

## **Routing slip for submission of the thesis to the dean's office**

There are no additional formal requirements other than those specified in § 8 of the doctoral degree regulations.

The following documents must be attached to the application for the opening of the doctoral procedure (for sample application, see Appendix 3 of the doctoral degree regulations) in accordance with § 7, para. 2 of the doctoral degree regulations:

- proposals for the examiners in the viva voce
- a proposal for the topic of the presentation at the viva voce confirmed by the supervisor alternatively: graded certificate to replace the viva voce
- declaration of independence according to Appendix 4 of the doctoral degree regulations (both integrated into the thesis as well as a copy for the doctoral file)
- declaration of previous doctoral attempts in accordance with Appendix 4 of the doctoral degree regulations
- 3 bound copies of the thesis with the cover sheet in accordance with Appendix 5 of the doctoral degree regulations
- 6 stapled copies of the thesis propositions (max. 5 pages)
- one pdf file each of the thesis and the propositions (by e-mail to the dean's office)
- curriculum vitae in tabular format (signed)
- list of publications
- if applicable, proof of additional work to be performed according to admission to the doctoral procedure
- if not already submitted at the time of application for entry in the doctoral list: a certified copy of your university degree. If you graduated from Leipzig University, a (normal) copy of the original is sufficient
- if your thesis is over 250 pages or spans more than one volume, please include suitable postal boxes for sending to the reviewers

Before submitting your thesis, please make an appointment at the dean's office.