



# Checklist Initiation of the Doctoral Procedure

## Faculty of Agricultural Sciences

### - Doctoral Regulations 2013 -

#### **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 outside of Hohenheim)
- Examination committee: 1<sup>st</sup> reviewer (supervisor), 2<sup>nd</sup> reviewer (from outside of Hohenheim), 3<sup>rd</sup> examiner (from Hohenheim, from a different department than the 1<sup>st</sup> reviewer)

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

- Curriculum vitae (signed and dated)
- Summaries of the doctoral thesis in the language of the thesis (approx. 2 pages each), signed by supervisor and doctoral candidate
- Signed affidavit (Annex 1 of the Doctoral Regulations 2013)
- Signed instruction to the affidavit (Annex 2 of the Doctoral Regulations 2013)
- Signed declaration confirming content of digital version of thesis (Annex 3 of the Doctoral Regulations 2013)
- Contact details form for external reviewer, signed by doctoral candidate, and a screenshot of the reviewer's website),

#### ***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) (original + 2 hardcopies; 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**

- 4 printed, firmly bound copies of the thesis (glued binding)
- Title page see template on the [website](#)
- Summary (in German and English), approx. 2 pages each
- Curriculum vitae (signed and dated)
- 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](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.**