# Countdown to your doctoral degree
(according to the RerNat-O from 22 June 2018)

## - Checklist -

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<th>Time</th>
<th>Task</th>
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| **6 months before submission** | In the last thesis advisory committee meeting, discuss the thesis submission and possible members of the examination board for the thesis defense with your TAC members.  
  - Rules for composition of examination board:  
    - min. six members, incl. the three members of your thesis advisory committee. Thereof min. three from your program, including the two reviewers (= members 1 and 2 in your thesis advisory committee) (acc. to RerNat-O §11)  
    - 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!).  
    - The two reviewers have to be full members (i.e. with examiner status) in your Ph.D. program; at least one of them has to be professor of Göttingen University.  
  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 (approx. 6 weeks after submission). |
| **5-6 months before submission** | Make sure that you have fulfilled the credit requirements according to RerNat-O Appendix 11 part C and that you have attended the mandatory Seminar on Good Scientific Practice - check your online credit database account and/or paper forms.  
  IMPORTANT: for students enrolled in Chemistry/Physics, special requirements reg. teaching credits apply. Please check your degree regulations well ahead of time and make sure you have fulfilled the requirements! |
| **min. 3 months before submission** | Discuss with your supervisor if you will write a monography (§10.2), or a manuscript-based thesis (§10.3).  
  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! |
| **2-3 months before submission** | Ask supervisor when he/she would have time to proofread the final draft of your dissertation; plan accordingly! |
| **5-6 weeks before submission** | Inform GGNB / IMPRS / MolMed Office of planned submission (informal, by e-mail) and send proposal for examination board (see above).  
  Arrange date, time and location for thesis defense with members of your examination board.  
  IMPORTANT: the thesis defense has to take place approx. 6 weeks after the thesis submission.  
  In case of scheduling conflicts with a member of the examination board, please find a new member who will be available for your thesis defense (approval is required as... |
Discuss with supervisor whether you will apply for a restricted online publication (§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. The application needs to be submitted to GGNB/IMPRS/MolMed Office on the day of thesis submission.

### Day of submission

Submit:
- 7 bound copies
- 2 electronic versions (pdf) of the dissertation:
  - one complete version (identical to bound version)
  - one without personal information (e.g. title page, name, address, CV, dedication, acknowledgements), which will be used for the plagiarism check
  - for templates and details on what to include in the dissertation see RerNat-O §10.5 (title page, page 2 [has to include all members of the examination board, for exact format see RerNat-O Anlage 2], last page = scientific CV). No other format requirements apply.
  - An affidavit is not required in the thesis since this is included in the “Promovierendenerklärung” you handed in at the beginning of your PhD
- Completed and signed Forms for Submission (available on GGNB Internal):
  - Page 1: Application for admission to the examination procedure; Confirmation that electronic and printed version are identical; Declaration which doctoral degree (Ph.D. or Dr. rer. nat.) you wish to receive > please note: 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.” and vice versa; Proposal for 2 reviewers of your thesis and 4 further members of the Examination Board and date of thesis defense
  - Page 2: Consent for alumni webpage
  - Pages 3-5: GAUSS Checklist for PhD students. Only the upper part has to be completed (name, matriculation number, program, TAC, doctoral project). The other required information is in our files. You do not have to get a signature from the Dean!
- CV (in addition to CV included in dissertation)
- Proof of continuous enrolment (Studienzeitbescheinigung) ([http://www.uni-goettingen.de/en/14632.html](http://www.uni-goettingen.de/en/14632.html)).
- If applicable: copies of publications in connection with dissertation
- If applicable: application for restricted online publication ([http://www.uni-goettingen.de/en/restricted+online+publication%3a+application+%28acc.+to+re+mat-o+2018%29+/591882.html](http://www.uni-goettingen.de/en/restricted+online+publication%3a+application+%28acc.+to+re+mat-o+2018%29+/591882.html)). Please note that it is not possible to apply for this after your defense
- Preliminary transcript (print-out from your credit database account) (serves as confirmation of completion of credit requirements)
| Approx. 6-8 weeks after submission: Thesis defense | At least 2/3 of the members of the examination board have to be present, including the reviewers of the dissertation.  
- Audio and/or video recordings are not permitted.  
- In case of restricted publication: all members of examination board have to sign the application now (not possible later on!). |
|---|---|
| After thesis defense | Should you need a preliminary certificate, inform the GGNB/IMPRS/MolMed Office. We will prepare it and send it to you (please allow 5-10 days).  
Revise dissertation and prepare publication. |
| Between thesis defense and awarding of degree | You may inspect the thesis evaluations and minutes of the thesis defense.  
Please contact the GGNB/IMPRS/MolMed Office.  
**IMPORTANT:** you may use the doctoral title only after receiving the official degree diploma! |
| Convocation ceremony | The graduation ceremony is a purely ceremonial event (you will not receive a diploma). GGNB Office will ask you approx. 2 weeks before the ceremony to register for the ceremony.  
To be able to take part, the minutes of your thesis defense have to arrive at our office at least one week before the ceremony – no exceptions. Please keep this in mind (and maybe remind your supervisor) should your defense take place shortly before this deadline. |
| Max. one year after date of thesis defense | Complete the required revisions (check with supervisor and members of examination board).  
Have supervisor sign revision certificate (*Revisionsschein*).  
Publish thesis (as a book or electronically in the SUB).  
Deliver revision certificate and proof of publication to GGNB Office/IMPRS Office/MolMed Office (see RerNat-O §21).  
**IMPORTANT:** you have to keep the exact deadline in mind since GGNB will NOT remind you of the publication. If you miss the deadline for submission of published thesis, you will lose all rights to receiving the doctoral degree!  
Only in exceptional, well-founded cases, upon application, the program committee may extend the one-year deadline. |
| Approx. 4 weeks after submission of publication to GGNB Office | GGNB Office gives or sends you your diploma.  
You receive the degree diploma. You’re done and may now officially call yourself *Dr.rer.nat.* or *Ph.D.*! Congratulations! |