

Checklist submitting Dr. rer. nat. thesis

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 digital version (pdf) of the thesis (§ 8 and § 9 and *Anlage 4* of the *Promotionsordnung*)
 - a current version of the curriculum vitae (*Anlage 2* of the *Promotionsordnung*) with a publication list (one signed copy printed extra, the same curriculum vitae should also be incorporated at the end of the thesis)
 - a declaration that the thesis was made independently (*Anlage 3* of the *Promotionsordnung*) with reference to possible external help (one signed copy printed extra, the same declaration should also be incorporated in the thesis)
 - 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
 - supporting documentation of participation in a course of good scientific practice
 - documentation of all annual meetings with both supervisors
 - documentation of all annual oral presentations of the project given in the presence of both supervisors
 - a declaration where the primary data including electronic data can be found
 - a written declaration of consent that the thesis may be checked for plagiarism by an appropriate software
 - 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 can be collected in the *Studienbuch*.