



# Checklist Initiation of the Doctoral Procedure

## Faculty of Business, Economic and Social Sciences

### - Doctoral Regulations 2015 -

#### **Documents**

##### **1. Application**

- Application, generated from Docata
- Completed application, signed by doctoral candidate and supervisor
- Reviewers: 1<sup>st</sup> reviewer (supervisor), 2<sup>nd</sup> reviewer (from the same or another institute than the supervisor or from outside of Hohenheim)
- Examination committee: 1<sup>st</sup> reviewer (supervisor), 2<sup>nd</sup> reviewer, 3<sup>rd</sup> examiner (= a professor of the Faculty of Business, Economics and Social Sciences who acts as the chair of the examination committee).

Beware: Only two of the three examiners can be members of the same institute.

##### **2. Further Documents**

- Curriculum vitae (signed and dated)
- Summaries of the doctoral thesis in English or German (approx. 2 pages each), signed by supervisor and doctoral candidate
- Signed affidavit (Annex 2 of the Doctoral Regulations 2015)
- Signed instruction to the affidavit (Annex 3 of the Doctoral Regulations 2015)
- Signed declaration confirming content of digital version of thesis (Annex 4 of the Doctoral Regulations 2015)
- ID card/passport for checking correct name/s, date and place of birth

#### ***When submitting a cumulative dissertation, please provide additional documents:***

Requirements:

Typically, a cumulative dissertation will include 3 articles in peer-reviewed journals/conference contributions.

Applicants must be a single author in at least one article (published or unpublished).

- Declaration of co-authorships for each article (with original signatures)



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## **Dissertation**

### **3. Dissertation**

- 1 printed, firmly bound copy of the thesis (glued binding)
- Title page in accordance with Annex 2 of the Doctoral Regulations 2019 (without university seal)
- Summary (in German or English), approx. 2 pages each
- Curriculum vitae (signed and dated)
- Signed affidavit (Annex 3 of the Doctoral Regulations 2019)
- Electronic version of the doctoral thesis (as a pdf file on a CD-ROM)

#### ***A cumulative dissertation must include the following additional documents:***

Requirements:

Typically, a cumulative dissertation will include 3 articles in peer-reviewed journals/conference contributions.

Applicant must be a single author in at least one article (published or unpublished).

- Title page for each chapter/each article with the following key information: title, abstract, keywords, (co-)authors, status
- Declaration of co-authorships for each article (as scans)

**All documents must be submitted with original signatures. Only coauthors outside of Hohenheim 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](mailto: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.**