



Checklist Initiation of the Doctoral Procedure

Faculty of Business, Economic and Social Sciences

- Doctoral Regulations 2023 -

Documents

1. Application

- Application, generated from Docata
- Completed application, signed by doctoral candidate and supervisor
- Reviewers: 1st reviewer (supervisor), 2nd reviewer (from the same or another institute than the supervisor or from outside of Hohenheim)
- Examination committee: 1st reviewer (supervisor), 2nd reviewer, 3rd examiner (= a professor of the Faculty of Business, Economics and Social Sciences who acts as the chair of the examination committee).

Beware: Only two of the three examiners can be members of the same institute, but not of the same department. If a cumulative thesis is involved, at least one of the reviewers must not be a co-author of the articles included in the dissertation.

2. Further Documents

- Curriculum vitae (signed and dated)
- Summaries of the doctoral thesis in English and German (approx. 2 pages each), signed by supervisor and doctoral candidate
- Signed affidavit (Annex 3 of the Doctoral Regulations 2023)
- Signed instruction to the affidavit (Annex 4 of the Doctoral Regulations 2023)
- Signed declaration confirming content of digital version of thesis (Annex 5 of the Doctoral Regulations 2023)
- ID card/passport for checking correct name/s, date and place of birth
- Proof of training measures on good research practice

When submitting a cumulative dissertation, please provide additional documents:

Requirements:

Typically, a cumulative dissertation will include 3 articles in peer-reviewed journals/conference contributions.

Applicants must be a single author in at least one article (published or unpublished) or a lead author in at least one published article.

- Declaration of co-authorships for each article (with original signatures)

Dissertation

3. Dissertation

- 1 printed, firmly bound copy of the thesis (glued binding)
- Title page in accordance with Annex 2 of the Doctoral Regulations 2023 (without university seal)
- Summary (in German and English), approx. 2 pages each
- Curriculum vitae (signed and dated)
- Signed affidavit (Annex 3 of the Doctoral Regulations 2023)
- Electronic version of the doctoral thesis (as a pdf file on a CD-ROM)

A cumulative dissertation must include the following additional documents:

Requirements:

Typically, a cumulative dissertation will include 3 articles in peer-reviewed journals/conference contributions.

Applicant must be a single author in at least one article (published or unpublished) or a lead author in at least one published article.

- Title page for each chapter/each article with the following key information: title, abstract, keywords, (co-)authors, status
- Declaration of co-authorships for each article (as scans)

All documents must be submitted with original signatures. Only coauthors outside of Hohenheim are allowed to sign with scanned signatures.

Please send the required documents as scans in TWO pdf-files for checking to:

ga@uni-hohenheim.de

- **Pdf-file 1: All application documents (items 1 and 2 of checklist)**
- **Pdf-file 2: Dissertation (item 3 of checklist)**

**The Graduate Academy checks your pdf-material and may ask for amendments.
PRINTING: Only once you have received confirmation that your files are in order.**

Please send hardcopies with original signatures, the printed and bound dissertation and the CD-ROM via (internal) mail.