

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

Valid for doctoral candidates Dr. rer. nat. pursuant to the doctoral degree regulations dated October 18, 2021 as amended on August 17, 2022

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 §13 of the doctoral degree regulations.
 - Application documents can be downloaded [online](#).
 - Please ensure that you print out the application documents that apply to you.
 - **The complete application documents must be submitted to the Dean's Office.**
 - If you wish to submit a cumulative dissertation, please note the [necessary requirements](#) pursuant to §14 (2) of the doctoral degree regulations
- 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 during the semester and 4 weeks during the lecture-free period.**
- In accordance with §16 (1), the oral examination must have taken place no later than 6 months after the expiry of the submission deadline or notification of the evaluation result of the doctoral dissertation.
- The examination date is arranged with the examiners by the doctoral candidate.
- The Dean's Office must also be informed of the examination chairperson and minute-taker.
 - § 6 Subsection 5 must be observed with regard to the examination chair. This means the chairperson must be a full-time employee at Faculty 09 of JGU.
 - The board of examiners is assisted by an expert minute-taker who must be a member of Faculty 09. Experts from the MPI and/or other departments must be registered as doctoral candidates at Faculty 09.

Title page format

<u>Front of title page (sample):</u>	<u>Back of page:</u>
<p style="text-align: center;">„..... – Title -“</p> <p style="text-align: center;">Dissertation for the Degree of “Doctor of Natural Sciences (Dr. nat. rer.)“ in the Doctoral Field of</p> <p style="text-align: center;">at the Faculty of Chemistry, Pharmaceutical Sciences, Geography and Geosciences of the Johannes Gutenberg University Mainz</p> <p style="text-align: center;">First name and last name born in</p> <p style="text-align: center;">Mainz, (year)</p>	<p>Supervisor</p> <p>2nd supervisor (if applicable)</p> <p>Day of the oral examination:</p>

The names of the supervisor and, if applicable, the second supervisor must be entered on the back of the title page. Since only one of the supervisors is allowed to write an evaluation pursuant to §5 Subsection 2 of the doctoral degree regulations dated October 18, 2021 as amended on August 17, 2022, the names of the reviewers can also be noted here.

After the defense

- After successfully passing the doctoral examination, the doctoral candidate must prepare mandatory copies of the doctoral dissertation and submit them 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://opencscience.ub.uni-mainz.de>. Please refer to the University Library's help page and the checklist at <https://opencscience.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 doctoral dissertation:
 - a) *The doctoral 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 doctoral dissertation appears as a publication in a publishing house:*
 - The dean's office requires the publisher's contract
 - Submission of 2 copies along 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.**