

Guidelines for Doctoral Students

A) Make sure your supervisor has registered you as doctoral student **with the Dean** and that the appropriate admission forms are in place for this. All doctoral students/candidates have to be enrolled as such. This is to be verified with the help of the enrolment form valid for the term when the thesis is expected to be submitted. Further, registering with the ‚Graduierzentrum‘ is recommended. Information concerning the publication of e-dissertations and regarding copyright regulations for preliminary publication in academic journals are to be found at <http://eldiss.uni-kiel.de/macau/content/main/authorsArea.xml?XSL.LastPage.SESSION=/content/main/authorsArea.xml>. It is advisable to look into this already when starting (to work on) your dissertation!

B) When to register for your final doctoral exam/the disputation and when to submit your dissertation

- The dissertation has to be submitted at least eight weeks before the oral exam (viva/disputation). Please observe deadlines for registration.
- The dissertation, together with the supervisors’ reports, has to be available for perusal at the Dean’s office two weeks before the oral exam (viva/disputation).

C) Form and content of the admission document for the final exam

Please observe/follow the rules given in the general doctoral degree guidelines (application template for admission below/ *How to apply for admission?* - template below).

Your application must include the following:

1. five copies of your dissertation in electronic form = CD-ROM (for details please consult the Dean’s office),
2. a statutory declaration, confirming that the dissertation has been authored independently and without illegitimate external help; and that it has not been formerly submitted to another (university) department (see template),
3. a declaration confirming that the dissertation complies with the conventions of proper academic practices as defined by the DFG (see website),
4. when submitting a cumulative dissertation, contributions of co-authors have to be declared (see § 7 Abs. 2),
5. a statement as to whether the disputation is to be held in German or English,
6. a CV in either German or English, containing comprehensive information about the applicant’s education and the applicant’s citizenship,
7. a school-leaving certificate or another attestation which has been legally accredited as equivalent, further certificates for other relevant forms of qualifications, degrees or passed exams,
8. a Criminal Records Bureau check/police clearance certificate and the applicant’s statement declaring any pending cases of public prosecution against him/her,
9. a short version of the thesis in German, approved by the first examiner,
10. matriculation form valid for the term when the thesis will be submitted.

D) Guidelines for printing the thesis before the disputation

The following points have to be included in the thesis

- A cover sheet (see template below, leave blank the two columns *second examiner* and *day of disputation*).
- A comprehensible and understandable summary of the dissertation in German and English.
- It is permitted to submit as a dissertation one or several published papers or papers that have been accepted for publication. This requires a collective introduction and conclusion, which must be written by the candidate independently. With cumulative dissertations, which are based

on not yet published / unpublished papers the methodology has to be sufficiently explained in the appendix.

- When submitting co-authored publications as a dissertation, the candidate has to meticulously declare his/her share of the work and has to integrate this declaration into his/her thesis.

E) **Guidelines for printing the thesis after the disputation**

Cover sheet according to the template below.

- The printed version of the thesis must contain the following endorsement (e.g. verso the cover sheet) “*Printed with the approval of the Faculty for Agricultural and Nutritional Sciences*”
- Also publications in academic journals must contain the note that this is a dissertation for which the print is approved by the *Faculty for Agricultural and Nutritional Sciences*
- The printed thesis must contain a summary in German and English and a CV in the appendix.
- After having been approved for publication, the printed thesis must be submitted either in 50 individual copies or 5 copies of the dissertation published in an academic series or a publishing house or in 6 copies at UB online.

Application for Admission to the Doctoral Examination Procedure (Template)

Peter Meier, MSc

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tel.: 897463
at institute: 9843
email: petermeier@gmx.de

The Dean
Faculty of Agricultural and Nutritional Sciences
Christian-Albrechts-Universität Kiel
24098 Kiel

Inquiry about Admission to Doctoral Examination

Dear Dean!

Herewith I ask for admission to the doctoral examination procedure. I wish the disputation to be conducted in English/German. I request to be awarded the title of „Doktor/Doktorin der Agrarwissenschaften“ oder „Doktor/Doktorin der Ökotropologie“.

The academic field of my doctoral thesis is xxx (Note: please follow the guidelines for doctoral students, do not make up your own terminology!)

Yours sincerely
Signature

Attached/Please find enclosed
Dissertation: 5 copies, possibly including declaration of co-authorship
statutory declarations
curriculum vitae (CV)
certifications of qualifications
CRB check
enrolment form valid for current term
short version of dissertation, including CD-ROM

Template for Cover Sheet

The Institute for
of the Christian-Albrechts-Universität Kiel

title of dissertation

Dissertation
submitted for the Doctoral Degree
awarded by the Faculty of Agricultural and Nutritional Sciences
of the
Christian-Albrechts-Universität Kiel

submitted

M.Sc.

born in

Kiel, 20xx

Dean: Prof. Dr. XXXXX

1. Examiner: Prof. Dr. XXXXXX

2. Examiner: (leave blank)

Day of Oral Examination (leave blank)

Template for Statuory Declarations

M.Sc.

Statutory Declaration:

Herewith I declare on oath that the submitted dissertation under the title „.....“ has been authored independently and without illegitimate external help and that it has not been formerly submitted to another university department.

Kiel, (date)

Signature

Please Note:

Make sure that the title of the dissertation is correct on the statutory declaration. This is a declaration under oath. As a result of this declaration the certificate will be printed – Please take your time for a final perusal of all requirements!

Herewith I declare, that I am not subject to any pending case of public prosecution.

Kiel, (date).....

Signature

Herewith I declare, that the dissertation complies with the conventions of proper academic practices as defined by the DFG.

Kiel, (date)

Signature