

## Check List

For the opening of the request for admission to the doctoral procedure for Dr.rer.nat., awarded by the Faculties of Natural Sciences and Mathematics and Economics, the following documents must be submitted, according to RPO 03.08.2015 and PO 09.03.2016.

1	Request for the opening of the doctoral procedure	
2	Accepted Request for Admission as Doctoral Candidate; if the request is accepted with conditions: Proof the required additions	
3	Officially certified copy of the M.Sc. certificate of completion of studies, if applicable with passing of the requirements (RPO § 7(4)) or other degree with confirmation of passing of the requirements by the doctoral committee	
4	Certificates for doctoral degrees already awarded	
5	Written confirmation from the supervisor that he/she accepts the dissertation	
6	Explanation Type of examination	
7	1 dissertation copy for file, 4 copies to be given to reviewers and examiners by candidates themselves	
8	Curriculum vitae with professional and scientific background, list of all publications and scientific lectures and posters, signed	
9	1 dissertation copy as a digital document (PDF) on disk or USB stick (no scan, unencrypted and without password; remains in secretary's office), as well as a list of all publications, scientific lectures and posters, curriculum vitae with professional and scientific background	
10	Cumulative: Confirmation from the supervisor about the personal contribution; listing of all publications with DOI numbers with highlighting of the personal contribution, signed; listing of co-authors with contact addresses	
11	Proposal of the candidate for 2 reviewers, 2 additional members, chair	
12	Declaration about the independent preparation of the dissertation and adherence to the statutes GSP with agreement to the examination of the dissertation including with use of electronic data processing	
13	Declaration of knowledge of all relevant regulations of the procedure and that the work has not yet been submitted in any other doctoral procedure.	
14	Statistics sheet	

Contact: [nawi.promotion@uni-ulm.de](mailto:nawi.promotion@uni-ulm.de)

Please note the closing times on the homepage!

## **Guidelines for the submission and external form of the dissertation**

1. The dissertation should be written in German or English. It must contain:

- cover page
- page 2
- table of contents
- summary
- complete bibliography

2. title page according to the following scheme:

Title of the work

Dissertation formula (with naming of the faculty): Dissertation to obtain the degree Dr.rer.nat. of the Faculty of Natural Sciences / Mathematics and Economics of the University of Ulm  
submitted by (author's name with first name written out in full) from (place of birth) publication  
(printing) year

3. on the 2nd side is to be listed:

Name of the Dean of the Faculty

First reviewer = supervisor

second reviewer

possible further reviewers

Day of the promotion (will be inserted on the copies to be published)

4. Texts adopted in the original must be clearly identified as citations by quotation marks with reference to the original with page numbers. Literature mentioned in the text must be listed in the bibliography; this should only contain works actually used.

5. prescribed format: Din A4

6. The electronic version of the dissertation shall be submitted in PDF format on USB stick. It must not be a scanned version of the paper printout. Encrypted, password-protected or otherwise restricted files are also inadmissible. The USB stick should also contain additional information: List of all publications, scientific lectures and posters, curriculum vitae with professional and scientific background.