

Thesis Submission Process Bonn & Cologne

University of Bonn

The procedure in detail:

The following has to be submitted to the
Promotionsbüro: Mr. Jorg Wenniges

Wegelerstr. 10

Tel.: 0228/73 2232 Mo and Thurs 10:00 – 12:00

Currently only Mondays and Thursdays from 10.00
– 12.00

- Form “Antrag auf Zulassung zum Promotionsverfahren” (request to be admitted to the submission process) > you have to collect this form personally
- hand in 5 copies of the thesis – properly print and bound – containing a summary and a cv
- The “Promotionsbüro/Ph.D. admission office” sends them to the members of the committee

- If applicable, 5 copies of advance publications of major parts of the thesis and 5 copies of a list of these publications, stating which chapter corresponds to which article
- One single copy of the summary of the thesis
- One single copy of the cv
- Führungszeugnis/certificate of criminal history
- Copy of passport and presentation of the original

- Proof of at least 2 semesters of doctoral studies

“Führungszeugnis” /certificate of criminal history

- Bonn residents:

Application has to be made at your local “Bürgeramt”

Bürgeramt Bonn: Stadthaus, Berliner Platz

Bürgeramt Bad Godesberg

Bürgeramt Beuel

Bürgeramt Hardtberg

Opening hours: Mo + Thurs: 8:00 – 18:00

Tues, Wed. + Friday: 8:00 – 13:00

It takes about 1 – 2 weeks to be sent to the
“Promotionsbüro”

Details concerning the application of the “Führungszeugnis”

- Apply in person
- You can fill out the application form in advance: “Antrag auf Ausstellung eines Führungszeugnis” > sign it in the presence of the clerk
- Have your passport/ID with you
- Current fee: 13,- € (might change over time)
- Make sure that the certificate will be sent to the Promotionsbüro directly (validity: 3 months)

Non-Bonn residents:

- There are special regulations for non-Bonn residents:
- German cities: > get the certificate of criminal history in the local city hall
- Abroad: Contact your consulate

After submission:

- The 1st and 2nd referee receive the thesis for evaluation
- The 1st and 2nd referee submit their assessments to the Promotionsbüro (within 2 months after submission)
- Copies of the assessments are sent to the 3rd and 4th member of the examination board who have up to one week to forward their vote to the chairperson of the examination board (usually the 2nd referee)

...after submission

- The chairperson of the examination board informs the Promotionsbüro of the acceptance of the thesis and the cumulative grade
- The Promotionsbüro distributes the announcements > Now the 14 days term of display plus 7 days for the announcement of the colloquium starts

...just to remind you

- Even under ideal conditions (i.e. the referees submit their assessments right away) the period of time between submitting and defending the thesis will be at least 2 months!

Period of Display (“Auslegefrist”)

- Upon submission of the thesis and all relevant documents follows a 2 weeks’ term of display
- The grade “excellent” (summa cum laude) requires a third, external report (he/she has up to a month to send the report)

The supervisor suggests three referees of which the dean chooses one

>> This will prolong the process considerably.
About another 2 months.

Conferral of a doctorate consists of two parts:

- . The Ph.D. thesis

- . Oral Exams, consisting of:

- a) a public scientific talk with discussion
(Promotionskolloquium)

- b) a non-public oral exam (Disputation)
following the talk

Both in front of the Promotionskommission

In the Promotionskolloquium the doctoral candidate presents the scientific results of his PhD work. The length of the talk should not exceed 30 minutes. Afterwards 15 minutes should be allowed for scientific discussion.

The Disputation will take between 30 minutes (minimum) and 90 minutes (maximum).

After the examination:

- After the examination the following has to be submitted to the Promotionsbüro:
- The sealed envelope (containing the reports and grades) which you will be given after the Disputation. Based on this you will receive a certificate that you have passed the PhD exam. The official certificate “Promotionsurkunde” will only be delivered after submitting the following documents:

Submit the following documents:

- Confirmation by the institute's librarian (Ms. E. Danne, room 3.09) that one copy of the thesis has been handed over
- "Entlastungsbescheinigung" ("relief certificate") by the institute
- Proof that the thesis has been made available to the scientific public

Thesis has been made available to the scientific community:

- Confirmation by the supervisor that essential parts of the thesis have been or will be published in a journal
- The thesis will be distributed through a commercial publisher (min. 150 copies)
- The easiest way: submission of an electronic version to the eLibrary of the Universitäts- und Landesbibliothek Bonn (UBL)

Submission of an electronic version:

- http://hss.ulb.uni-bonn.de:90/ulb_bonn/diss_online/allgemeines/index.htm
- Contact person: Ms. Elena Dyck
diss-online@ulb.uni-bonn.de

Phone: 0228/73-9533

Address: Universitäts- und Landesbibliothek
Bonn, Naturwissenschaften, Nussallee 15a,
53115 Bonn

Requirements for online publication:

- (1) Electronic version of the thesis in PDF format
(if the thesis exceeds 5 MB, the thesis has to be split into smaller parts)
- The 2nd page has to include the names of the 1st and 2nd referee, the date of the exam as well as a note about the online publication

...requirements for online publication

- (2) Registration via the online form
- (3) Signed statement (2 copies) (= contract with the UBL). This statement is automatically generated as a PDF file after completion of the online registration
- (4) 5 printed and bound copies of the thesis (Pflichtexemplare/depositary copies/identical to the electronic version) A confirmation of receipt will be sent to the Promotionsbüro
- (5) Agreement by the supervisor
- (6) Approval by the Faculty

As soon as the Promotionsbüro has given its approval, the thesis will be placed on the server. You will be notified by email, and an official confirmation of the electronic publication will be set to the Promotionsbüro.

This confirmation, along with the one that 5 copies have been submitted accomplish the requirements for the award of the official Ph.D. certificate.

Rules for Reproduction of PhD Thesis

- The thesis should be available at the university web server
- The cover of the thesis should have the IMPRS layout

PhD submission in Cologne

- The contact person for all matters concerning the PhD is Frau Gotzmann, email address: math-nat-fakultaet@uni-koeln.de

To be found in the Promotionsbüro at the Albertus Magnus Platz, opening hours Mo, Tues, Thurs from 1:30 p.m. to 4 p.m.

The homepage of the science-math faculty is

<http://www.uni-koeln.de/math-nat-fak-dekanat/>

Most of the information and forms that you need can be found there.

If you look back...

- At the very beginning of your doctoral studies you needed to fill out a form called “Mitteilung der Promotionsabsicht” (2 copies) together with a copy of your Diploma or Master’s degree
- Now you need this form (“Mitteilung der Promotionsabsicht”) again

Cologne specialities...

- In contrast to Bonn you cannot hand in your thesis in Cologne any time but there are special terms and deadlines for submission
- You can find these terms on the faculty's website

- About 4 to 6 weeks before submitting your thesis you should go to the Promotionsbüro and get a form called “Gesuch um die Zulassung zum Promotionsverfahren” (“request for opening the submission process”)
 - There is no online version of this form and it is only available in German!
 - The official day of application is the day when you hand in the request together with the required signatures and documents

- The dates for the defense will be agreed upon by the PhD student and the referees. The deanship has to be informed about them on a form called “Terminbogen” (also to be obtained in the Promotionsbüro)
- The announcement of the thesis defense is subject to special regulations. The template can be obtained on the homepage under “Formulare”.

Official announcement of the thesis defense

- All the members of the thesis committee have to be stated >> “Einladung zur universitätsöffentlichen Disputation” (Prom.ordnung von 2006, § 9, Abs. 3)

is the official announcement for the defense and should be made public about a week before the date

Special regulations concerning the publicaton:

(1) Thesis Design

(a) Title page:

- must have the university logo
- place of birth
- sample upon request

(b) First page:

Identical to title page and must directly follow it, i.e. no empty page in between

- (c) On the back side of the first page should be the names of the two referees
- (d) The thesis must contain two abstracts: One in English and one in German
- (e) At the end there must be a “eidesstattliche Erklärung”, i.e. a declaration instead of an oath that you have done all the work by yourself and that you have given all the quotes

An Eides statt versichere ich, dass

die vorgelegte Arbeit – abgesehen von den ausdrücklich bezeichneten Hilfsmitteln – persönlich, selbständig und ohne Benutzung anderer als der angegebenen Hilfsmittel angefertigt wurde,

die aus anderen Quellen direkt oder indirekt übernommenen Daten und Konzepte unter Angabe der Quelle kenntlich gemacht sind,

die vorgelegte Arbeit oder ähnliche Arbeiten nicht bereits anderweitig als Dissertation eingereicht worden ist bzw. sind, sowie eine Erklärung über frühere Promotionsversuche und deren Resultate,

für die inhaltlich-materielle Erstellung der vorgelegten Arbeit keine fremde Hilfe, insbesondere keine entgeltliche Hilfe von Vermittlungs- bzw. Beratungsdiensten (Promotionsberater oder andere Personen) in Anspruch genommen wurde sowie keinerlei Dritte vom Doktoranden unmittelbar oder mittelbar geldwerte Leistungen für Tätigkeiten erhalten haben, die im Zusammenhang mit dem Inhalt der vorgelegten Arbeit stehen.

Datum

Unterschrift

(f) The last page of the thesis must contain your
cv in GERMAN

(g) Format: A4

Requirements for final submission:

(1) 4 copies of your thesis in A4 format. 3 of 4 copies are for the referees

Easiest way: You give them all to the Dekanat and they give you 3 copies back that you personally give to your referees

- (2) All the required forms (signed and filled out correspondingly)
- (3) Your diploma/masters degree plus transcripts
- (4) Proof that you have been enrolled for at least 2 semesters at the Univ. of Cologne
- (5) The same cv that you put into your thesis but signed and with a photograph

The defense takes place two months after the submission and within the two-week-interval given in Promotionstermine.

- Thesis Committee: 3 professors from the University of Cologne (one of them from another institute) plus one person for the minutes (so called Beisitzer/anyone from the institute who holds a PhD)
- You have to find a date for 4 people and book a room. The most appropriate room is the Kosma Raum.

Publication

- Your thesis has to be published by the university library. The easiest way is electronic publishing. Follow the instructions at :

http://www.ub.uni-koeln.de/digital/kups/veroeffentlichen/diss/index_ger.html

You need to have a user name and a password to be able to upload your thesis. When you upload your thesis the system will generate a confirmation that you need to print out. This confirmation together with 9 hard copies have to be handed in at the University Library, Universitätsstrasse 33, office called Hochschulschriften und Tauschstelle, 4th floor, Room 402. Opening hours 10 – 12 a.m.

PhD certificate

The PhD certificate “Promotionsurkunde” is ready to be picked up about one or two weeks after the thesis defense and after the required copies of the thesis and all the required documents have been handed in.

The End!