

Faculty of Agricultural and Nutritional Sciences - application for admission to the Doctoral Examination Procedure

(For informational purposes only; the German Doctoral Degree Regulations 2020 with their appendices are binding;)

If you concluded your **supervision agreement after December 31, 2017**, please send all documents as separate PDF files (1-12, see below) to: dekanat@agrar.uni-kiel.de. Please submit the short version in duplicate - once with and once without your supervisor's signature - as separate PDF files. Please bring the five printed copies including the DoC included in the case of cumulative work to the dean's office. To prove that the degree qualifying for a doctorate that you have sent us as a PDF document is authentic, please take this opportunity to present the original or a certified copy of the certificate.

Candidates who concluded their **supervision agreement before January 1st, 2018**, please continue to submit the documents in paper form, as well as a PDF of the dissertation including DoC and the unsigned short version (abstract).

Documents to hand in:

1. Five printed copies of your dissertation and one PDF of your dissertation;
2. In the case of cumulative dissertations, the declaration of co-authors (Declaration of Co-Authorship) included in the dissertation copies;
Tip: if your co-authors are not immediately available on site, start a chain email by sending a scanned declaration to all co-authors one after the other for signature. In this way you receive fully signed files that you can have included.
3. Include an application for admission to a doctorate (Anhang 1 of the doctoral degree regulations) with a declaration as to whether the disputation should be in German or English;
4. Include an application for admission to a doctorate (Anhang 1 of the doctoral degree regulations) with the indication of the subject area of the doctorate according to Anlage 1 of the doctoral regulations;
5. An affidavit in accordance with § 54 HSG (Anhang 2 of the doctoral degree regulations) that the dissertation was prepared independently and without unauthorized help;
6. A written declaration (Anhang 2 of the doctoral degree regulations) that the thesis was not submitted to any other faculty;
7. A written declaration (Anhang 2 of the doctoral degree regulations), that the work complies with the principles of good scientific practice as defined by the German Research Foundation (DFG);
8. A signed curriculum vitae stating your nationality in German or English, which provides information about the applicant's educational and training course;
9. The original or certified copy of the certificate of the degree qualifying for the doctorate;
10. One by the supervisor signed, one-page short version of the dissertation in German and, for publication by the faculty, in addition one version without signature as PDF;
11. A letter from the supervisor with a suggestion for at least one possible second reviewer who is willing to take over the review of the dissertation and to participate in the relevant disputation committee;
12. In the case of inter-faculty dissertations, a notification from the first supervisor and the candidate that the doctoral examination at the Faculty of Agricultural and Nutritional Sciences should be completed. If the supervisor is not a full-time member of the faculty, a written confirmation from the full-time member of the faculty named in the supervision agreement is required that the doctoral topic is thematically assigned to a subject area of agricultural and nutritional sciences.

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Notes on printing the dissertation for submission to the dean's office

Documents 3.-12. are not part of the dissertation. If you want to include them, please submit the documents again separately.

The following information/contents are mandatory:

- Title page: please leave the boxes "second supervisor" and "date of oral examination" blank
- a comprehensive and comprehensible summary of your dissertation in German and English
 - for cumulative dissertation: one or more papers already published or accepted for publication. You must then
 - o to write an introduction and a conclusion that is common to all the papers
 - o if several authors are involved, include the corresponding Declarations of Co-Authorship with the signatures of all participants in the dissertation
 - for cumulative dissertations: one or more papers may be submitted which have not yet been accepted. You must then
 - o sufficiently describe the methods used in all treatises in an annex
 - o write an introduction and a conclusion that is common to all the papers
 - o if several authors are involved, include the corresponding Declarations of Co-Authorship with the signatures of all participants in the dissertation

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FAQ:

Do I have to know who my second assessor is when I register?*

You do not have to specify your second assessor. The dean assembles the examination board according to the examination regulations. It is common practice at the faculty that your supervisor recommends a second assessor and informs you of this for your registration. Please ask your supervisor to ensure that the second assessor can be present at your disputation appointment.

I am writing a cumulative dissertation. However, I have not yet submitted my dissertation. How many pages must a sufficient method description have?

Please clarify this question with your supervisor. There is no exactly defined number of pages in the doctoral regulations.

Do I really have to write a method section for contributions that have not yet been accepted if the methods are already described in the respective article?

Please clarify this question with your supervisor. The PhD regulations require the methods section. The professional necessity and the usual procedures with your supervisor* should be discussed individually.

How many pages should a dissertation have?

The doctoral regulations do not specify a minimum number of pages. Please discuss with your supervisor whether your written work is sufficient for registration in the doctoral procedure.

I have already published. Can I now publish the contributions again in the dissertation?

Please be sure to clarify this question with the publisher with whom you have published. The contracts are individual, so that no generally valid statement can be made. Many publishers offer possibilities to publish a previous version of the article as a dissertation. However, this is only possible if they have also submitted these previous versions as a dissertation. It may also be possible to distribute only a small number of copies via individual printing. Please enquire with the relevant publishers before submitting your dissertation.

Does the dissertation have to be specially bound before disputation?

Except for the requirement that you are not allowed to use ring binding, you are free in the layout. However, the dissertation to be published must meet special requirements of the University Library. Please inform yourself on the pages of the University Library.

The UB requires a different number of printed copies than the faculty has specified, what now?

From time to time the UB's requirements change regarding the required number of print copies to be submitted. Please follow the guidelines of the UB. If you submit the receipt including the second dean's copies to the faculty, this will be accepted.