

## Countdown to your doctoral degree

(according to the RerNat-O from 22 June 2018)

### - Checklist -

**Important:** all documents can be found on **GGNB Internal**

Time	Task	✓
<b>6 months before submission</b>	<p>In your last thesis advisory committee meeting, discuss the <a href="#">thesis format</a> (monography or chapter-based), submission and possible members of the examination board for the thesis defense with your TAC members.</p> <ul style="list-style-type: none"> <li>Rules for composition of examination board: <ul style="list-style-type: none"> <li>Min. six members, incl. the three members of your thesis advisory committee. Thereof min. three from your program, including the two reviewers (= TAC members 1 and 2) (acc. to RerNat-O §11)</li> <li>Examination board members 4-6 have to have full examiner status in GAUSS (acc. to decision by GGNB Board, no single examiner status possible unless person is a TAC member!). → Check the <a href="#">“People” section of our website</a> – members with a * do not have full examiner rights and cannot be members of your extended examination board; members with a # are former members and can only in very exceptional cases be members of your extended examination board.</li> <li>The two reviewers have to have examiner status in your Ph.D. program; at least one of them has to be full professor (<i>Hochschullehrer</i>) of Göttingen University (not honorary professor or apl. professor).</li> <li>CSN and EIDIS programs: at least one member in the examination board must have full affiliation with the Faculty of Biology; check the <a href="#">“People” section of our website</a> for members with (Uni-Bio) after their names.</li> </ul> </li> </ul> <p>Ask possible members if they would be willing to serve on your examination board (or even write an evaluation of your thesis!), and if they would be available for the thesis defense (between 6-7 weeks after submission).</p>	
<b>5-6 months before submission</b>	<p>Make sure that you have fulfilled the credit requirements according to RerNat-O Appendix 11 part C and that you have attended the <u>mandatory Seminar on Good Scientific Practice</u>. Check your online credit database account and / or paper forms, incl. TAC Meeting/Progress Report confirmations.</p> <p><b>IMPORTANT:</b> for students enrolled in Chemistry/Physics, special requirements reg. teaching credits apply. Please check your degree regulations well in advance and make sure you have fulfilled the requirements!</p>	
<b>Min. 3 months before submission</b>	<p>Discuss with your supervisor if you will write a monography (§10.2), or a manuscript-based thesis (§10.3).</p> <p>In case of manuscript-based dissertation: application is not required; make sure to check possible copyright issues for publication of your thesis with the journal publishers well in advance! See also the <a href="#">info page of the SUB</a></p>	
<b>2-3 months before submission</b>	<p>Ask your supervisor when he/she would have time to proofread the final draft of your dissertation.</p> <p>Plan accordingly!</p>	

<p><b>Min. 5-6 weeks before submission</b></p>	<ul style="list-style-type: none"> <li>– Inform GGNB / IMPRS / MolMed / CVS Office of planned submission (informal, by e-mail) and send proposal for examination board (see above).</li> <li>– Arrange date, time and location for thesis defense with members of your examination board. See below.</li> <li>– If your thesis defense will be held online or hybrid, please make sure your examination board members and the speaker of your PhD program confirm (shortly after thesis submission at the latest) to GGNB/IMPRS/MolMed/CVS office by email that they agree to a video-based disputation and to the video-conferencing tool to be used.</li> <li>– Please discuss with your examination board whether a member may request a printed version for his/her personal use; we will only distribute the digital version.</li> </ul> <p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>– The information reg. date, time and location of your thesis defense is required for submission of your thesis. Without it, your submitted thesis <u>cannot</u> be processed - no exceptions possible.</li> <li>– The thesis defense has to take place between 6-7 weeks after the thesis submission. <u>No exception.</u></li> <li>– At the thesis defense, at least 2/3 of the members of the examination board have to be present, incl. the reviewers of the thesis. The exam can go ahead as long as only 1 or 2 members (not the reviewers) are absent.</li> <li>– In case of scheduling conflicts with several members of the examination board, please find a new member who will be available for your thesis defense (approval is required as well). After thesis submission, a change of the examination board is not possible.</li> </ul>	
<p><b>2-3 weeks before submission</b></p>	<p>Only in well-founded cases: Discuss with supervisor whether you will apply for a restricted online publication (see handout on GGNB internal and §21.8): only an abstract will be published for one year after the thesis defense; the doctoral candidate may already receive his/her degree diploma.</p> <p>The application needs to be submitted to GGNB / IMPRS / MolMed / CVS Office on the day of thesis submission.</p> <p><b>Important note:</b> <i>If you are considering pursuing an academic career, please make sure that you familiarize yourself with the <b>eligibility criteria</b> of various funding agencies concerning the cut-off dates for applying for fellowships. Especially the highly attractive longer term or junior group funding schemes (e.g. Emmy Noether, Sofja Kovalevskaja, Helmholtz, Fritz Thyssen) are varying in this regard. For some the cut-off date is the date of your PhD certificate, for some it is that of your thesis defense, which makes a noteworthy difference when, for example, you can only apply up to four years after your PhD. In this regard, please make yourself familiar with these regulations early on and, if possible for you, consider a restricted online publication to avoid missing the chance to apply for these funding schemes. Please check the cut-off dates of a selection of fellowships <a href="#">here</a> (please note the list is not exhaustive).</i></p>	

<b>Day of submission</b>	<p>Submission of the dissertation and application for the doctoral examination is done <b>online</b> via <a href="#">eCampus</a> and by email. Please use the form <i>Application for doctoral examination</i> ("Antrag auf Promotionsprüfung").</p> <p><b>Upload the following documents via the online form:</b></p> <ol style="list-style-type: none"> <li>Two electronic versions (PDF) of the dissertation: <ol style="list-style-type: none"> <li>one complete version (max. 100 MB), identical to bound version (see below)</li> <li>one 'anonymous' version <u>without personal information</u> (max. 100 MB) (e.g. title page, name, address, dedication, acknowledgements), which will be used for the similarity check <ul style="list-style-type: none"> <li>for templates and details on what to include in the dissertation see <i>GGNB Internal</i> and RerNat-O §10.5: <ul style="list-style-type: none"> <li><a href="#">cover page</a>,</li> <li><a href="#">page 2</a> [use the mandatory template Back page, which includes the TAC, the two reviewers of the thesis, all members of the examination board and date of thesis defense, for exact order see our e-mail!],</li> <li>No other format requirements apply.</li> </ul> </li> </ul> </li> <li>An <u>affidavit</u> is <u>not</u> required in the thesis since this is included in the <i>Promovierendenerklärung</i> you handed in at the beginning of your PhD!</li> </ol> </li> <li>CV (PDF)</li> <li>Preliminary Transcript (signed by doctoral student, i.e. you)</li> <li>First-author publications in connection with dissertation (if applicable)</li> </ol> <p><b>Submit the following documents as scans (PDF) by e-mail to the GGNB / IMPRS / MolMed / CVS Office:</b> (the examination procedure can only start once these documents are received)</p> <ol style="list-style-type: none"> <li>Signed PDF <i>Application for doctoral examination</i> (which you receive via e-mail after filling the online form)</li> <li>Signed <a href="#">Consent for alumni webpage/alumni portal</a></li> <li>Only in well-founded cases: Signed <a href="#">application for restricted online publication/Embargo</a> (Please note that it is not possible to apply for this after your defense.)</li> </ol>	
<b>3 days after submission</b>	<p><b>Submit original copies of all documents submitted via eCampus and e-mail:</b></p> <ol style="list-style-type: none"> <li>One bound copy (glued binding) of your complete dissertation,</li> <li>"Application for doctoral examination" (signed),</li> <li>Consent for alumni webpage/alumni portal (signed),</li> <li>Application for restricted online publication (signed).</li> </ol>	
<b>Approx. 6 weeks after submission: Thesis defense</b>	<ul style="list-style-type: none"> <li>At least 2/3 of the members of the examination board have to be present, including the reviewers of the dissertation (see above). The exam can go ahead as long as only 1 or 2 members (not the reviewers) are absent.</li> <li>Audio and/or video recordings are not permitted.</li> </ul>	
<b>After thesis defense</b>	<ul style="list-style-type: none"> <li>Should you need a preliminary certificate, inform the GGNB/IMPRS/MolMed/CVS Office. We will prepare it and send it to you (please allow 5-10 days).</li> <li>You may now exmatriculate.</li> </ul> <p>If you do so within one month after the official start of lectures in the current</p>	

	<p>semester, i.e. approx. 6-7 weeks after 1 April/1 October, you can apply for reimbursement of the semester fees <a href="#">here</a>.</p> <ul style="list-style-type: none"> <li>– You may inspect the thesis evaluations and minutes of the thesis defense. Please contact the GGNB / IMPRS / MolMed / CVS Office.</li> <li>– Revise dissertation (check with supervisor/reviewers if revisions are required) and prepare publication.</li> <li>– <b>IMPORTANT:</b> you may use the doctoral title only <u>after</u> receiving the official degree certificate!</li> </ul>	
<b>Convocation ceremony</b>	<p>With your admission to the doctoral examination, you are registered for the next convocation ceremony (for the date, see email you receive after thesis submission) in the <i>Aula am Wilhelmsplatz</i>. Your participation is very much welcome and expected.</p> <p><b>IMPORTANT:</b> If you are unable to attend this event/date, please inform the GGNB/IMPRS/MolMed/CVS Office one week before the ceremony at the latest. To be able to take part, the <u>minutes</u> of your thesis defense have to <u>arrive</u> at our office at least <u>one week before the ceremony</u> – no exceptions. Please keep this in mind (and maybe remind your supervisor) should your defense take place shortly before this deadline.</p>	
<b>Max. one year after date of thesis defense</b>	<ul style="list-style-type: none"> <li>– Complete the required revisions (check with supervisor and members of examination board).</li> <li>– Have supervisor sign <a href="#">revision certificate/Revisionsschein</a>).</li> <li>– Publish thesis (as a book or electronically in the SUB; see <a href="#">Handout: Publication of dissertation</a>).</li> <li>– Deliver revision certificate to GGNB Office/IMPRS Office/MolMed/CVS Office. Proof of publication will be sent to the office by the SUB automatically.</li> <li>– We prepare your degree certificate and the usual transcript of records, containing a summary of your credits and their categories. If you would like to receive an additional <i>official transcript</i> of doctoral studies (listing in detail all courses you attended incl. credits), please inform us in advance.</li> <li>– <b>IMPORTANT:</b> If you miss the deadline for submission of published thesis, you will lose all rights to receiving the doctoral degree! <b>You</b> have to keep the exact deadline in mind since GGNB will <b>NOT</b> remind you of the publication. Only in exceptional, well-founded cases, upon application, the program committee may extend the one-year deadline.</li> </ul>	
<b>Approx. 4-5 weeks after submission of confirmation of publication to GGNB Office*</b>	<p>(*In vacation periods it might take a little longer - please understand that we have no influence on this.)</p> <ul style="list-style-type: none"> <li>– GGNB Office gives or sends you your certificate.</li> <li>– You receive the degree certificate. You're done and may now officially call yourself <i>Dr.rer.nat.</i> or <i>Ph.D.</i>! Congratulations!</li> </ul> <p><u>Important:</u> Because of the risk of fraud with the information on the certificate, we strongly recommend that you do <u>not</u> post a photo of your doctoral certificate on the Internet (e.g. on LinkedIn, Instagram, Facebook).</p> <p><u>For international students:</u> Please check with the authorities of your home country whether you will need a special authentication (<b>Apostille</b>) for your certificate (which is easier to obtain while still in Göttingen). For further information, see <a href="#">Information on pre-certification of University documents for use abroad</a></p>	