

March 2015

Notes on submitting cumulative doctor's theses

In accordance with section 7 paras. 5-7 of the Faculty of Mathematics and Natural Sciences PhD Regulations, published in: Official Gazette of Humboldt-Universität zu Berlin (Amtliches Mitteilungsblatt) no. 126/2014 on 18/11/2014

1. Structure of work:

In addition to the articles submitted, a cumulative doctor's thesis should also contain an introduction, a detailed summary of the results obtained (focusing in particular on the connection between the individual pieces of work) and a complete bibliography (see section 7 para. 5: 'One or more individual pieces of work which have already been published or are scheduled for publication may be submitted as part of the doctor's thesis if they have a close temporal and factual link to the overall concept. The doctor's thesis must explain the overall concept and the coherence between the components in an appropriate form and scope.')

2. Possible publications:

If in doubt, we recommend clarifying with your academic adviser and, where appropriate, asking the department management whether the article submitted could be accredited as part of your doctor's thesis before you apply to begin the doctoral examination process.

3. Using publications in a doctor's thesis

In accordance with section 15 of the PhD Regulations, you must clarify all legal questions relating to publication yourself before submitting a cumulative doctor's thesis. Neither the Faculty Administration nor the University Library thesis department can provide you with assistance in this area (see section 7 para. 6).

4. Declaration of own contribution (form):

In order to collect the signatures of co-authors on a 'declaration of own contribution', please contact these co-authors in good time to avoid delays to the examination process. You must produce all co-author signatures when submitting the doctor's thesis. This document forms part of your application file and will be made available for all members of the Doctoral Degrees Committee and members of the expanded faculty committee to view.

You must use the faculty form for this declaration.

5 Department requirements

Some departments have laid down subject-specific regulations for theses. These documents are confirmed - therefore authorised - by the faculty committee. Please consult these documents.

6 Notes on the establishment of Doctoral Degrees Committees

In order to eliminate bias, at least one reviewer must not have co-authored any contributions to the thesis submitted (see PhD regulations section 9 para. 1). This also applies to Doctoral Degrees Committee chairs. Some departments have also passed detailed resolutions in this area.