

To the chairperson of the doctoral committee of  
the Faculty of Mathematics and Natural  
Sciences

## Request for the opening of a doctoral procedure for doctoral degree

according to the doctoral degree regulations of 18.09.2013

Family Name                      First Name                      Name of birth                      appl. Student ID

Date of birth                      Nationality                      Place of birth (City + Country)

Private address                      Work phone

Private phone

E-Mail

Institute and teaching unit of the Faculty

Principle supervisor

Second supervisor

Mentor

Scientific discipline (select institute first!)

Title of thesis

cumulative thesis

Supervisors and mentors propose three reviewers\* - including at least one external reviewer - and other members of the examination committee. (§ 6 (1)).

\*In the case of non-habilitated academics, including confirmed second supervisors, a detailed justification of the habilitation equivalence with the signature of the main supervisor is mandatory in order to be able to fulfill the role of reviewer.

**Please be sure that all the committee nominees agree to cooperate before submitting their names!**

**1. Reviewer**    same as principle supervisor    same as second supervisor

Title                      Name    First name                      E-Mail

ggf. Habilitationsäquivalent:

Institution

Street Address    Postal code, City, Country

**2. Reviewer**    same as principle supervisor    same as second supervisor

Title                      Name    First name                      E-Mail

ggf. Habilitationsäquivalent:

Institution

Street Address    Postal code, City, Country

Justification (references to the subject area and the expertise of the proposed person):

Do academic or personal relationships exist between the doctoral candidate, supervisor or members of the supervisor working group and the proposed person; have joint publications been published or are they planned?

yes                       no                      If yes, please specify

**3. Reviewer**

Title                      Name    First name                      E-Mail

ggf. Habilitationsäquivalent:

Institution

Street Address    Postal code, City, Country

Justification (references to the subject area and the expertise of the proposed person):

Do academic or personal relationships exist between the doctoral candidate, supervisor or members of the supervisors working group and the proposed person; have joint publications been published or are they planned?

yes                       no                      If yes, please specify

**Proposal for additional members of the examination committee**

In addition to the reviewers already mentioned, the chairperson and two further professors or habilitated members must be proposed in accordance with § 7 (2). All members of the examination committee - with the exception of the external reviewers - must be employed by the UP or, for example, be private lecturers at the UP (§ 7 (2)).

**In the case of interdisciplinary work, all scientific disciplines concerned must be taken into account by selecting appropriate members from institutes of the faculty other than the one responsible for the subject (§ 7 (3)).**

**For members of the examination committee who are not habilitated, a brief explanation from the supervisor must be submitted. Please be sure that all the committee nominees agree to cooperate before submitting their names!**

4. Chair person of the commission\*

5. additional member\*

6. additional member\*

\*(usually habilitated or equivalent)

Hereby I declare that the thesis has not been submitted to any other university and has been completed independently by me and only with the means indicated.

Potsdam,

\_\_\_\_\_  
Signature doctoral candidate

We hereby recommend the opening of the proceedings for based on the submitted dissertation; we have taken note of and the above-mentioned reviewers and committee members .

Potsdam,

\_\_\_\_\_  
Signature principle supervisor

\_\_\_\_\_  
Signature second supervisor

Acknowledgement by the subject representative of the responsible institute in the doctoral committee and, if applicable, confirmation of fulfillment of the requirements according to the supervision agreement.

Potsdam,

\_\_\_\_\_  
Signature of the subject representative of the doctoral committee

## Checkliste of documents to be submitted with the application:

### For PRINT submission

- Copy of agreement of supervision
- 4 copies of thesis
- one digital version of thesis (if possible ahead per email with download-Link)
  - for cumulative thesis: 4 copies of a statement of own contribution, signed by the principle supervisor §11 (2).
- affidavit that you have not submitted the dissertation to any other university and on your independence
- 6 copies of scientific abstract with name and title of thesis
- 5 copies of CV (signed)
- 5 copies of list of publications (if submitted: status of the publication)
- certified copy of master degree (or copy if original is presented)
- Proof of enrollment (§ 8 Abs. 6)
  - or** proof of current employment in public or church service
  - or** police clearance certificate if you have not been enrolled for more than three month
- documentation of teaching experience
- documentation of participation in doctoral seminar
- generally understandable summary in German (with author and title)
- if cotutelle: cooperation contract of a joint doctoral procedure between the University of Potsdam and the foreign partner university and approved by the faculty board (§ 10)

### For (partial) DIGITAL submission:

*Please submit your documents in full in an email to [prommf@uni-potsdam.de](mailto:prommf@uni-potsdam.de). You are welcome to use BoxUP or another file sharing provider (Google Drive, Dropbox, etc.) and send a link to download your documents. Please assign file names in the order shown in the checklist (for example: 01 Supervision agreement, 02Dissertation, 03Own contribution, ... ).*

- agreement of supervision
- thesis
  - for cumulative thesis: statement of own contribution, signed by the principle supervisor §11 (2).
- affidavit that you have not submitted the dissertation to any other university and on your independence
- scientific abstract with name and title of thesis
- CV (signed)
- list of publications (if submitted: status of the publication)
- scan of your master or diploma degree
- Proof of enrollment (§ 8 Abs. 6)
  - or** proof of current employment in public or church service
  - or** police clearance certificate if you have not been enrolled for more than three month
- documentation of teaching experience
- documentation of participation in doctoral seminar
- generally understandable summary in German (with author and title)
- if cotutelle: cooperation contract of a joint doctoral procedure between the University of Potsdam and the foreign partner university and approved by the faculty board (§ 10)

***In addition, the following original documents must be submitted***

- a printed copy of the dissertation (copy for display in the office)
- affidavit that you have not submitted the dissertation to any other university and on your independence (signed in original)
- official certified copy of your last certificate (master, Diploma,..) (or copie on presentation of original)