

Checklist submitting Dr. rer. nat. thesis conformable to the Promotionsordnung after July 22nd 2019

The submission (see § 6 of the *Promotionsordnung*) must contain:

- an informal letter to the president of the MHH
- 5 printed versions (DIN A 4) as well as a 5 digital versions (pdf on compact disk stuck at the end of the printed version) of the thesis (§ 8 and § 9 and *Anlage 2* of the *Promotionsordnung*, the title may differ from the title of the application at the beginning of the work)
- a current version of the curriculum vitae (*Anlage 3* of the *Promotionsordnung*) with a publication list (it must be signed and should be incorporated at the end of the thesis and one copy printed extra)
- a declaration that the thesis was made independently (*Anlage 4* of the *Promotionsordnung*) with reference to possible external help (it must be signed and should be incorporated at the end of the thesis and one copy printed extra)
- supporting documentation of participation in at least 30 scientific talks or seminars*
- supporting documentation of participation in soft skill courses of at least 20 hour length altogether
- documentation of all annual meetings with all supervisors
- documentation of all annual oral presentations of the project given in the presence of the supervisors
- *Votum Informativum* of the supervisor (1 signed original and 5 copies)
- supporting documentation of participation in a course of good scientific practice**
- a declaration where the primary data including electronic data can be found under specification of the title of the thesis and the institute of the research
- a written declaration of consent that the thesis may be checked for plagiarism by an appropriate software (*Anlage 2* of the *Promotionsordnung*)
- certificate of matriculation as a doctoral student at the MHH
- a current passport photograph
- a filled out personal record card (*Personalbogen*); additionally in case of an external dissertation
- a declaration of agreement given by the head of the external institution in which the work was done

* These documentations may be collected in the *Studienbuch*.

** An eLearning certificate is accepted only if the doctorate was registered before 2021-01-01.