

Information sheet on the doctoral degree assessment procedure MPGC

Please note the following points in order to ensure that the formal doctoral degree assessment procedure runs as smoothly as possible as well as to prevent recurring deadline 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.
 - 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 MPGC Examination Office.
 - If you wish to submit a cumulative dissertation, please observe the relevant [necessary requirements](#).
- The Examination 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 Examination Office. **The deadline only begins once the reports have been received. It is 14 days.**
- The oral examination must have taken place no later than 2 months after the submission period has expired.
- The examination date is arranged with the examiners by the doctoral candidate.
- The Examination Office must also be notified of the examination chairperson and minutes taker.
 - The examination chair is held by a university teacher or a person who has already been awarded a habilitation.
 - The board of examiners is supported by a transcript taker.

Title page format

Front of title page (sample):



Max Planck Graduate Center
mit der Johannes Gutenberg-Universität Mainz



„..... – Title of the thesis -”

Dissertation

for the Academic Degree of

“Doctor rerum naturalium” (Dr. rer. nat.) of the faculties:

08 - Physics, Mathematics and Computer Science

09 - Chemistry, Pharmaceutical Sciences, Geography and Geosciences

10 - Biology

University Medicine

submitted by

First name and last name

Mainz,

Back of title page:

Supervisor

Second supervisor

Day of the oral examination:

On the back of the title page, the names of the supervisor(s) and, if applicable, second supervisor(s) must be entered.

After the examination

- 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://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:
- The doctoral candidate must publish the thesis in one of the following ways and submit the mandatory copies free of charge to the University Library within two years of passing the doctoral examination in the following ways:
 - either
 - 4 printed copies, including one copy in metal-free hardcover binding and three copies in single binding (note: one copy each will be sent to the German Library in Frankfurt and Leipzig), or
 - 4 copies if a commercial publisher is responsible for distribution via the book trade and a minimum print run of 150 copies is proven, or
 - 4 copies if the publication is made in a scientific journal, or
 - 2 copies and an electronic version, including one copy in metal-free hardcover binding and one copy in plain binding

In cases b. and c., the work must be explicitly indicated as "D77" on the back of the title page or as a footnote.

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)
- The doctoral certificate can be collected from the Dean's Office once there is confirmation of publication in the University Library.
- **The doctoral title may only be used once the doctoral certificate has been issued.**