

Please make an appointment to submit your dissertation and register for the doctoral examination procedure with Ms. Katja Blohm, extension 2591, email kblohm@aef.uni-kiel.de.

If you concluded your **supervising agreement after January 01, 2018:**

Please send the following documents listed in § 11 of the current doctoral degree regulations as separate **PDF files by email** to dekanat@agrar.uni-kiel.de before the agreed appointment:

1. A PDF of your dissertation (≤ 15 MB);
2. For cumulative dissertations, the Declarations of Co-Authorship (DoC) for each paper in accordance with § 14 (5) and (6) of the Doctoral Degree Regulations, embedded in the PDF; *Important: You will find a sample DoC in Appendix 3 of the Doctoral Degree Regulations. This document may not be changed! For more co-authors than available lines, please use several DoCs. If your co-authors are not immediately available on site, start a chain email by sending a scanned DoC to all co-authors one after the other for signature. This way you will receive fully signed files that you can integrate.*
3. A request for admission to a doctoral degree (Appendix 1 of the Doctoral Degree Regulations)
 - with a statement whether the disputation should be in German or English;
4. A request for admission to a doctoral degree (Appendix 1 of the Doctoral Degree Regulations)
 - stating the specialist field of your dissertation in accordance with Annex 1 of the Doctoral Degree Regulations;
 - with a statement of the type of the dissertation (cumulative or monograph);
 - with a declaration of which title of Doctor you would like to be awarded (Dr. sc. agr. (Doctor of Agriculture) or Dr. oec. troph. (Doctor of Nutritional Science));
 - with your current private address, your private email and your signature;
5. A sworn declaration in accordance with § 54 HSG (Appendix 2 of the Doctoral Degree Regulations)
 - that the dissertation was produced independently and without unauthorised assistance;
6. A written declaration (Appendix 2 of the Doctoral Degree Regulations)
 - that the work has not been presented to any other faculty;
7. A written declaration (Appendix 2 of the Doctoral Degree Regulations),
 - that the work complies with the guidelines for good research practice, as defined by the German Research Foundation (DFG);
8. A signed curriculum vitae in German or English, stating your full name, your date of birth and place of birth, your nationality, your contact details and your education and training;
9. -
10. A one-page summary of your dissertation in German including title and your name as a PDF;
11. -
12. -

Please submit the following documents listed in § 11 of the current doctoral degree regulations in **paper form** to the agreed appointment and show you valid **identity card**:

1. Five printed copies of your dissertation
2. For cumulative dissertations, the Declarations of Co-Authorship (DoC) for each paper in accordance with § 14 (5) and (6) of the Doctoral Degree Regulations, bound into each printed copy;
Important: You will find a sample DoC in Annex 3 of the Doctoral Degree Regulations. This document may not be changed! For more co-authors than available lines, please use several DoCs. If your co-authors are not immediately available on site, start a chain email by sending a scanned DoC to all co-authors one after the other for signature. This way you will receive fully signed files that you can integrate.
3. –
4. –
5. –
6. –
7. –
8. –
9. The original certificate or a certified copy of the degree qualifying for the doctorate including final grade (e.g. Master's certificate)
10. –
11. –
12. –

The following documents listed in § 11 of the current doctoral degree regulations must be **issued by your supervisor**. Your supervisor is requested to submit these documents by email to dekanat@agrar.uni-kiel.de or to give them to you in paper form with his/her original signature on the agreed date:

1. –
2. –
3. –
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8. –
9. –

10. A one-page abstract of your dissertation in German, signed by your supervisor, stating the title and your name;
11. A letter from the supervisor with a proposal for at least one possible second reviewer who has agreed to review the dissertation and participate in the relevant disputation committee;
In the context of the comparability of examination procedures, it is not possible to offer different examination formats (face-to-face or digital, hybrid) in one examination date with several disputations. The Faculty or the Dean's Office will not cover any travel costs for external second examiner.
12. In the case of interfaculty dissertations, a notification from the first supervisor and the candidate that the doctoral examination is to be completed at the Faculty of Agricultural and Nutritional Sciences. If the supervisor is not a full-time member of the Faculty, written confirmation from the full-time member of the Faculty named in the supervision agreement that the doctoral topic is thematically related to a subject area of Agricultural and Nutritional Sciences is also required.

If you have concluded your **supervision agreement before December 31, 2017**, please submit **all documents** according to § 11 of the doctoral regulations **in paper form** and please also send a **PDF of the** dissertation including DoCs and a PDF of the unsigned one-page German summary by email to dekanat@agrar.uni-kiel.de.

1. Five printed copies of your dissertation and a PDF of your dissertation by email
2. For cumulative dissertations, the Declarations of Co-Authorship (DoC) for each paper in accordance with § 14 (5) and (6) of the Doctoral Degree Regulations, included in the printed copies and the PDF;
Important: You will find a sample DoC in Annex 3 of the Doctoral Degree Regulations. This document may not be changed! For more co-authors than available lines, please use several DoCs. If your co-authors are not immediately available on site, start a chain email by sending a scanned DoC to all co-authors one after the other for signature. This way you will receive fully signed files that you can integrate.
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 - a. stating the specialist field of your dissertation in accordance with Annex 1 of the Doctoral Degree Regulations;
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 - c. with a declaration of which title of Doctor you would like to be awarded (Dr. sc. agr. (Doctor of Agriculture) or Dr. oec. troph. (Doctor of Nutritional Science));
 - d. with your current private address, your private email and your signature;
5. A sworn declaration in accordance with § 54 HSG (Appendix 2 of the Doctoral Degree Regulations)
 - a. that the dissertation was produced independently and without unauthorised assistance;
6. A written declaration (Appendix 2 of the Doctoral Degree Regulations)
 - a. that the work has not been presented to any other faculty;
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 - a. that the work complies with the guidelines for good research practice, as defined by the German Research Foundation (DFG);
8. A signed curriculum vitae in German or English, stating your full name, your date of birth and place of birth, your nationality, your contact details and your education and training;
9. The original certificate or a certified copy of the degree qualifying for the doctorate including final grade (e.g. Master's certificate)
10. A one-page abstract of your dissertation in German, signed by your supervisor, stating the title and your name;
A one-page summary of your dissertation in German including title and your name as a PDF;
11. A letter from the supervisor with a proposal for at least one possible second reviewer who has agreed to review the dissertation and participate in the relevant disputation committee;
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Information on printing the dissertation when submitting it to the dean's office:

- The documents 3.-12. are not part of the dissertation. If you want to include them, please submit the documents again separately.
- Title page: please leave the fields "second reporter" and "day of the oral examination" blank (Appendix 3 of the Doctoral Degree Regulations).

The following information/contents must be included in your dissertation:

- A comprehensive and understandable summary of your dissertation in German **and** English.
- The German and English summary **in** your dissertation can be longer than one page.
- That means that the German summary in your dissertation can differ from the German one-page summary you submit to the deans's office.

The following applies to cumulative dissertations:

- Several manuscripts previously published, submitted or approved for publication or prepared as such may be submitted as a cumulative dissertation, which must be recognisable as an independent overall accomplishment and contain substantial parts such as an introduction, transitions, methodological section, classification of the research question and conclusion, and turn the dissertation into a holistic paper.
- Where published works are collaborations between several authors, the candidate must document his or her own contribution to these publications by means of a Declaration of Co-Authorship, which must be confirmed by the other authors and the supervisor. The declarations of co-authorship with the signatures of all participants must be included in the dissertation (printed copies and PDF).

FAQs:

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 elaboration is sufficient for registration in the doctoral procedure.

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

Please clarify this question with the publisher you published with. The contracts are individual, so that no general statement can be made. Many publishers offer opportunities to publish a preliminary version of the article as a dissertation. However, this is only possible if you have also submitted these previous versions as a dissertation. It may also be possible to distribute only a small edition via a single print. Please inquire before submitting your dissertation.

The dissertation must be specially bound before the disputation?

Except for the requirement that you are not allowed to use a ring binding, you are free in the layout. The dissertation to be published, on the other hand, must meet the university library's special requirements. Please inform yourself on the website of the University Library (UB).

Who will answer my formal questions about the doctoral examination procedure?

The doctoral degree regulations and the dean's office.

Who will answer questions about the content of my dissertation?

The doctoral degree regulations and my supervisor.