



PhD/Dr. rer. nat. Examination Guidelines for IRTG 1273

IRTG 1273 is part of the Hannover Biomedical Research School (HBRS). The legal framework for obtaining a PhD/Dr. rer. nat. degree within IRTG 1273 is provided by the “Rules and Requirements for Postgraduate (PhD) Studies and Examinations in structured doctoral programs of Hannover Biomedical Research School (HBRS)”.

The following specific procedure will be applied within IRTG 1273:

There are no fixed dates for the submission of the dissertation. Dissertations should be submitted to the office of the IRTG at the Institute of Medical Microbiology and Hospital Epidemiology of MHH.

A thesis can only be submitted if the graduate student is the first (or equal) author of at least one publication.

The necessary documents for submission of the thesis are:

1. Documentation of attended courses and seminars (“Studienbuch”)
2. Certificate of intermediate examination.
3. Doctoral thesis:
 - a) A scientific thesis (dissertation) on the research project the graduate student worked on during his or her PhD studies with abstract, introduction, materials and methods, results, discussion and summary/outlook. The thesis shall constitute an essential original scientific contribution to the discipline the student's research project pertains to.
 - b) Alternatively, a cumulative thesis can be submitted if the graduate student has published at least one publication in an internationally recognized, peer reviewed journal as first author. “Accepted” publications are equivalent to “published”, if documentation of acceptance is provided, and shared first authorship is equivalent to first authorship. In addition to one published paper as a first author, a cumulative thesis should include at least one further published paper or a manuscript (first or shared first author). A manuscript does not have to be “submitted” to be included in a cumulative thesis. The PhD student’s personal contribution to all publications/manuscripts should be clearly identified.

Graduate students who wish to submit a cumulative thesis should prepare a brief application that is co-signed with their principal supervisor. The

application should list the papers/manuscripts that will be included, provide documentation of acceptance for at least one paper, if the papers have not yet been published, and describe explicitly the contributions of the graduate student to these papers. The PhD committee will then inform the graduate student if a cumulative thesis can be submitted.

The cumulative thesis includes the published/accepted paper and additional papers/manuscripts together with an introduction (10-15 pages), a discussion (+ outlook), and a summary.

The following guidelines refer to the format of the thesis.

Front page: the provided template should be completed as follows:

- Title: Final project and thesis title
- Doctor: The graduate student has to choose either the PhD or Dr. rer. nat. degree and delete as appropriate.
- Subject: Main area of research, e.g. Microbiology, Virology, Immunology, etc.
- Full Name as stated in passport or ID card. In case the graduate student has married, the maiden name is stated in brackets, e.g. "Penelope Smith (formerly Brown)".
- Degree: your last obtained degree, e.g. M.Sc. Biology or Dipl.-Biologin, etc.
- Department: The department/institute where the thesis was conducted
- Institute: The institution where the thesis was conducted, e.g. Hannover Medical School or HZI, etc

Page 3: Information on supervisors, examiners etc.

Page 4: Table of contents (no template)

Appendix:

- List of references
- Complete list of own publications
- Curriculum vitae (signed)
- Declaration (signed) (see template)

- **Six** identical copies of the thesis are required for submission.

All copies should be in DIN A4 format with one sided print, and bound. There is no specific format to be followed.

After submission, the IRTG office will arrange the review of the thesis in accordance with the rules and guidelines set by MHH and the IRTG 1273 PhD committee. Following the review, dates for the PhD exam will be agreed upon for each graduate student.

The PhD examination consists of a public lecture of 30 min, followed by a discussion of 30 - 45 min, both in English.

After the PhD/Dr. rer. nat. examination, the graduate student submits four copies of the final version of the thesis plus an electronic version to the MHH library, and one copy plus one electronic version to the IRTG office. Examiners may request changes even during the examination.

The final mark results from: the intermediate exam (20 %), the two experts' opinions about the written dissertation (60 %) and the oral examination (20 %). In justified exceptional cases the examination committee can deviate from the latter rule.

The oral examination shall be taken on record in abridged form and shall indicate:

- the grade earned for the oral examination,
- the grade earned for the thesis,
- the overall grade average earned for the PhD examination.

It shall be signed by the chairman of the board of examiners.

The following grades can be awarded:

Excellent/ very good/ good / satisfactory

(Failed)

Equivalent to:

- excellent / summa cum laude,
- very good / magna cum laude,
- good / cum laude,
- passed / rite.

Stand: 02.03.2011