

Guidelines for submission of a PhD thesis at University of Cologne

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1. Thesis “design”

There are some rules that should be followed:

- a) Title page: see the sample page attached. The text should be as shown, but the font and the arrangement on the page is not prescribed. The university logo is optional and will not be handed out by the university to prevent abuse. Below your name state the city and the country where you were born.
- b) First page in your thesis must be identical to the title page, and directly follow it, i.e. do not insert an empty page or something like that.
- c) On the back side of the first page should be the names of the two referees for your thesis (see the sample page below).
- d) The thesis must contain two abstracts: one in English and one in German.
- e) At the end there must be the statement that you give instead of an oath that you have done all the work yourself. Just copy-paste the text from the sample thesis (section titled *Erklaerung*). Sign below this text and add the list of publications.
- f) The last page of the thesis must contain your CV (*Lebenslauf*) IN GERMAN! It can be a very simplified CV, containing your private data and education.
- g) Format: The official submission it must be A4.

2) Procedure of submission

- Some of the information can be found at the web page of the dean’s office of the science-math faculty: <http://www.uni-koeln.de/math-nat-fak/dekanat/>
- Check the deadlines for submission. There are 7-8 deadlines per year (you’ll find them under *Termine&Info, Promotionstermine*)
- At least two weeks before the submission deadline you should go to Dekanat (in the main building of the University of Cologne, Albertus-Magnus-Platz) to pick up the forms that have to be filled and submitted together with the thesis. Make sure to check the opening hours, it’s opened only a few times a week! The person in charge of PhD students (at this moment) is Ms. Karin Gotzmann. At the moment the schedule is:
Monday, Tuesday and Thursday from 13:30-16:00.
Keep in mind that the office will close for summer vacation so make sure to follow the announcements at the website.
- Another template that can be found in the section “Formulare” is “*Einladung zur universitätsöffentlichen Disputation (Prom.ordnung von 2006, § 9, Abs. 3)*”. This is the official announcement for your defense – it should be made public about one week before the date. If a defense takes place at the 1. Physikalisches Institut, we usually stick few examples at places where people will see them.
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- What you need for the submission:

- a) 4 copies of your thesis in A4 format. 3 out of the 4 copies of your thesis are for the referees – you will probably get them immediately back to give to the referees personally – officially Dekanat should deliver them, but this way it's faster and one is sure that everybody got his/her copy. The 4th copy is for the Dekanat.
 - b) all the forms that you have filled (look at examples); among them is a form that was given to you at the beginning when you were enrolled as a PhD student. It is called “Mitteilung der Promotionsabsicht”.
 - c) your diploma certificate and a transcript (they need original and certified copies and they keep the copies),
 - d) a proof that you have been enrolled at the Uni Koeln for at least two semesters (in form of the blue papers that you receive every semester with your student ticket and that write “promotion” at the bottom).
 - e) The Mitteilung der Promotionsabsicht form.
 - f) The same German CV (Lebenslauf) that you put in the thesis but also signed and with a picture.
- The defence generally takes place two month after the submission and within the two-week-interval given in *Promotionstermine*.
 - The committee: 3 professors of the University (one of them must not be from the same institute (Ph1 in this case), but can be from the Theoretical or Nuclear Physics, or even from another department (like Geophysics) plus 1 person that writes the protocol (so called Beisitzer) – this can be any person from the institute in possession of a PhD title.
 - Tip: You have to find a suitable date for the four (usually busy) people. In addition to that you need a room for this occasion. If your defense will take place at the Ph1, try to organize a room immediately because there's no much space there. The most appropriate place is the so-called Kosma Raum which is often booked for all kinds of institute happenings; there is another seminar room at the Ph1 where the lectures take place. The bookings of Kosma can be checked at our internal pages, so the best thing is to ask one of your colleagues from Uni Koeln to check the available dates. In many cases, if the room is booked, one can talk to people who booked it and make arrangements, but it is not always the case (i.e. if there is a big meeting). For the seminar room, one can contact one of the Ph1 secretaries. If none of the two is available, there are other rooms at other physics institutes, please contact the secretaries if this is the only option.

3) After the defence

It's not all finished yet!

Your thesis has to be published by the university library. The best way to do this is by electronic publishing. Follow the instructions at this web page:

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

First you need a user name and password that you can get by making a phone call; then you will be able to upload you thesis; finally, there will be a confirmation that you have to print out. With this confirmation, and another 9 hard copies of

the thesis you have to go to the main library of the University (Universitätsstrasse 33), to the office called *Hochschulschriften- und Tauschstelle*, 4th floor, Room 402. Make sure you check the opening hours, currently it's only 10-12.