

Checklist Application for the opening of the doctoral procedure

☐ **Completed and signed application form**

The first page must be completed and signed by the doctoral candidates themselves.

The upper half of the second page can be completed by the doctoral candidates themselves or by the respective supervisors, but must be signed by the academic supervisors themselves.

The bottom half of the second page is for administrative purposes and must not be completed by the doctoral candidates or their supervisors. **Please simply ignore it.**

The form must be submitted as an original, i.e. with both handwritten signatures. Alternatively, a qualified e-signature can be used. A digital signature must always contain a verifiable, machine-readable certificate; scans or image files of handwritten signatures are not accepted.

Please note: If you have signed the form with at least one electronic signature, please send it by e-Mail. If one of the signatures is handwritten, submit also a print with this original signature.

☐ **Proof of fulfilment of any conditions**

If you have been given conditions with your letter of admission, these must be fulfilled by the time the doctoral procedure begins. If this has not already been done, proof of fulfilment of all conditions must be enclosed with the application form.

☐ **Dissertation/Thesis**

If there are **two reviewers**, you must submit **four copies** the dissertation - printed and bound; if there are **three reviewers**, you must submit **five copies**.

In addition, the dissertation must be submitted in **PDF** format on a **USB stick** in electronic form. The stick may be named and labelled in such a way that it is clear whose dissertation it is.

☐ **Statutory declaration of independent authorship**

A statutory declaration of independent authorship, signed by hand in the original, must also be submitted, which also refers to the honesty, i.e. the use of no aids other than those specified. Inclusion in the dissertation is optional, but even if this is done, the submission of a copy with the application for opening is obligatory.

☐ **Declaration of consent with a possible check for plagiarism**

A declaration of consent with a possible check for plagiarism must also be submitted. This must also be submitted in the original with a handwritten signature.

Postal address:

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