

## Guideline for thesis submission at the GAUSS PhD programme Biology

Please see also the [Countdown checklist](#) provided by GAUSS

Time	Task												
6 month before submission	1. Declare your examination board: at least 3 must come from the biology programme, 3 with GAUSS authorization. Are they <a href="#">authorized</a> ? If not, request an <a href="#">individual examination accreditation</a> .												
5 month before submission	2. Have you fulfilled all <a href="#">credits</a> ? The credits need to be collected on your <a href="#">checklist</a> . 3. Have you all TAC meetings signed (yearly!)?												
5- 6 weeks before submission	4. Arrange date/place/time of your disputation with your examiners. The disputation has to take place 5 – 7 weeks after thesis submission.												
4 – 5 weeks before submission	5. Inform us informal via e-mail about your planned submission, the members of your examination board and the planned disputation. 6. Hand in the checklist per e-mail ( <a href="mailto:promotion@biologie.uni-goettingen.de">promotion@biologie.uni-goettingen.de</a> ) -> get the confirmation of your checklist.												
2 weeks before submission	7. Inform yourself about <a href="#">thesis formal requirements</a> , the <a href="#">submission procedure</a> and start to prepare all documents. Check your thesis for plagiarism (the <a href="#">GWGDG</a> provides detection tools).												
<b>Day of submission</b>	8. For successful online submission you have to upload the following documents via eCampus -> More\Forms\Promotionsformulare\Application for doctoral examination (DE: Weitere Dienste\Formulare\Promotionsformulare\Promotionsprüfungsantrag) <table border="1" data-bbox="470 1310 1364 1601" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="border: none;">Documents</th> <th style="border: none;">Optional documents</th> </tr> </thead> <tbody> <tr> <td style="border: none;">- final version of your thesis as PDF file (no CV at end needed anymore)</td> <td style="border: none;">- consent to online-disputation</td> </tr> <tr> <td style="border: none;">- signed "Promovierendenerklärung"</td> <td style="border: none;">- publications</td> </tr> <tr> <td style="border: none;">- checklist (TAC meetings and credit achievement)</td> <td style="border: none;">- application for restricted online publication</td> </tr> <tr> <td style="border: none;">- confirmation of checklist by the dean's office</td> <td></td> </tr> <tr> <td style="border: none;">- separate signed CV in German or English</td> <td></td> </tr> </tbody> </table> 9. Hand in via e-mail the <i>Application for doctoral examination</i> signed by you. 10. After check of formalities, you will get an e-mail answer and instructions for printing your thesis. Do not print your thesis before! 11. Thereafter, one printed version (identical to the submitted version) plus the original signed <i>Application for doctoral examination</i> must be handed in either via snail-mail or post box (to Dr. Anke Schürer, address see above).	Documents	Optional documents	- final version of your thesis as PDF file (no CV at end needed anymore)	- consent to online-disputation	- signed "Promovierendenerklärung"	- publications	- checklist (TAC meetings and credit achievement)	- application for restricted online publication	- confirmation of checklist by the dean's office		- separate signed CV in German or English	
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<b>Between submission and disputation</b>	In order to guarantee a smooth examination procedure and disputation, we encourage you to consider following steps after the submission of your dissertation: <ul style="list-style-type: none"> <li>– Inquire if your examiners want an electronic or a printed thesis by themselves</li> <li>– Remind your examiners one week before the disputation about its time and place</li> </ul>												

***We wish you good luck for your disputation!***