

Checklist for submitting a doctoral dissertation at the Thuringia University and State Library Jena

According to the general provisions laid down in the doctoral guidelines
of the faculties at the Friedrich-Schiller-University Jena from 5 July 2017

PLEASE NOTE:

This English translation is for your information only. Please fill in and submit German version!

Submission modalities

3 printed copies and an identical electronic version for the digital publication
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form:

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or

8 printed copies

General

Listing reviewers and date of defense

Along with the date of defense / State examination (only for medical students),
all reviewers must be listed with their academic title, name and surname and
workplace in each copy on the back of the title page.

Declaration of Authorship

Each copy must include a signed declaration of authorship bound with the rest
of the manuscript.

Curriculum Vitae (optional)

To protect your personal data, we advise against including your CV in the elec-
tronic version of your dissertation.

Letter of completion of doctoral examination procedures (only for medical students)

Please enclose a copy.

Printing formats / Binding

DIN A4 or DIN A5, printed single- or double-sided on standard paper.

✓ Adhesive binding is mandatory. ✗ No spiral, velo or springback binding.

Colour or black-and-white printing

The review and depository copies must be identical.

Thesis by publication

A thesis by publication (article thesis) is a dissertation that consists of already-
published articles from journals bound together.

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Note on the back of title page:

Zugl.: Dissertation, Friedrich-Schiller-Universität Jena, [year]

Is enrollment required for graduation?

No, you can receive your doctorate after exmatriculation.

Electronic version

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After your submitted file and its metadata are reviewed, your dissertation will be made available in the Digital Library Thuringia, entered into the library catalogue. Publishing also gives your dissertation a unique and persistent internet address in form of a persistent identifier.

⇒ In addition, your dissertation will be published on the German National Library's archival server.

⇒ Publishing electronically will enable your dissertation to be found through search engines.

Submission

in person

Submit your dissertation to the Central Information Desk at the main library building (Bibliothekszentrum 2).

Submission (Mon to Fri 9:30 am - 3:30 pm) by telephone arrangement.

⇒ You will immediately receive a note of confirmation for the Dean's office.

by mail

Thüringer Universitäts- und Landesbibliothek Jena

Hochschulschriftenstelle

Lieferanteneingang Bibliotheksweg

Bibliothekszentrum 2

07743 Jena

⇒ We will send the confirmation directly to the Dean's office and you will receipt per E-Mail.

Contact

Contact persons: Frau Schäf / Frau Hafermann

Phone: 03641 9-404210

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Personal Details (required):

Name, First Name:

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Declaration of Consent (ONLY applicable when submitting a dissertation electronically)

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