

**ATTENTION:** This checklist is only a working aid.

Please use the version in German.

**Checklist:**

The following documents have to be submitted for the Application as Doctoral Researcher as per § 6 Doctoral Degree Regulations:

Office for Doctoral  
Researchers  
Office Hours:  
Tue + Thu 09:30 – 12:00  
Tel. +49 511 762 17309  
Fax +49 511 762 5819  
E-Mail:  
promotionen@  
maphy.uni-hannover.de

- Application as doctoral researcher, § 6 Sec. 1 Doctoral Degree Regulations
- Attachments:
  1. A valid certificate of registration by the Registration Office
  2. A signed CV with a description of the personal and the professional career
  3. A complete list of scientific publications
  4. At least<sup>1</sup> three identical copies of a thesis in printed form.  
(Please take into account the requirements specified in § 6 Sec. 1 Doctoral Degree Regulations.)
  5. One identical, electronically readable copy of the thesis  
(CD with additional file of the German and English abstracts)
  6. Declaration regarding the doctoral procedure as per § 6 Sec. 1 S. 2 d) Doctoral Degree Regulations
  7. Proposal of the supervisor concerning referee appointment, constitution of the doctoral committee (§ 7), as well as place and time of the oral examination (§ 9) or the thesis defence (§ 10) as per § 6 Sec. 2 Doctoral Degree Regulations
  8. Specifications for the statistics of doctorates
  9. If necessary: application for composing the thesis in a different language, as per § 6 Sec. 1 S. 2 c) Doctoral Degree Regulations

As determined in the faculty board meeting of 2017-04-26, the decision about the application is made by the vice-dean, allowing for further regulations decided by the faculty board (the chair and further members of the doctoral committee must not be from the same institute, and one referee must not be the superior of another). When the vice-dean has taken the decision, the doctoral researcher will receive a respective written notice. After all reports have been received by the Office for Doctoral Researchers, the doctorate-granting lecturers of the faculty shall be given access to the thesis. If on the basis of the reports the thesis is accepted after having been displayed, the vice-dean shall fix the date of the examination or thesis defence. The time between the announcement of the date and the examination must be at least five working days.

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<sup>1</sup> If more than two referees are proposed, it would be necessary to provide more than three printed copies of the thesis.

Name, First name:

Academic degree held when filing the application:

Priv. address:

Email (both office and private):

Tel. (office):

Name of Institute:

(Please complete legibly)

Promotionsbüro der  
Fakultät für Mathematik und Physik  
Leibniz Universität Hannover  
Welfengarten 1, Raum C411  
30167 Hannover

\_\_\_\_\_  
Date

### Application as Doctoral Researcher

Dear Vice-dean,

I hereby request the registration of my thesis as Dr. rer. nat. according to § 6 Doctoral Degree Regulations and irrevocably declare as per § 2 Sec. 2 Doctoral Degree Regulations that besides my thesis, I choose, as further component

- the thesis defence as per § 10 Doctoral Degree Regulations  
 the oral examination as per § 9 Doctoral Degree Regulations, with the following combination of subjects:

Major subject: \_\_\_\_\_

Minor subject: \_\_\_\_\_

The documents required as per Doctoral Degree Regulations are attached.

- After the copies for the referees having been duly stamped by the doctoral office, I will hand them over directly to the referees.

Yours sincerely,

\_\_\_\_\_  
Signature

## Dissertation Statement

as per § 6 Sec. 1 Doctoral Degree Regulations

I hereby declare that I have authored my thesis with the title

pursuant to the guidelines specified in § 6 Sec. 1 S. 2 d) Doctoral Degree Regulations. According to these guidelines, I declare in detail:

1. I know the rules of the current Doctoral Degree Regulations and have adhered to them, and I agree to an examination according to its terms.
2. I have composed the thesis on my own (declaration of authorship), I have neither included paragraphs from other authors nor texts of my own examination papers, without marking them in the thesis. Furthermore I have marked in my thesis all aids and sources used.
3. I have not provided, neither directly nor indirectly, nonmonetary services to third persons for agency work or as regards content elaboration for my thesis (i. e., I have not acquired or been imparted the scientific paper by third persons, neither in part or as a whole, for money or other compensation.)
4. I have not submitted the thesis for another academic examination.
5.  I have not submitted the same thesis, or a thesis similar in its essential parts, to another faculty or another university as a dissertation.  
 I have submitted the same thesis, or a thesis similar in its essential parts, to another faculty or another university as a dissertation, with the following result:  
  
- fill in if applicable -  
 I have not submitted another paper as a dissertation elsewhere.  
 I have submitted another paper as a dissertation elsewhere, with the following result: \_\_\_\_\_
6. I agree that my dissertation will be checked as to compliance with general scientific standards, especially including electronic data processing software.

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Date, Place and Signature

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Name (in Printed Letters)

**Proposal of the supervisor for appointment of referees and doctoral committee, as well as for the date of the examination or thesis defence**

according to § 6 Sec. 2 S. 3 Doctoral Degree Regulations

**I. Referees as per § 7 Secs. 3 to 5 Doctoral Degree Regulations**

**Referee:** \_\_\_\_\_  
(Please fill in legibly, and specify complete title, e. g. Prof. Dr. rer. nat.)

Institute:  
Adress:  
E-Mail:  
Research Subject:

**Co-Referee:** \_\_\_\_\_  
(Please fill in legibly, and specify complete title, e. g. Prof. Dr. rer. nat.)

Institute:  
Adress:  
E-Mail:  
Research Subject:

**Co-Referee:** \_\_\_\_\_  
(Please fill in legibly, and specify complete title, e. g. Prof. Dr. rer. nat.)

Institute:  
Adress:  
E-Mail:  
Research Subject:

**If needed, additional co-referees:**  
(Please fill in legibly, and specify complete title, e. g. Prof. Dr. rer. nat.)

Name:  
Institute:  
Adress:  
E-Mail:  
Research Subject:

Name:  
Institute:  
Adress:  
E-Mail:  
Research Subject:

## II. Doctoral Committee according to § 7 Sec. 7 Doctoral Degree Regulations

**Chair of Doctoral Committee:** \_\_\_\_\_  
(Please fill in legibly, and specify complete title, e. g. Prof. Dr. rer. nat.)

Institute:  
Adress:  
E-Mail:  
Research Subject:

**Member of Doctoral Committee:** \_\_\_\_\_  
(Please fill in legibly, and specify complete title, e. g. Prof. Dr. rer. nat.)

Institute:  
Adress:  
E-Mail:  
Research Subject:

**Member of Doctoral Committee:** \_\_\_\_\_  
(Please fill in legibly, and specify complete title, e. g. Prof. Dr. rer. nat.)

Institute:  
Adress:  
E-Mail:  
Research Subject:

**If needed, additional members of Doctoral Committee:**  
(Please fill in legibly, and specify complete title, e. g. Prof. Dr. rer. nat.)

Name:  
Institute:  
Adress:  
E-Mail:  
Research Subject:

Name:  
Institute:  
Adress:  
E-Mail:  
Research Subject:

### III. Proposal of place and time for the defence or oral examination

As a date for the defence or oral examination, the following has been agreed with the Office for Doctoral Researchers at the Faculty of Mathematics and Physics (Tel.-Ext. 17309):

Date, time: \_\_\_\_\_

Name and number of building: \_\_\_\_\_

Exact address with postal code: \_\_\_\_\_

Exact designation of room: \_\_\_\_\_

This date takes into account the deadlines of the display of the thesis and its reports and of the defence or examination announcement, and has been coordinated with the Office for Doctoral Researchers, the proposed referees, and the members of the doctoral committee.

\_\_\_\_\_  
Place, date and signature of supervisor

\_\_\_\_\_  
Name of supervisor (in printed letters)

Specifications for the Statistics of Doctorates - Page 1

\*First name, Name: \_\_\_\_\_

Birth name (if different): \_\_\_\_\_

\*Citizenship:            German  
                              other: \_\_\_\_\_

Exact designation required

\*Employment Relationship with LUH:        yes  
        no

\*Cooperation with Research Institution:        yes  
        no

\*Cooperation with Business Sector:            yes  
        no

\*Participation in a national or international research training group?  
  
        yes  
        no

If yes, which one? \_\_\_\_\_

Please indicate exact designation!

Period from \_\_\_\_\_ to \_\_\_\_\_

\* Participation in a national/international collaborative research centre?  
  
        yes  
        no

If yes, which one? \_\_\_\_\_  
Exact designation required

Period from \_\_\_\_\_ to \_\_\_\_\_

## Specifications for the Statistics of Doctorates - Page 2

\*Kind of Dissertation

- Monograph (complete oeuvre)
- Cumulative  
(Publication thesis or collective thesis)

\*Semesters needed for the thesis: \_\_\_\_\_

\*of which semesters of enrolment as doctoral student: \_\_\_\_\_

\*Current matriculation number: \_\_\_\_\_

Please complete as accurately as possible!

If applicable, contact your supervisor if you are uncertain. Thank you.