

University Library (ULB) Info Sheet for Doctoral Candidates of the Faculty of Biology

The doctoral process concludes with the presentation of the doctoral certificate, which entitles the holder to bear the doctoral title.

The certificate may only be issued following publication of the dissertation, at which time the following copies are to be delivered to the University Library (ULB):

1. If significant parts of the dissertation have already been published (e.g. in the form of articles etc. in academic journals):
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<p>4 printed copies of the dissertation and proof of publication The supervisor must also affix a <u>second signature</u> to the “Form*) for Declarations by the Principal Supervisor concerning Publication following the Doctoral Examination”.</p> <p>*)This form is available in the doctoral examination office after successful disputation!</p>

2. If no significant parts of the dissertation have been previously published:

<p><u>Either: Digital publication</u> 2 printed copies of the dissertation and 1 digital copy as a PDF/A file saved on a data carrier (CD, DVD, USB stick) and a German abstract in a separate text file no more than 1,000 characters (incl. spaces) plus 5 to 7 German keywords and Form: Declaration on Submission of Digital Dissertations (see attachment)</p>	<p><u>Or: Print copies from a copy shop</u> 10 printed copies of the dissertation or 4 printed copies of the dissertation and 6 identical copies on microfiche For submissions involving patent issues, please contact the University Publications Office at the ULB!</p>
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Please note: All printed copies (no spiral bindings, please!) must be identical and uniformly printed with regard to page numeration and layout and contain your CV and the date of the passed oral examination /defence.

If you decide to submit your dissertation in digital form, you can find the submission form and further information on digital publication at:

<http://www.uni-muenster.de/Publizieren/veroeffentlichung/dissertation/>

Please make an appointment with the University Publications Office (Hochschulschriftenstelle) to personally deliver the copies of your digitally published dissertation. You can contact us by phone at: +49 251 83-24049.

Please note our opening hours.

<http://www.ulb.uni-muenster.de/bibliothek/ansprechpartner/hochschulschriften.html>