



Checklist Initiation of the Doctoral Procedure

Faculty of Agricultural Sciences

- Doctoral Regulations 2023 -

Documents

1. Application

- Application, generated from Docata
- Completed application, signed by doctoral candidate and supervisor
- Reviewers: 1st reviewer (supervisor), 2nd reviewer (from outside of Hohenheim)
- Examination committee: 1st reviewer (supervisor), 2nd reviewer (from outside of Hohenheim), 3rd examiner (from Hohenheim, from a different department than the 1st reviewer)

2. Further Documents

- Curriculum vitae (signed and dated)
- Summaries of the doctoral thesis in English and German (approx. 2 pages each), signed by supervisor and doctoral candidate
- Signed affidavit (Annex 3 of the Doctoral Regulations 2023)
- Signed instruction to the affidavit (Annex 4 of the Doctoral Regulations 2023)
- Signed declaration confirming content of digital version of thesis (Annex 5 of the Doctoral Regulations 2023)
- Contact details form for external reviewer, signed by doctoral candidate, and a screenshot of the reviewer's website
- Proof of training measures on good research practice
- ID card/passport for checking correct name/s, date and place of birth

When submitting a cumulative dissertation, please provide additional documents:

Requirements: 3 articles in journals with peer review (at least 1 article must be accepted/published/with minor revisions, the other articles have to be at least submitted; applicant must be 1st author in at least 2 articles)

- Declaration of coauthorships for each article (with original signatures); please list coauthors in the sequence they appear in the article
- Copy of the front page of each article or e-mail from the journal with information on the submission of the article
- Total list of all publications
- List of publications included in the doctoral thesis

Dissertation

3. Dissertation

- 1 printed, firmly bound copy of the thesis (glued binding)
- Title page in accordance with Annex 2 of the Doctoral Regulations 2023
- Summary (in German and English), approx. 2 pages each
- Curriculum vitae (signed and dated)
- Signed affidavit (Annex 3 of the Doctoral Regulations 2023)
- Electronic version of the doctoral thesis (as a pdf file on a CD-ROM)

When submitting a cumulative dissertation, please save additionally on CD-ROM:

- Total list of all publications
- List of publications included in the doctoral thesis
- Declaration of coauthorships for each article

All documents must be submitted with original signatures. Only coauthors abroad are allowed to sign with scanned signatures.

Please send the required documents as scans in TWO pdf-files for checking to:

ga@uni-hohenheim.de

- **Pdf-file 1: All application documents (items 1 and 2 of checklist)**
- **Pdf-file 2: Dissertation (item 3 of checklist)**

The Graduate Academy checks your pdf-material and may ask for amendments.
PRINTING: Only once you have received confirmation that your files are in order.

Please send hardcopies with original signatures, the printed and bound dissertation and the CD-ROM via (internal) mail.