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**Checklist for the opening of a doctoral graduation process**

The following attachments are to be included with the written request (template) for the initiation of the doctoral graduation process:

1. **4 printed copies (bound) and 1 electronic version of the dissertation (CD-Rom)**

(3 reviewers + 1 chairman = 4 copies)

1. **Curriculum vitae** (signed)

(at the end of each dissertation)

(separately)

1. **A summary in both German and English** must be included at the beginning of each dissertation

(separately)

1. **3 Reviewer suggestions**

(separately – addresses, e-mail, telephone numbers must be listed completely)

1. **Written declaration of independent work**

(separately – wording to be taken from the doctoral graduation regulations (Appendix 1))

1. **Written declaration that the dissertation has not previously been submitted at any other University**

(separately – Wording to be taken from the doctoral graduation regulations (Appendix 1))

1. **Written declaration of Non-Conviction**

(separately – Wording to be taken from the doctoral graduation regulations (Appendix 2))

1. **Certified copy of the Diplom/Master’s Degree certificate** (according to § 2 of the doctoral graduation regulations)

(separately)

1. **List of publications about subsections** of the dissertation
2. [**Registration as a doctoral candidate in accordance with the Hochschulstatistikgesetz (HStatG)**](http://www.fnw.ovgu.de/nat_media/multimedia_fnw/Forschung/Habil_Diss_Diplom/Registration_doctoral_candidate.pdf)**.**

The title page of the dissertation, the declaration of primary authorship and the title page of the required copies must exactly conform to the specifications (doctoral graduation regulations).

The completed documents are to be submitted to the office of the Dean of the faculty, located in Building 10/Room 103 (Ms. Bernhard), no later than Friday prior to the faculty board meeting.

(Dates of the meeting of the faculty board: every first Tuesday of the month, except August).