

Leaflet for submitting the doctoral thesis = „Commencement of the doctoral examination procedure“

(According to §6 of the regulations for the award of a doctoral degree, published in the Official Bulletin of the Humboldt-University No. 126/2014)

Please check beforehand:

1. If your name has changed, please indicate this on the application and provide an official document
2. Please ask your supervisor to complete a proposal for the doctoral committee (chair, three reviewers, and other members) in time and hand in the proposal signed by the supervisor (s. § 8 par. 1-3 and §9 par. 1) (s. attachment)
3. Please also provide the postal address of the reviewers and the other members of the committee.

Submitting the doctoral thesis / applying for the commencement of the doctoral examination procedure:

Please use the "Application to begin the Doctoral Examination Process (Antrag auf Eröffnung des Promotionsverfahrens)" form for the opening of your doctoral procedure and fill it in on your computer.

Please find the form on the homepage of the faculty:

https://fakultaeten.hu-berlin.de/en/mnf/wisskar/promotionen/ndex_html?set_language=en

The form already contains all declarations, so it is not necessary to write them down separately.

If you want to propose for *Dr.-Ing.* (Computer Science only) or *Dr. phil.* (Geography only), please do not forget to write it down and if applicable provide an explanation of your supervisor about the content of the doctoral thesis.

Please attach the following documents separately to your application for opening the doctoral examination procedure:

- 5 bound copies of the thesis (no ring binding);
 - Title page according to appendix 2 of the regulations for the award of a doctoral Degree (not CMS template);
 - Declaration of independent work has to be integrated in the thesis, dated and signed
- Single page summary of the results of the thesis in German and English
- Personal data sheet (curriculum vitae) in German or English
- Publication list (you can also add your presentations)
- Copy of your ID-Card or passport
- In case of a cumulative thesis: Declaration of own participation and confirmation by co-authors (§7, par. 7) – please use the form that is provided by the faculty!

Please also send a word-document of the title page to the responsible doctoral office!