

Countdown to your doctoral degree

(according to the RerNat-O 2018)

- Checklist -

Time	Task	<input checked="" type="checkbox"/>
6 months before submission	<p>In the last thesis advisory committee meeting, discuss with your committee members the thesis submission and potential members of the examination board for the thesis defense.</p> <p>– Rules for the composition of an examination board (for details see RerNat-O §11):</p> <ul style="list-style-type: none"> • A minimum of six members including at least three from your doctoral program. Furthermore, one member who is in your thesis advisory committee. • All members have to have examination accreditation in GAUSS. If external members are requested to be included, they have to apply for an individual examination accreditation (see https://www.uni-goettingen.de/en/577091.html). Make sure to apply for the examination accreditation early on, so that if the application is unsuccessful you can still change the examiner. • The two reviewers (usually members 1 and 2 in your thesis advisory committee) have to have the examination accreditation for your specific Ph.D. program and at least one of them has to be a professor of the University of Göttingen. • The board should be composed of experts covering all research areas dealt with in your doctoral thesis. <p>Not only ask potential members if they would be willing to serve on your examination board or for examiner 1 and 2 to act as reviewers, but also if they would be available for your thesis defense (ca. 5-7 weeks after submission).</p>	
5-6 months before submission	<p>Check if you have fulfilled the credit requirements according to your program specified in the corresponding appendix of the RerNat-O and that you have attended the <u>mandatory Seminar on Good Scientific Practice</u>. The credits need to be collected on your proof of performance or <i>Leistungsnachweis</i>.</p> <p>IMPORTANT: This also includes special requirements regarding teaching credits. Please check your degree regulations early on and make sure you have fulfilled the requirements.</p>	
2-3 months before submission	<p>Ask supervisor when he/she will have time to proofread the final draft of your dissertation and plan accordingly.</p>	
5-6 weeks before submission	<p>Inform your program office or deanery of the planned submission (informal by e-mail) and submit the proposal for your examination board according to the criteria of RerNat-O §11 to your respective program office or deanery.</p> <p>Arrange date, time and location for your thesis defense with the members of your examination board.</p> <p>IMPORTANT: the thesis defense has to take place approximately 5-7 weeks after the thesis submission.</p>	

	In case of scheduling conflicts with a member of the examination board, please select a new member available for your thesis defense (approval is required as well).	
2-3 weeks before submission	Discuss with your supervisor if you will apply for a restricted online publication. In this case only an abstract will be published for one year after the thesis defense; the doctoral candidate may already receive his/her degree diploma. For more information, see https://www.uni-goettingen.de/en/577097.html	
Day of submission	<p><u>Submit:</u></p> <ul style="list-style-type: none"> • 3 bound copies of your dissertation (7 in case of <i>GGNB Programs</i>; please ask for the number of copies required by your faculty at the relevant dean's office) • 1 electronic version (PDF, preferably on CD) of the dissertation identical to the bound version <ul style="list-style-type: none"> – <i>GGNB programs</i>: one additional electronic version <u>without personal information</u> (e.g. title page, name, address, CV, dedication, acknowledgements), which will be used for the plagiarism check • See RerNat-O §10, V for templates and details on what to include in the dissertation [title page; page 2 (has to include all members of the examination board, for exact format see RerNat-O Appendix 2); last page = scientific CV]. No other format requirements apply • Completed and signed <i>Application for doctoral examination</i>: (new online form in preparation and available soon) including: <ul style="list-style-type: none"> – Formal application for admission to the examination procedure; confirmation that the electronic and printed version are identical; proposal for two reviewers of your thesis and four further members of the Examination Board and date of thesis defense; declaration, which doctoral degree (Ph.D. or Dr. rer. nat.) you wish to receive. <u>Please note</u>: you may only use the doctoral degree you have been awarded, i.e. if you were awarded a "Ph.D.", you may not use the title "Dr. rer. nat" and <i>vice versa</i>; – Consent for alumni webpage • Checklist with all courses and TAC meetings • Proof of continuous enrolment (<i>Studienzeitbescheinigung</i>) (http://www.uni-goettingen.de/en/14632.html). • Copy of the <i>Promovierendenerklärung</i>, which you have completed at start of PhD • If not already submitted at the time of admission to the doctoral program: Originals or certified copies of university diplomas (<i>M.Sc./Diplom</i>), in English or German. If diploma is not available in English or German: translations by an accredited interpreter, If applicable: confirmation of equivalent degree (in case of foreign diplomas) • If applicable: application for restricted online publication (see https://www.uni-goettingen.de/en/577097.html). Please note that it is <u>not</u> possible to apply for this <u>after</u> your defense. 	
Between submission and thesis defense	In case of faculty program <i>Biology</i> : <ul style="list-style-type: none"> • Pick up the green doctoral file at the GAUSS Office (after notification <i>via</i> email) • Arrange an appointment with the dean for the signature on the admission to the doctoral examination. 	

	<ul style="list-style-type: none"> • Circulate the green doctoral file to the reviewers of the thesis and the examination committee and return it to the first reviewer subsequently 	
Approx. 5-7 weeks after submission: thesis defense	<p>At least two thirds of the members of the examination board have to be present at your defense including the reviewers of the dissertation.</p> <p>Audio and/or video recordings of the oral examination are not permitted.</p> <p>In case of faculty program <i>Biology</i>: Return green doctoral file to the GAUSS Office after the thesis defense.</p>	
After thesis defense	<p>Should you need a preliminary certificate, inform the GAUSS Office. We will prepare and send it to you (please allow 5-10 days).</p> <p>Revise your dissertation and prepare publication.</p>	
Between thesis defense and awarding of degree	<p>You may inspect the thesis evaluations and minutes of the thesis defense. Please contact the GAUSS Office.</p> <p>IMPORTANT: you may use the doctoral title only <u>after</u> receiving the official degree diploma.</p>	
Graduation ceremony	<p>The graduation ceremony is a purely ceremonial event (you will not receive a diploma). You are automatically registered for the upcoming ceremony. Please find the correct date on your admission to the doctoral examination. If you cannot take part in the graduation ceremony, please contact the GAUSS Office.</p> <ul style="list-style-type: none"> • <i>GGNB programs</i>: please register for the graduation ceremony you will attend <p>To be able to take part, the <u>minutes</u> of your thesis defense have to <u>arrive</u> at the GAUSS office <u>at least one week prior to the ceremony</u>. Please keep this in mind (and maybe remind your supervisor) should your defense take place shortly before this deadline.</p>	
Max. one year after date of thesis defense	<p>Get a signature on the revision certificate (<i>Revisionsschein</i>) from your supervisor.</p> <p>Publish thesis (see https://www.uni-goettingen.de/en/577097.html).</p> <p>Submit the revision certificate and the proof of publication to the GAUSS Office (see RerNat-O §21).</p> <p>IMPORTANT: you have to keep the exact deadline in mind since GAUSS will NOT remind you of the publication. If you miss the deadline for submission of the published thesis, you will lose all rights to receive the doctoral degree!</p> <p>Only in exceptional, well-founded cases and upon application, the program committee may extend the one-year deadline.</p>	
Approx. 4 weeks after submission of publication to the GAUSS Office	<p>The GAUSS Office gives or sends you your diploma. Please get in contact <i>via</i> email in order to find out if your diploma is ready.</p> <p>You receive the degree diploma and may now officially call yourself Dr.rer.nat. or Ph.D.!</p> <p>Many congratulations!</p>	