

## **Information Sheet of the Office for PhD Candidates**

### **1. Application for opening PhD /doctorate proceedings**

The following shall be submitted together with the application for opening PhD/doctorate procedures:

- One Curriculum vitae with a photograph (especially showing the scientific career and academic tutors), in addition the curriculum must be attached to the end of the dissertation; no photograph is required there.
- FB 05 - 2 copies (look also at homepage FB 5)  
FB 11 - 4 copies  
FB 12 - 2 copies  
FB 13 - 2 copies  
FB 14 - 2 copies  
FB 15 - 2 copies  
Please give your reviewer a copy in person  
**and 1 USB-stic**
- If the dissertation is written in English or another foreign language, a detailed, as a rule at least a **5-page German** summary shall be included in the thesis (dissertation). (The submittal of a foreign language dissertation - with the exception of English - is based on **prior** approval by the PhD admissions committee.)
- One Certified copy of the diploma certificate or state examination certificate, or an uncertified copy upon presentation of the original (if a foreign diploma or state examination certificate is submitted, please submit a certified German or English translation stating the grades)
- In all cases **one** summary in German not longer than 2 pages, (extra, not included)
- The filled in form on the request for admission to PhD proceedings \*,
- Declaration and affidavit/statement in lieu of oath \*, (must not be included in the thesis)
- Dataprotection

\*The corresponding forms shall be obtainable on the internet on the homepage of the office for PhD candidates. Please note that for the Faculties 12, 13, 14 and 15 other special forms shall be required for submittal.

(For the Faculty 14 the forms include “Second expert assessment proposal, Examination board and Publications”,  
for the Faculties 12 and 13 “Examination board”)

The **PhD admission fee** shall be paid only after the **dissertation has been submitted** using the payment request provided at the time of submitting the application (no cash payment).

## 2. **Date for disputation**

After the office for PhD candidates receives the assessments the dissertation and the expert assessment shall be circulated among the professors of the faculty and the dean of the Faculty for Mathematics-Natural Sciences. Only upon conclusion of this circulation can a disputation dated be agreed (the PhD candidates shall be informed thereof by the office of PhD candidates), whereby the advance invitation must comprise at least 10 days.

## 3. **Submitting mandatory copies of the dissertation**

After being conferred a PhD/doctorate degree the dissertation shall be published in the version approved by the faculty. Within one year after being conferred a PhD/doctorate degree mandatory copies shall be provided to the university library during the office hours of Monday - Thursday 8 am - 3 pm and upon appointment: <http://www.ub.uni-frankfurt.de/dissertationen/abgabe.html#online>

The following forms are permitted:

- a) An electronic version, of which the data format must be agreed with the University Library, stored on one of the University Library's servers and intended for publication and dissemination on the internet, together with two permanently bound copies for archiving purposes printed on age-resistant, wood and acid-free paper (in accordance with DIN ISO 9706), or
- b) 5 bound paper copies on acid-free, age-resistant paper (in accordance with DIN ISO 9706) in A4 or A5 format with simple adhesive binding (not stapled or spiral bound), or

c) 3 offprints if the thesis was published in a journal, or

d) 3 book copies if the thesis is distributed through the book trade by a commercial or scientific publisher, or

e) 5 CD-ROMs with 4 bound paper copies on acid-free, age-resistant paper (in accordance with DIN ISO 9706) in A4 or A5 format with simple adhesive binding (not stapled or spiral bound).

In each case the mandatory copies shall have a title page pursuant to Annex 1 and 2 or the PhD regulations. The curriculum vitae shall be enclosed at the end especially showing the scientific career and the relevant academic tutors.