



Guideline for Thesis submission¹

1. Check that you fulfill all **credit requirements**. At least four ECTS-credits are required in each of the five modules shown in the [BeCog Module handbook](#).
2. Before you submit your thesis, contact the BeCog coordination office to discuss the composition of your **examination board** (regulations can be found in §11 of the RerNatO). If you want to add a person without an authorization for examination to your examination board, contact the BeCog administration office at least three months before submission. The board is composed of six members, including all TC members authorized to examine². At least three of the six members must be authorized to examine in BeCog, the other three members must have at least an authorization for examination in another GAUSS program. Two of the six members will referee your thesis and both referees must have the authorization for examination in BeCog. At least one of your referees is also member of your TC, and at least one must be a professor.

You can use this table to check if all requirements are fulfilled.

Role	Name	Member of TC	AoE BeCog*	AoE GAUSS*	professor
Referee 1					
Referee 2					
Board member 1					
Board member 2					
Board member 3					
Board member 4					
Must Be:		At least 2, and at least 1 referee	At least 3 and both referees	All	At least 1 referee

AoE BeCog= Authorization of examination in BeCog; AoE GAUSS = authorization in one program of GAUSS (incl. BeCog)

4. Consider if you agree that the digital copy of your thesis can be made available to the members of the examination board.
5. **Arrange date, time and location for the thesis defense** with the members of the examination board. The defense should be scheduled 6-8 weeks after submission. At least four of the six members of the examination board must be present during the defense, including both referees. If you agree to accept a distribution of the digital copy of your

¹ This guideline is based on the GAUSS doctoral degree regulations, which are available [online](#). Reliance in law can only be placed upon the official degree regulations.

² The list of members with authorization of examination can be found [here](#).

thesis, ask the examination board members not refereeing your thesis if they want to receive a printed or digital copy of your thesis.

6. When **finalizing your thesis**, check that the title page (see template below) and a CV are included. A summary in German and English is also required. Also include a declaration that all parts of the dissertation were written by yourself, that assistance of third parties was only accepted if scientifically justifiable and acceptable in regards to the examination regulations and that all sources have been quoted. In a paper based dissertation please also include a statement for which parts of the dissertation you have been responsible.
7. When **submitting your thesis**, use the form “Antrag auf Zulassung zur Promotionsprüfung” (“Application for admission to examination”), which can be found [here](#). Make sure to submit all of the following documents:
 - a) at least three hard-copies of your thesis: one copy for the coordination office, two for the referees and one for each examination board member who had requested a printed copy. Submit seven copies if you do not wish that the digital copy is distributed.
 - b) a digital copy of the thesis. We recommend to submit the thesis as a pdf-document.
 - c) signed CV (in addition to the CV included in the thesis)
 - d) signed “Doctoral student’s declaration” (“Promovierendenerklärung; if not submitted upon admission)
 - e) complete checklist, including confirmatory signatures of thesis committee members for at least three thesis committee meetings and confirmations of credit acquisition (issued by lecturers or supervisor); please include all available confirmations (“Scheine”)
 - f) proof of continuous enrolment, either through confirmations of enrolment for each semester or “Studienzeitbescheinigung”, which can be obtained through the [“Self-Service-Functions”](#) of the Office of Student Affairs.
 - g) Copies of publications in connection to the dissertation (if applicable)
 - h) in case of paper based dissertations: detailed declaration on own contribution to the work and a statement of your supervisor that the manuscripts mirror the essential part of your PhD work
 - i) a certificate that you have participated in a workshop on good scientific practice
8. After a successful evaluation of the thesis and the defense, the thesis must be published on the eDiss Server within one year. A restricted online publication (access to the abstract only for six months after the defense, which can be extended by another six months) is possible upon application. This application is only possible if a) a patent is pending or b) if the manuscript is already in revision or accepted by a publisher and the contract with the publisher expressly forbids the publication in a dissertation. An application must be submitted before the defense and must be signed by the PhD candidate and the referees.

Deckblatt der Dissertation

Vorderseite 

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(Titel der Dissertation)

Dissertation
zur Erlangung des mathematisch-naturwissenschaftlichen Doktorgrades
"Doctor rerum naturalium"
der Georg-August-Universität Göttingen

im Promotionsstudiengang
der Georg-August University School of Science (GAUSS)

vorgelegt von

.....

(Name)

aus (Geburtsort)

Göttingen, (Jahreszahl)

Betreuungsausschuss

.....
(Name, Abteilung/Arbeitsgruppe, Institution)

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(Name, Abteilung/Arbeitsgruppe, Institution)

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(Name, Abteilung/Arbeitsgruppe, Institution)

Mitglieder der Prüfungskommission

Referent/in:
(Namen, Abteilung/Arbeitsgruppe, Institution)

Korreferent/in:
(Name, Abteilung/Arbeitsgruppe, Institution)

ggf. 2. Korreferent/in:
(Name, Abteilung/Arbeitsgruppe, Institution)

Weitere Mitglieder der Prüfungskommission:

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(Name, Abteilung/Arbeitsgruppe, Institution)

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(Name, Abteilung/Arbeitsgruppe, Institution)

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(Name, Abteilung/Arbeitsgruppe, Institution)

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(Name, Abteilung/Arbeitsgruppe, Institution)

Tag der mündlichen Prüfung:

TITEL

Dissertation

for the award of the degree

“Doctor of Philosophy (Ph.D.)”

Division of Mathematics and Natural Sciences

at the Georg-August-Universität Göttingen

in the doctoral program Behavior and Cognition

at the der Georg-August University School of Science (GAUSS)

submitted by

NAME

from

PLACE of BIRTH,

Göttingen, YEAR