

## How to submit your PhD-thesis!

**This version applies for the student year 2006 only!**

In case of doubt the regulations on the course of the ZSN and the University of Veterinary Medicine Hannover apply.

Submission is possible at any time in the coordination office! Awarding of the PhD by the University of Veterinary Medicine Hannover twice a year (mid December or mid June). Exact dates will be announced!

### The following has to be submitted by the PhD-student:

- 5 bound copies of the thesis according to §9 of the Course of Study (size DIN A4, one side printed)
- Declaration on the Principles of Good Scientific Practice according to the Deutsche Forschungsgemeinschaft (DFG) (see annex)
- Declaration of autonomous conducting of project and thesis (see annex)
- A letter of agreement with the submission by the head of the department, if the thesis has not been conducted at the University of Veterinary Medicine Hannover
- Informal declaration that a Dr. rer. nat. is aspired instead of a PhD, if applicable
- Up-to-date CV
- List of publications
- If you submit cumulative (two first author publications, accepted), you have to provide an special letter evaluating your particular contribution to the scientific design, laboratory work, evaluation and scientific writing of the publications

### The following is checked by the coordination office:

- Certificates and transcripts
- 150 obligatory and 150 elective hours covered
- 3 laboratory classes covered
- 2 public colloquia successfully completed
- Intermediate exam successfully completed
- All supervisor meetings covered

### Procedure:

- The supervisors as well as an external expert evaluate the thesis (*approx.* 8 weeks scheduled).
- If according to the evaluation corrections are necessary, you will receive notification. The changes must be made immediately and the up-dated version of the thesis must be submitted to the coordination office.

- Upon receipt of the evaluation or the up-dated thesis, the dissertation is publicly displayed in the coordination office for 10 days
- If no objection is raised you will be invited to the final exam.
- The final exam will be a 30-minute public talk in English, followed by a discussion with the three supervisors and the external referee, who will assess the exam. The discussion will then be extended to the public. The exam should not exceed 75 minutes.
- The PhD-commission decides on the successful fulfillment of the requirements to receive a PhD, based on the evaluation of the thesis and the assessment of the final exam. The commission informs the main supervisor, who will then sign the approval for print (model in annex) and hand it out to you (ask for it, if it takes too long). Please submit a copy of the approval for print to the coordination office.
- Insert the date of your final exam and the name of the external evaluator in the thesis and print it (archive copies see below, family, friends, coordination office ☺.....).

### **Submission of archive copies to the library of the University of Veterinary Medicine Hannover:**

The latest date to hand us in the confirmation that you submitted those copies to the library is 7 days prior to the awarding of the PhD!!! If you publish your thesis as monograph or print it with the company "Campus Druck" (on the premises of the TiHo, phone 2880775), it is sufficient to submit to the library a confirmation of the publishing house/printer that your thesis is in print including an approximate date of delivery.

Subsequently you will receive an invitation to the next ceremonial conferral of doctorates by the University of Veterinary Medicine Hannover. If you submit the copies later, you will have to wait for the next ceremony to receive your PhD!

### **You can either hand in:**

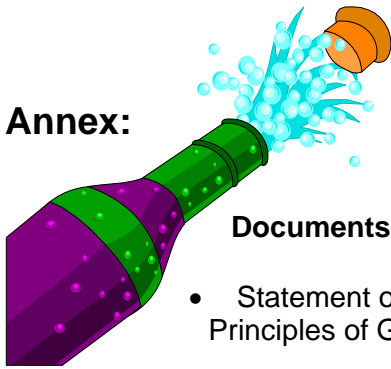
1. 80 printed copies of your thesis (size **DIN A5**, two sides printed)

**or:**

2. you submit your thesis **electronically**, which means you hand in:
  - The form for the submission of an electronic thesis to the library (see annex)
  - A CD with your thesis as PDF, one summary of the thesis in English and one in German as html-file
  - 5 printed copies of your thesis (size **DIN A5**, two sides printed)
  - The following declaration: "Declaration: I, (last name, given name), herewith declare that I confer to the library of the University of Veterinary Medicine Hannover the right of distributing the electronic version of my thesis entitled "xy" via data networks. Date, signature."
  - Despite this declaration you can still publish your thesis as monograph with a commercial publishing house.

**Tip!** If you register your thesis with the "VG Wort" ([www.vgwort.de](http://www.vgwort.de); your thesis needs an ISBN for this) you will receive a financial compensation. Check their website for instructions and regulations!

## Annex:



You will be awarded the Doctor of Philosophy in the course of the next ceremonial conferral of doctorates by the University of Veterinary Medicine Hannover! Congratulations!!!!

### Documents to download

- Statement of the Deutsch Principles of Good Scientific Practice
- Model of the declaration on the Principles of Good Scientific Practice
- Form for the submission of an electronic thesis (in German: Abgabeformular für elektronische Dissertationen bei der TiHo) (pdf) – ask, if you need help with the German

### Official requirements regarding the outline of the thesis:

1. From the Department of *xy*, *Name of University*
2. The title page must contain the following information:
  - *Title of thesis*
  - A Dissertation submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy (PhD) (or: *Doctor rerum naturalium [Dr. rer. nat.]*) at the Center for Systems Neuroscience Hannover awarded by the University of Veterinary Medicine Hannover
  - *By name born in city and country*
  - *Hannover, year of submission*
3. The second page must contain the following information:
  - Supervisor: *name of main supervisor*
  - 1. referee: *again the name of main supervisor*
  - 2. referee: *name of co-supervisor 1*
  - 3. referee: *name of co-supervisor 2*
  - External referee: *not known by the time of printing the copies for evaluation => leave open and add after approval for print!*
  - Date of final exam: *not known by the time of printing the copies for evaluation => leave open and add after approval for print!*
  - If applicable, indication of previously published parts
  - If applicable, indication of funding

The thesis must contain a summary of the thesis in English and one in German with the name of the PhD-student and the title prefixed.

MODEL OF *APPROVAL FOR PRINT*  
TO BE SIGNED BY THE MAIN SUPERVISOR AND TO BE  
SUBMITTED TO THE COORDINATION OFFICE – AVAILABLE AS  
WORD-FILE UPON REQUEST!

Hannover, den

An  
den Herrn Präsidenten  
der Tierärztlichen Hochschule  
Hannover

Insert your title page here!

Das nebenstehende Titelblatt ist von mir durchgesehen  
und kann gemäß der PhD-Ordnung des Zentrums für Systemische  
Neurowissenschaften vom 07.10.2004 zum Reindruck freigegeben  
werden.

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(signature of the main supervisor)

## Declaration

I herewith declare that I autonomously carried out the PhD-thesis entitled “.....”. The following third party assistance has been enlisted:

I did not receive any assistance in return for payment by consulting agencies or any other person. No one received any kind of payment for direct or indirect assistance in correlation to the content of the submitted thesis.

I conducted the project at the following institutions:

The thesis has not been submitted elsewhere for an exam, as thesis or for evaluation in a similar context.

*(If the thesis has not been conducted at the University of Veterinary Medicine Hannover, a letter of agreement with the submission by the head of the respective department needs to be enclosed.)*

I hereby affirm the above statements to be complete and true to the best of my knowledge.

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signature