name: last name first name)
- Abstract in German, you can also include it in your thesis
- Acceptance letter for doctoral candidates by the Dean's office
- Curriculum Vitae outlining the professional and scientific career
- Diploma and/or certificate of your university degree according to § 3 of the PhD regulations (legally certified copy, or original + copy)
- A Certificate of Conduct ("Führungszeugnis zur Vorlage bei einer deutschen Behörde") issued by the municipal office (usually directly issued to the Dean's Office). Alternatively, a statement that the Certificate of Conduct has been applied for. The Certificate of Conduct may not exceed a period of six months.
- A declaration on the contribution of others (for cumulative: the form "Erklärung zum Anteil an gemeinschaftl. Veröffentlichungen_DeclarationCollaborative Publications;").

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 PhD thesis to each of your

reviewers (which makes a total of three copies you need to hand in: one for the Dean's Office, two for your reviewers). Here we recommend DIN A4 with adhesive binding.

How to choose examiners?

You need two thesis examiners:

- Thesis examiners need to have doctoral supervision permission (in general full professors or equivalent; exception: non-professors, only for the doctoral students for which they have raised their own third-party funding, and only after approval)
- One needs to be employed as full professor in the faculty's department ("Fachbereich") to which the doctoral subject belongs to
- At least one of the two examiners is not co-author of a joint publication containing results of the dissertation

For any questions, please contact the IGIM Office.

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 in the Dean´s Office and the displaying period starts, the Dean´s Office will notify you via email. 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).

You must send the **Oral Exam Registration** at the latest ten 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 as a pdf via email to the Dean´s Office).

You need four examiners for the oral exam:

- Usually, the thesis examiners are appointed as examiners in the oral defense
- At least three examiners should be members of the Faculty of Science
- At least two of those should belong to the department ("Fachbereich") or departments to which the doctoral subject belongs
- Thesis examiners need to have at least doctoral supervision permission (only one examiner can be non-professor)

For any questions, please contact the IGIM Office.

IGIM Certificate

Please fill your activities in the provided excel sheet and send it to the IGIM Office.

Publishing procedure

Once you defended your thesis, you are ready to publish your thesis. You are obliged to publish your dissertation within two years after defending your thesis.

First you must get approval for printing by the Dean´s Office (approved titlepage = print permission)

- Draft your title page according to the sample form (see form “Titelblatt” in download area)
- hand in the “Declaration of Changes” (“Erklärung über Abweichungen”) together with your title page to the Dean´s Office
- The Dean´s Office will return the approved title page
- In case you request an embargo for online publication, the form “Supervisors’ Approval for Online Publication” must be signed by the Dean´s Office

With the approval of the doctoral committee (meaning your supervisors), you can electronically submit and publish your thesis as an online publication.
Together with the electronic publication (pdf and original format e.g., word), you need to hand in:

- three printed copies of your thesis (recommended is DIN A5, printed on both pages, adhesive binding)
- the form “Supervisors’ Approval for Online Publication” (if you request an embargo, let it sign by the Dean´s Office first)
- the approved title page
- the signed “Übereinstimmungserklärung” (declaration of conformity) from the University library homepage
- Two signed copies of the “Veröffentlichungsvertrag“(publication contract) from the University Library homepage (https://publikationen.uni-tuebingen.de/xmlui/handle/10900/42126?staticpage=tobiaslib/vertraege)

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