

Information sheet for the doctoral degree assessment procedure in Faculty 09 at Johannes Gutenberg University Mainz

Valid for doctoral students Dr. phil. pursuant to doctoral degree regulations dated April 4, 2016 as amended on August 28, 2023

Please note the following points both to ensure that the formal doctoral degree assessment procedure at Faculty 09 proceed as smoothly as possible as well as to prevent any recurring scheduling problems.

At the end of the doctoral period – Submitting the dissertation

- The doctoral application (application for admission to the doctoral examination) should be submitted sufficiently prior to the planned date of the doctoral examination in accordance with §6 of the doctoral degree regulations.
 - Application documents can be downloaded [online](#).
 - **The complete application documents must be submitted to the Dean's Office in Faculty 09.**
 - Submitting a cumulative dissertation is not possible.
 - Approval of a supervisor is required if the dissertation is written in a language other than German.
- The Dean's Office will request evaluations after admission to the doctorate.
 - Please note: The submission period does **not** begin on the day the documents are submitted to the Dean's Office. **The submission period only begins once the evaluations have been received. It is 14 days.**
- The examination date is arranged by the doctoral candidate with the examiners.
- The examination chair is held by the supervisor.
- Minutes of the oral examination are taken by one of the examiners.

Title page format

Front of title page (sample):	Back of title page:
<p>„..... – Title of dissertation -“</p> <p>Dissertation for the Degree of “Doctor of Philosophy” in the Doctoral Field of</p> <p>at the Faculty of Chemistry, Pharmaceutical Sciences, Geography and Geosciences of the Johannes Gutenberg University Mainz</p> <p>First name and last name born in</p> <p>Mainz, (Year)</p>	<p>Dean Supervisor Co-supervisor</p> <p>Day of the oral examination:</p>

After the defense

- After the doctoral candidate successfully passes the doctoral examination, he or she must produce mandatory copies of the dissertation and prepare it for publication by making any required changes after passing the examination. The supervisor must certify that the dissertation is ready for printing. The dean then grants permission to print it and the mandatory copies must be submitted to the University Library's dissertation office (UB).
 - Information can be obtained from the University Library (Tel. 39-24572). Detailed instructions for electronic publication can be found at <https://openscience.ub.uni-mainz.de>. Please refer to the University Library's help page and the checklist at <https://openscience.ub.uni-mainz.de/help-checklists>
Logging in is only possible with the university account.
 - The **number of copies to be submitted to the University Library** depends on the publication form of the dissertation:
 - a) *The dissertation is published as an electronic version:*
 - Submission of 2 copies, one copy in metal-free hardcover binding and one copy in plain binding
 - b) *The dissertation is printed, but the electronic version is not possible due to copyright law:*
 - The Dean's Office requires a letter from the doctoral candidate stating the reasons for postponing publication and requesting the dean to waive the electronic version
 - Submission of 4 copies, including one copy in metal-free hardcover binding and three copies in plain binding (note: one copy each will be sent to the *German Library in Frankfurt and Leipzig*).
 - c) *The dissertation appears as a publication in a publishing house:*
 - The Dean's Office requires the publisher's contract
 - Submission of 2 copies together with the copy for the publisher's contract to the University Library

For any questions, please go to: publikationssysteme@ub.uni-mainz.de

Additional information is also available at: <https://www.ub.uni-mainz.de/de/dissertationen>

- All other provisions of the doctoral degree regulations regarding the publication of dissertations remain in effect. (Abstract in German and English)
- With the confirmation of publication in the University Library, the doctoral certificate can then be collected from the Dean's Office.
- **The doctoral title may only be used once the doctoral certificate has been issued.**