

**Information about the
initiation of the doctoral procedure**

for doctoral candidates at the Faculty of Agricultural Sciences
(degree Dr.sc.agr.)

**in complementation of the doctoral degree regulations
and the implementation regulations (dated on 13 February 2015)**

Please note that the official binding regulations are written down in the Doctoral degree regulations (“Promotionsordnung”) and additional in the implementation provisions (“Durchführungsbestimmungen”).

A Initiation of the Doctoral Proceedings

- The doctoral proceedings can only be initiated by the doctoral committee of the Faculty of Agricultural Sciences (“**Promotionsausschuss**”) which meets generally once a month. You will find the relevant dates about the meetings of the “Promotionsausschuss” on our homepage:
 - <https://agrar.uni-hohenheim.de/agrar-promotion>.
- In order to prepare the meeting, all relevant documents must be submitted to the **Graduate Academy** at least 2 weeks before each meeting of the doctoral committee. Please make an appointment with Graduate Academy in time, <https://uni-hohenheim.de/en/graduate-academy>.

1. Necessary Documents:

- a) The **form sheet** „Application for initiation of the doctoral procedure Dr. sc. agr.” can be downloaded from our homepage and must be filled out and signed by the doctoral candidate and her or his supervisor:
- <https://agrar.uni-hohenheim.de/promotion-downloads>

One external reviewer is obligatory if you are accepted as a doctoral candidate after 1 April 2013. Please enclose address, phone number and e-mail address for external reviewers or examiners (see “Contact dates for external reviewers and examiners”, <https://agrar.uni-hohenheim.de/promotion-downloads>). The reviewers should not be member of the same institute. Reviewers and examiners must be professor or habilitated at minimum.

- b) **4 copies** of your **Dissertation** (doctoral thesis) to be written in German or in English, in DIN-A4 format. A hot binding form (with hard or soft cover) is compulsory. Your thesis must **include** the following (**bound within the thesis**):

- **Englisch and German summary**
- **curriculum vitae** in table form in German **or** English (*with a dated signature of the doctoral candidate*)

After being approved by the Faculty’s doctoral committee (“Promotionsausschuss”), another language for the doctoral thesis can be chosen.

- c) An **unencrypted digital text document** (as a pdf) for review purposes being identical in terms of content with the submitted hard copy of the dissertation.
- d) A **declaration on the digital version** of the dissertation pursuant to annex 3 to the doctoral degree regulations. With this declaration you give your consent to the digital version being checked for plagiarism with analytical software (see “Declaration of the digital version of the dissertation”, <https://agrar.uni-hohenheim.de/promotion-downloads>).
- e) 4 extra **abstracts** (summaries) in German **or** English of appr. two DIN-A4 pages signed by the supervisor of the doctoral candidate. The name of the doctoral candidate and the title of the thesis have to be indicated on each abstract.
- f) 4 copies of a **curriculum vitae** in table form (dated and signed).
- g) A “**certificate of good conduct**” (Führungszeugnis) of the doctoral candidate in accordance with the federal central register act. It should not be elder than 6 months. Please apply for this at the registration office at your residence in Germany. Persons living outside the Federal Republic of Germany can apply for this certificate at the homepage of the German “Bundesamt für Justiz”
- https://www.bundesjustizamt.de/EN/Topics/citizen_services/BZR/Resident_abroad/Resident_abroad_node.html

- h) An **affidavit** (“Eidesstattliche Versicherung”) is mandatory. The form can be downloaded from our homepage (see “Affidavit”, <https://agrar.uni-hohenheim.de/promotion-downloads>). In this affidavit you have to declare that you have completed the dissertation independently and that you have used only the sources and aids documented and that you have not been supported by any commercial agent or consulting firm. The affidavit has to be filled out and signed by the doctoral candidate. The second page of the download-document, the “affidavit information” (“Belehrung”), has also to be signed.
- i) **If** the doctoral thesis is not a monograph but a **cumulative thesis** (combining several papers published in peer-reviewed journals as well as an introductory chapter and a general discussion chapter), doctoral candidates then have to hand out **additionally**:
- a list of all your scientific published papers
 - a list of those papers combined in your doctoral thesis
 - for each of these publications, a declaration from all authors of their contribution to the publication as well as two copies. Only in cases of authors being completely unavailable the advisor’s signature will be sufficient. (see “Declaration of Co-Authorship”, <https://agrar.uni-hohenheim.de/promotion-downloads>). The form for co-authorship specifies the declaration required in the doctoral regulations (Sec. 8(2)(3)).
 - additionally the “**status of acceptance**” for each paper combined in your doctoral thesis has to be verified by the journal in written form (letter or e-mail print out).

2. Procedure:

- All procedure steps are regulated by the doctoral degree regulations (“Promotionsordnung”) and as well by the implementation provisions (“Durchführungsbestimmungen”). The regulations and steps have to be followed strictly.
- The Faculty’s doctoral committee (“Promotionsausschuss”) decides about the initiation of the doctoral procedure, the title of your thesis and the suggested reviewer and co-reviewer.
- The Faculty’s doctoral committee also decides who is the chairperson of the oral examination of the doctoral candidate and who are the three examiners. You will get an abstract of the meeting.
- After your doctoral thesis was accepted by the Faculty’s doctoral committee the following steps will be handled by the University’s Graduate Academy. Please note that in most cases the procedure will take a period from 10 to 12 weeks until your final oral examination.

B Evaluation of the Dissertation and “Circulation”

The Graduate Academy

- asks for the reviewer opinions (within 6 weeks) and thereafter
- sends the reports of the reviewers as well as the abstract of the doctoral thesis and the curriculum vitae to all professors of the Faculty via e-mail (“circulation”). The period for objections is 2 weeks (4 weeks during the semester break).

C Continuation of the Proceeding / Public oral Examination

- At the end of the “circulation” the chairperson of the doctoral committee decides whether the thesis has been accepted. The doctoral candidate will be informed in written form and – when the thesis has been accepted – he/she will be asked to fix a date for the oral examination with the chairperson of the examination and the other examiners. The date of oral examination must be then confirmed in written form. It must be forwarded to the Graduate Academy, about at least two weeks before the oral examination (because of the internal process).
- The examination schedule has to be announced at the University one week before the oral examination.
- The period between the end of the circulation and the oral examination should not be longer than 3 weeks (6 weeks during semester break).
- **Examination (in German or English):**
The oral examination (colloquium) is public and has a duration of 90 minutes at its maximum. In the colloquium the doctoral candidate will defend her/his thesis within 30 minutes. In the defence the doctoral candidate will present theses out of her/his doctoral thesis. The defence will be followed by a disputation for about 30 minutes vis-à-vis the examination committee and by another debate of about

15 minutes which will not be evaluated and is general open for the auditorium, but only for members of the Faculty of Agricultural Sciences. The debate can be extended also to questions that go beyond the topic of the doctoral thesis, as long as the questions are either factually or methodically within the range of the topic of the thesis.

At the end of the oral examination the chairperson of the examination informs the doctoral candidate about the total result of her/his graduation and issues a preliminary certificate about her/his completion. In well-founded cases the candidate can apply for a non-public oral examination in a written form. Only **doctoral candidates who were accepted by the Faculty before the 1st of April 2010** can choose a public or a non-public examination.

D Publication of the Doctoral Thesis / Certificate

- Before publishing the thesis the **requests for changes** of the examiners have to be considered.
- The **date of the acceptance** of the thesis is the same as the date of the acceptance letter from the chairperson of the doctoral committee (see C, first bullet point).
- Declaration of readiness for printing (**Druckreifeerklärung**): Before publishing the thesis, the supervisor has to declare in written form, that all requirements have been fulfilled and the thesis is ready for printing. This declaration needs to be sent to the Graduate Academy.
- The declaration of accordance (**Übereinstimmungserklärung**) signed by the supervisor needs to be sent to the Graduate Academy.
- The **date of the graduation** is the date of the successful oral examination.
The **year of publication** is the year of printing of the doctoral thesis.
- **Information about printing** the thesis can be obtained from the doctoral degree regulations (“Promotionsordnung”) and the implementation regulations (“Durchführungsbestimmungen”). Please ask your supervisor for translation if necessary. Do not use recycled paper (reduced archivability).
- The **presentation copies** have to be submitted to the University’s library within one year after the oral examination. (See “Process and Responsibilities / Publication of the doctoral thesis” under <https://www.uni-hohenheim.de/en/completing-doctorate-degree>).
- The **certificate** (“Promotionsurkunde”) is issued and handed over to the doctoral candidate by the Graduate Academy.

In addition for participants of the doctoral degree programme:

- Participants of the doctoral degree programme of the Faculty of Agricultural Sciences who have fulfilled all requirements will get an **additional transcript of records** by the Graduate Academy.

E Exceptional Rules

- All process steps and terms mentioned in the doctoral degree regulations and the implementation provisions have to be kept.
- Exceptions must be applied in written form with indication of substantive reasons and have to be addressed to the chairperson of the doctoral committee.

Please note that every process step may take 2 or 3 days at a minimum for handling.

F Information and Overview

Doctoral degree regulations (“Promotionsordnung”), implementation provisions (“Durchführungsbestimmungen”), formsheets and further information can be downloaded in updated version from our homepage:

- <https://agrar.uni-hohenheim.de/promotion-downloads>

For getting a detailed overview of the doctoral procedure, please also have a look at <https://uni-hohenheim.de/en/doctorate> (homepage Graduate Academy).

Editor:
Dean's office of the Faculty of Agricultural Sciences
Executive Manager Dr. E. Weiß
October 2018

**Front and cover page of the doctoral thesis (Dissertation)
(Dr.sc.agr.)**

I Front Page

Institute of
University of Hohenheim
Field Prof. Dr.
(Supervisor)

(For details, see overleaf)

(Title)
.....

Dissertation
submitted in fulfillment of the regulations to acquire the degree "Doktor der Agrarwissenschaften"
(Dr.sc.agr. in Agricultural Sciences)

to the

Faculty of Agricultural Sciences

presented by

(Name)

(Place of birth)

(Year of publication) 201x

please turn over!

II Back cover page of the print-ready doctoral thesis

This thesis was accepted as a doctoral thesis (Dissertation) in fulfillment of the regulations to acquire the doctoral degree "Doktor der Agrarwissenschaften by the Faculty of Agricultural Sciences at University of Hohenheim on (date: see the letter from the chairperson of the doctoral committee to the doctoral candidate)

Date of the oral examination:

Examination Committee

Chairperson of the oral examination	Prof. Dr.
Supervisor and Reviewer	Prof. Dr.
Co-Reviewer	Prof. Dr.
Additional examiner	Prof. Dr.

DETAILS

1. Supervisor belongs to Faculty of Agricultural Sciences

If the thesis was supervised by a "Professor" or "Privatdozent" of the Faculty of Agricultural Sciences and was carried out there or at an external institution, then only the Institute of the Faculty Agricultural Sciences has to be named.

2. Supervisor does not belong to Faculty of Agricultural Sciences

If the thesis is supervised by a "Professor" or "Privatdozent" from an external institution and was predominantly carried out at that institution, then the external institution may be listed in addition. The institute of the co-reviewer of Faculty of Agricultural Sciences always has to be named first.

3. Supervisor is "Honorarprofessor" at Faculty of Agricultural Sciences:

If the thesis is supervised by a "Honorarprofessor" of the University of Hohenheim, who is also "Professor" of another University, then the heading of the cover page must be as follows:

Institute of (Institute which the "Honorarprofessor" is associated with)
University of Hohenheim
Subject area: (of the "Honorarprofessor"): Prof. Dr.
(Honorarprofessor/in at the
University of Hohenheim)