

Information Sheet of the Office for PhD Candidates

1. Application for opening PhD /doctorate proceedings

The following shall be submitted together with the application for opening PhD/doctorate procedures:

- Curriculum vitae (especially showing the scientific career and academic tutors) with a photograph, in addition the curriculum must be attached to the end of the dissertation; no photograph is required there.
- As a rule 5 bound dissertations (circulation copies)
(Faculty 11 = 4, Faculty 12 = 3)
shall in addition to the paper form be submitted for assessment purposes in a suitable (readable) electronic version (CD)
- If the dissertation is written in English or another foreign language, a detailed, as a rule at least a **5-page German** summary shall be attached to the dissertation.
(The submittal of a foreign language dissertation - with the exception of English - is based on **prior** approval by the PhD admissions committee.)
- Certified copy of the diploma certificate or state examination certificate, or an uncertified copy upon presentation of the original (if a foreign diploma or state examination certificate is submitted, please submit a certified German or English translation stating the grades)
- In all cases a summary in German not longer than 2 pages,
- The filled in application form *,
- Declaration and affidavit/statement in lieu of oath *,
- Forms for the application for Dr.rer.nar./Dr.phil.nat. (only faculties 5, 11, 12 and 15) will be issued upon submittal of your dissertation.

*The corresponding forms shall be obtainable in the office for PhD candidates or on the internet on the homepage of the office for PhD candidates. Please note that for the Faculties

12, 13 and 14 (in the Faculty 14 the forms include second expert assessment proposal, examination board and publication) other special forms shall be required for submittal on the homepage The **PhD admission fee** shall be paid only after the **dissertation has been submitted** using the payment requests provided at the time of submitting the application (no cash payment)

The expert assessors shall be issued a personal copy of the dissertation in advance.

2. **Date for disputation**

After the office for PhD candidates receives the assessments the dissertation and the expert assessment shall be circulated among the professors of the faculty and the dean of the Faculty for Mathematics-Natural Sciences. Only upon conclusion of this circulation can a disputation dated be agreed (the PhD candidates shall be informed thereof by the office of PhD candidates), whereby the advance invitation must comprise at least 10 days.

3. **Submitting mandatory copies of the dissertation**

- 1) After being conferred a PhD/doctorate degree the dissertation shall be published in the version approved by the faculty. Within one year after being conferred a PhD/doctorate degree mandatory copies shall be provided to the university library during the office hours of Monday - Thursday 8am - 3 pm and upon appointment: <http://www.ub.uni-frankfurt.de/dissertationen/abgabe.html#online>

[one copy (also in case of CDs) shall be provided for the PhD candidate file, i.e. in the office for PhD candidates]

- a) 5 copies as book or photo print, or

- b) 5 special printed copies if the dissertation was published in a scientific journal or publication series.

If the special print does not expressly state in which journal or publication series the work appeared, the following additional details have to be provided on the second cover page: "Appeared in (title, volume, issue, no. year or annual issue)."

Special prints with several other (maximum of 3) shall be accepted if they are accompanied by a summary comprising approximately 20 pages, stating the

contribution that the PhD candidate has made. The special prints shall in all cases be stapled with the title sheet, curriculum vitae and if applicable a summary, or

- c) 5 copies of a publication distributed by a commercial publisher of a circulation of at least 150 copies can be proven or
- d) the original copy and 5 further copies in the form of microfiches *)
- e) 6 CD-ROMs (5 for the library, 1 CD in the office for PhD candidates) *)
- f) An electronic version intended for publication on the internet, the data formats and their data carrier shall be agreed upon with the university library *)

*) In cases d, e and f 5 additionally printed copies for archiving purposes which have to be printed on age-resistant wood-free and acid-free paper and must be permanently bound.

- 2) An abridged or amended version shall be permissible concerning the above mentioned mandatory copies if they do not change the essential contents of the work and entirely produce the verification procedure
- 3) In each case the mandatory copies shall have a title page pursuant to Annex 1 and 2 or the PhD regulations. The curriculum vitae shall be enclosed at the end especially showing the scientific career and the relevant academic tutors.