

## Comments on the Award of a Doctoral Degree

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### Instructions regarding the Publication of the Dissertation acc. to RerNat-O § 21

You must **publish your thesis** within **one year of your thesis defense** in order to obtain your degree certificate.

- 1) Please note that the PhD is only fully completed after publication of the dissertation and with the awarding of the doctoral diploma. You may only use your title (Ph.D. or Dr. rer. nat.) after the receipt of the official doctoral diploma (not the preliminary confirmation). The title “Dr. des.” may not be used.
- 2) **The dissertation must be published within one year of the thesis defense, and conformation of publication must be provided before the end of the one-year deadline!**

› **IMPORTANT: If you miss the deadline for publication, you lose all rights to the conferral of the doctoral degree and to receive the doctoral diploma!**

**The regulations do not allow for any exceptions!**

- › Make sure you start the publication process *at least* two weeks before the deadline to guarantee timely publication and submission of the confirmation to the Examination Office!
- › In exceptional cases and upon written application to the examination board of the respective program before the one-year deadline expires, this deadline may be extended by max. 12 months (§ 21 (6)).
- 3) You are obliged to discuss the need for any further modifications to the dissertation with the members of your doctoral thesis advisory committee prior to publication.
  - › The dissertation may be published **after the revision certificate is signed** (see last page) by the supervisor on behalf of the members of your doctoral thesis advisory committee.
- 4) Options for publishing your thesis:
  - › as an independent publication in the bookshop, e.g., through the [university press](#)
  - › electronically on the document server of the Göttingen State and University Library (SUB)

For further information on the requirements and guidelines for publishing via the eDiss server of the SUB, please follow this link: [Publishing on eDiss](#)

- › or in a comparable scholarly information infrastructure
- › the faculty council of your faculty may permit additional forms of publication
- 5) It is possible to apply for **restricted online publication / embargo**, see below!
  - › In case of valid reasons only an abstract, and not the entire thesis, will be published on the document server of the SUB for one year after the date of your thesis defense. With this option you get the proof of publication and can receive your diploma right away. One year after your thesis

defense date, the SUB will automatically publish your complete dissertation online, unless you apply for an extension for an additional year in time.

6) According to §21 (5), you have to provide confirmation of publication of your thesis to the GAUSS-Office in one of the following formats:

- › in case of **online publication via the eDiss server of the SUB** (incl. restricted online publication / embargo): the proof of publication is usually sent to the GAUSS Office directly by the SUB.
  - You find all information on the requirements and guidelines for publishing your thesis via the eDiss server of the SUB following this link: [Publishing on eDiss](#).
- › in case you **publish the thesis as a book**: confirmation from the publisher, and three copies of the retail edition if a commercial publisher manages distribution to booksellers and a minimum print of 100 copies is verified.

Please check with the [SUB](#) or the publisher (if you opt for publication as a book), which documents and how many hardcopies of your dissertation they require for publication.

7) **Submit the signed revision certificate and the publication confirmation** (preferably as a scanned version via email) to the [GAUSS Office](#) after having completed the publication procedure.

8) Please note that it usually takes 3-5 weeks to issue the doctoral diploma (during vacation periods processing times take a little longer - please understand that this is beyond our control).

Further information is also available in the [Checklist - Countdown to doctoral degree](#) (**Step 3**).

### **Restricted online publication / embargo acc. to RerNat-O § 21 (8)**

- only for valid reasons! -

Should you need your doctoral certificate urgently but cannot publish yet for valid reasons, you can make use of **restricted online publication / embargo**.

In case of an embargo, only an **abstract**, and not the entire thesis, will be **published online for one year after the date of your thesis defense**. As this counts as a regular publication of your thesis, you can get your diploma right away.

After one year, the SUB will **automatically** publish your complete dissertation online, unless you apply for an extension for an additional year in time.

Potential valid reasons to apply for the *restricted online publication / embargo* are, for example, that the publication of the thesis would harm the protection of intellectual property or breach publication contracts with a publisher (i.e. a paper has been accepted and prior publication of the thesis is legally inadmissible). For further information please see the doctoral regulations § 21 (8).

**To apply for *restricted online publication* / *embargo* please follow these steps:**

- The joint application form should be submitted before the date of the oral examination (§21), applying parties are you and your first supervisor.
  - Submit the *SUB restriction notice / embargo* form ([docx](#) / [pdf](#) in German) together with your doctoral thesis when you [apply for admission to the doctoral examination](#).
- Following your thesis defense, the examination board is required to review the embargo and, if approved, provide you with the signed document.
- **You then need to submit the approved embargo to the SUB** (within one year after the defense), together with your electronic dissertation, the electronic abstract, and all other documents they require for publication (follow the instructions of the SUB [Publishing on eDiss](#)).
  - For further information on prerequisites for *restricted online publication / embargo* please review § 21 (8) of the doctoral degree regulations.
  - Please note that a *restricted online publication / embargo* is not the same as an *extension of your thesis publication deadline* (see item 2 on page 1).
- In exceptional cases, an extension of the embargo by a further year may be requested upon written application to the examination board of the respective program before the one-year deadline expires.
  - A further extension is not possible under any circumstances.
- **It is your responsibility** to notify eDiss of any required embargo period at the latest when submitting your dissertation. If a corresponding request is not submitted or submitted too late, the eDiss team cannot be held responsible for an incorrect publication date.

**Important note:** *If you are considering pursuing an academic career, please make sure that you familiarize yourself with the **eligibility criteria** 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 / embargo** to avoid missing the chance to apply for these funding schemes.*

*Please check the cut-off dates of a selection of fellowships [here](#) (please note the list is not exhaustive).*

**Revisionschein<sup>i</sup>**

Name der Referentin / des Referenten / der/des Verantwortlichen gemäß § 21 (2) Abs. 3 RerNat-O:

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Abteilung/Arbeitsgruppe, Institution .....

Die Druckvorlage der Dissertation von Frau/Herrn

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ist mir vorgelegt worden. Ich habe gegen den Druck dieser Dissertation nichts einzuwenden und bescheinige dies nach § 21 (2) RerNat-O durch meine Unterschrift.

Göttingen, den .....

.....  
Unterschrift

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<sup>i</sup> *English Translation:*

**Revision Certificate**

Name of the referee/responsible person according to § 21 (2) Abs. 3 RerNat-O:.....

Department/group, institution.....

The dissertation manuscript of

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from.....

entitled: .....

has been submitted to me. I have no objections to the printing of this dissertation and confirm this in accordance with § 21 (2) RerNat-O by my signature below.

Göttingen,.....  
date signature