

Checklist (Monograph)

last edited: 08.06.2021

for the submission of documents for the initiation of a doctoral procedure at the Faculty of Natural Sciences of Otto von Guericke University Magdeburg for the degree of Dr. rer. nat. A copy of the doctoral regulations of the Faculty of Natural Sciences is attached to this information sheet.

	Note	Copy	Original	PDF
<p>In the case of submission of a cumulative dissertation, a separate application must be submitted to the Dean, on which the Faculty Council decides. Note: § 2 Para. 5 Doctoral Regulations</p> <p>Please note: A simultaneous application for the opening of a Doctoral Examination Procedure is <u>not</u> possible.</p>	A separate information sheet is available to this topic		-	-
<p>1. Application to the Dean of the Faculty of Science, Prof. Dr. rer. nat. habil Oliver Speck</p>	Attachment: Template (Appendix #1) – has to be signed		✓	✓
<p>2. List of expert examiners – please name 3 suggestions (naming of 3 independent external expert examiners, incl. academic title: Prof. rer. nat. ..., Prof. Dr. med. ... Please submit the current contact details)</p> <p>It should be ensured that there are no own associated publications with none of the 3 external expert examiners. The possibility to prepare a report within 3 months (according to the directive) should be requested from the reviewer before selecting suggestions.</p>			✓	✓
<p>3. Proof of fulfilment of the requirements according to § 3 of the Doctoral Degree Regulations The submission of the originals of the university degree certificates is required. A screening will be carried out in the doctoral office.</p>		✓	✓*	✓
<p>4. Curriculum vitae in tabular form</p>	The CV has to be signed		✓	✓
<p>5. Three copies of the thesis --- structure (suggestion):</p> <ul style="list-style-type: none"> ➤ Cover Page as per Appendix 1 of the Doctoral Degree Regulations, words of gratitude (optional) ➤ Table of Contents ➤ Text Part ➤ in case of: List of abbreviations and symbols ➤ bibliography ➤ In case of: Attachments (tables, etc.) ➤ curriculum vitae in tabular form (scientific course of education, information about personal data, nationality and duration of study at the individual universities according to the order of the visit) ➤ a declaration of honour ➤ The CV is to be integrate (and has to be signed) at the end of the thesis – but not in the final copies, which are intended to be published 	Solid binding (no ring binding) A hard cover is recommended		✓	✓
<p>6. Each copy of the thesis has to be accompanied by a one-page German and English summary. Please complete the summaries with the following information: academic title, last name, first name and title/topic of the dissertation + another extra copy of the summary (GER/ENG)</p>		4x ✓		✓
<p>7. A list of scientific publications to date and other scientific achievements (for example scientific awards). Naming of all co-authors. Papers with the status "in preparation" will not be accepted, this also includes posters and lectures. If possible, naming of the DOI identifier, but at least the article number and page number</p>			✓	✓
<p>8. A written declaration of honour in German or English. This document remains in the doctoral file.</p>	Attachment: Appendix 3		✓	
<p>9. A written declaration by the candidate that he/she has not been found guilty of a criminal offence involving scientific/academic misconduct</p>	Attachment: Appendix 2		✓	
<p>10. Declaration of consent for electronic examination (currently only available in German)</p>	Attachment: Appendix 4		✓	
<p>11. A Votum informativum – written by the PhD supervisor of the candidate. This part has only to be fulfilled if the advisor is an external supervisor (which means, he/she is not a member of the Faculty of Natural Sciences, i.e. doctoral students from FME, LIN, DZNE, etc.)</p>			✓	✓
<p>Notes: It is requested that PDF documents be sent to the following email address for pre-screening: daniela.vogt@ovgu.de.</p> <ul style="list-style-type: none"> • Copies are required on the submission date • * please bring the original certificate with you to the submission date for visual inspection 				

Appointments by prior arrangement. Please contact us by phone or e-mail:

Contact: Daniela Vogt
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Fakultät für Naturwissenschaften/Institut für Physik
Universitätsplatz 2
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Building 20/ Room 301
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E-Mail: daniela.vogt@ovgu.de

Muster Anlage 1

Absender

akad. Grad/Name, Vorname

Tel.-Nr. – inkl. Vorwahl

komplette Adresse

Dienstadresse

Telefon

eingereicht als (z.B. wiss. Mitarbeiter)

Bearbeitungszeitraum der Dissertation von - bis

Otto-von-Guericke-Universität Magdeburg

Fakultät für Naturwissenschaften

Dekan

Herrn Prof. Dr. Oliver Speck

Postfach 4120

39016 Magdeburg

Ort, den ...

Antrag auf Eröffnung eines Promotionsverfahrens

Sehr geehrter Herr Professor Speck,

hiermit bitte ich um die Eröffnung eines Promotionsverfahrens zur Erlangung des akademischen Grades

doctor rerum naturalium (Dr. rer. nat)

Das Thema der Dissertation lautet:

XX

Betreuer der Arbeit ist: _____
(akad. Grad/Vorname, Name/Institution)

Das Fach der Arbeit ist: _____

Die Promotionsordnung habe ich zur Kenntnis genommen.

Als Anlagen füge ich alle in dieser Ordnung genannten Unterlagen bei.

Hochachtungsvoll,

Unterschrift

Anlagen

Appendix #2

Name (academic titel)

Address

Telephone

E-Mail

Otto-von-Guericke-Universität Magdeburg

Fakultät für Naturwissenschaften

Dekan

Herrn Prof. Dr. rer. nat. habil Oliver Speck

Postfach 4120

39016 Magdeburg

Declaration of Criminal Convictions

I hereby declare that I have not been found guilty of a criminal offence involving scientific/academic misconduct.

(Place, date)

(Signature)

Appendix #3

Declaration of Honour

"I hereby declare that I prepared this thesis without the impermissible help of third parties and that none other than the aids indicated have been used; all sources of information are clearly marked, including my own publications.

In particular I have not consciously:

- fabricated data or rejected undesirable results,
- misused statistical methods with the aim of drawing other conclusions than those warranted by the available data,
- plagiarized external data or publications,
- presented the results of other researchers in a distorted way.

I am aware that violations of copyright may lead to injunction and damage claims by the author and also to prosecution by law enforcement authorities.

I hereby agree that the thesis may be electronically reviewed with the aim of identifying plagiarism.

This work has not been submitted as a doctoral thesis in the same or a similar form in Germany, nor in any other country. It has not yet been published as a whole."

(Place, date)

(Signature)



Erklärung zur Fernprüfung

Promotions- und Habilitationsverteidigungen finden an der Fakultät für Naturwissenschaften in der aktuellen pandemischen Situation vorrangig in Form von elektronischen Fernprüfungen (in Teilen oder ganz) statt. Als Videokonferenzsystem wird Zoom© eingesetzt. Die Bedingungen für die Durchführung von Promotions- und Habilitationsverteidigungen sind in der **Satzung der Otto-von-Guericke-Universität Magdeburg über die Durchführung elektronischer Fernprüfungen – EFPO** festgelegt. Die dort beschriebenen Prüfungssituationen gelten auch ohne explizite Nennung für Promotions- und Habilitationsprüfungen (Verteidigungen).

Ich erkläre, die o. g. Satzung zur Kenntnis genommen zu haben und bin mit den dort beschriebenen Bedingungen einverstanden. Ferner stimme ich der Durchführung meiner Promotions- bzw. Habilitationsverteidigung, wie in der EFPO festgehalten, zu.

Ort, Datum

Unterschrift