

Instructions for Ph.D. Thesis

These instructions shall guide you through the process of writing your dissertation. The Promotionsordnung of 1 February 2011 remains the sole authentic set of rules.

A. Formalities

- Content and extension of your thesis are to be agreed upon with the supervisor.
- The dissertation consists of at least two qualified papers, each of them forming a dissertation chapter. You have to show the connection between the subjects of the papers in an additional essay that forms part of the dissertation. Previous publication of the papers is possible. You have to write at least one chapter of the dissertation yourself. You have to obtain at least two dissertation points, with one dissertation point being the inverse value of the number of authors of a paper. No more than one paper in co-authorship may form part of another (ongoing or finished) dissertation.
- Submit the final version of your thesis to the Office of Academic Records, together with the Application for Admission to Thesis Defense form, a semester certificate and a confirmation of payment of the thesis defense fee. The thesis has to be submitted bound in six copies, in double-paged print.
- Structure of the hard copies:
 - Title page (text in italics is to be copied to the title page):
 - Title
 - Formula *“Dissertation at the Graduate School of Economics, Finance, and Management in order to obtain the academic degree of Ph.D. from the Faculty of Economics and Business Administration at Johann Wolfgang Goethe-University Frankfurt am Main”*
 - *Submitted by* Full Name plus academic titles
 - *from* Place of Birth, Country of Birth
 - Place and Year of Publication
 - Backside of the title page:
 - *First Evaluator:* Full Name of first evaluator
 - *Second Evaluator:* To be entered by the Office of Academic Records
 - *Third Evaluator:* To be entered by the Office of Academic Records
 - Table of Contents
 - Abbreviations
 - Essay
 - Papers
 - Curriculum vitae stating the degree program, universities attended and professors
 - Solemn declaration, signed in each copy.
- The solemn declaration reads:

“Ich habe die vorgelegte Dissertation selbst verfasst und dabei nur die von mir angegebenen Quellen und Hilfsmittel benutzt. Alle Textstellen, die wörtlich oder sinngemäß aus veröffentlichten oder nicht veröffentlichten Schriften entnommen sind, sowie alle Angaben, die auf mündlichen Auskünften beruhen, sind als solche kenntlich gemacht.” (Unofficial translation: “I have written the present dissertation myself and have used exclusively the sources and aides mentioned. All passages

taken word-by-word or the meaning of which have been quoted from published or unpublished texts, as well as all indications based on oral accounts, have been marked as such.”)

- In addition to the printed copies there shall also be submitted an electronic copy of the thesis as a pdf file. The pdf has to be produced directly from the word-processing or typesetting file; no scanned versions are accepted. Please label the file “Lastname_Firstname_MatrNo.pdf”.
- The Board of Examiners approves thesis committees by circulation. Circulations are sent each month on the 15th for applications that have been submitted until the 10th of the same month. The Board decides within two weeks of the circulation.

B. The thesis defense

- Evaluators shall submit their evaluations within six months. When both evaluations have been submitted, professors and you will be informed. Evaluations are open for consultation by professors from all three faculties who may submit additional votes.
- You have to agree a date and place for the disputation with the members of the dissertation committee. The disputation may take place *not earlier than two weeks* after the evaluations have been submitted in paper.
- Disputations are public and last between one and two hours.
- You will be informed by the dissertation committee about your grade and eventual conditions for publication immediately after their consultation on the day of the defense.

C. Termination of the dissertation process

- You receive a certificate and diploma supplement for your course grades as soon as the Office of Academic Records has received the grade for your last course.
- You will be awarded the degree “Ph.D.” when you have complied with the publication requirements at your university. If a requirements consists in submitting printed versions of your thesis to another University than Frankfurt, please have the submission confirmed in writing in order to receive your Ph.D. degree certificate from the Office of Academic Records. Publication requirements are:
 - Frankfurt:

You have to submit 10 hard-cover copies of your dissertation within one year of the defense. Each copy should contain the CV. If you do not wish to include the CV, please confirm this in a separate letter which will be archived.

If you are going to publish your dissertation at a publishing house, you have to submit the publishing contract to the Office of Academic Records. Publications at a publishing house require the previous agreement of the Board of Examiners. 8 copies of the published work are to be submitted to the Office of Academic Records.
 - Mainz:

You have to submit 7 copies of your dissertation to the Faculty of Law and Economics at the University of Mainz, and 4 copies to the University Library in Mainz within one year of the defense and have to ensure its distribution by

 - submitting an electronic version equal to the printed version as a pdf file to the University Library in Mainz (http://archimed.uni-mainz.de/opusubm/english/informations_and_instructions_in_english.html), or
 - proof of publication of at least 150 issues that are distributed through bookstores (has to be marked with the code “D77” as a dissertation at the University of Mainz), or
 - proof of publication in a journal (has to be marked with the code “D77” as a dissertation at the University of Mainz), or
 - submission of an additional four copies in letterpress or photo printing.
 - Darmstadt:

- The usual way of publishing a thesis is through the university's publication server. If you are publishing your thesis in this way, you have to submit six copies to the Technische Universität Darmstadt.
- If you are printing the thesis yourself, you have to submit 60 copies to the Technische Universität Darmstadt.
- Six copies have to be submitted to the Technische Universität Darmstadt if you are publishing your thesis in a journal or through a publishing house. In the latter case you have to prove that 150 copies of your thesis will be distributed through bookstores. Such publication have to be marked "D17", or
- Six copies of the full dissertation and six copies of an abridged publication in a journal.

Office of Academic Records

February 3, 2012