

Instructions for the publication of the thesis

To all doctoral candidates pending and successful,

The successful conclusion of the oral examination is an important step in the doctoral degree process. Before the certificate can be handed over, there are still one or two things to do, and this information leaflet will explain them.

Legal basis

The examination procedure is regulated in the Allgemeine Bestimmungen für Promotionen (General Provisions for Doctorate Degrees) at the University of Kassel (hereinafter AB-PromO). The most recent version is available on the website of the Graduiertenakademie (Graduate Academy) (www.uni-kassel.de/go/doktor).

The final steps to the title of Dr

To receive the degree certificate, several conditions must be met:

- Publication of the thesis within two years of the oral examination
- Issue of print release
- Summary of the thesis
- Delivery of mandatory copies of the publication

Only after the Promotionsgeschäftsstelle/Doctorate Office is completely satisfied that these conditions have been met, can the degree certificate be handed over.

Publication of the thesis

The thesis must be made accessible to the academic public. In this context, the AB-PromO offer various ways and means of doing this. The following data relate to all doctoral candidates who submitted their theses after 25 Aug. 2016.¹

Publication in book form by a publisher (§ 16 section 3 (c) of AB-PromO)

If the doctoral work is to appear as a published book, the publisher must agree to ensure that the book is available for delivery for a period of at least five years.

It is important to ensure in the contract negotiations and checking the proofs that the following information appear on the back of the title page, i.e. on the page with bibliographical data, such as the ISBN etc.

- Specification that the work has been submitted as a thesis to the University of Kassel
- Faculty of the University of Kassel to which thesis was submitted
- Date of the oral examination
- In the case of work submitted to the Faculty of Organic Agricultural Sciences additional

¹ The substantive remarks in this information leaflet also apply to those who submitted their work before 25.08.2016 and have not yet published it. In some publication forms the number of copies to be provided to the University of Kassel may differ, and in these few individual cases, the relevant information is available from the University Library or the Promotionsgeschäftsstelle/Doctorate Office.

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Six copies of the printed book are to be sent to the thesis depot of University Library Kassel, which will inform the Promotionsgeschäftsstelle/Doctorate Office that the copies have been handed in.

Particularly in the case of publication as a book it often happens that the title of the book does not agree entirely with the title of the original doctoral thesis, but for marketing reasons has been shortened or changed. This is basically permissible, but the publisher must agree to add the original title of the doctoral thesis to the bibliographical data and to thesis data (see above). In addition, when the Faculty gives its consent to a book publication, it must be taken into account that the published version may appear under a different title (see also under "Druckerlaubnis") (Permission to print)).

Hard copy and online printing by Kassel University Press (§ 16 section 3 (c) and (d) of AB-PromO)

If these forms of publication are considered, interested parties are recommended to consult the information leaflet on Kassel University Press, which provides detailed information on the subject. The information leaflet is available on the website of the Graduiertenakademie/Graduate Academy.

Publication on the online server KOBRA of the University Library Kassel (§ 16 section 3 (e) of AB-PromO)

If this form of publication is considered, interested parties are recommended to consult the information leaflet about publishing with KOBRA (Kassel Online Library, Repository and Archive) of the University Library, which provides information about this method of publication. The information leaflet is available on the website of the Graduiertenakademie/Graduate Academy.

Online publication with a publisher (§ 16 section 3 (d) of AB-PromO)

In this form of publication, six copies of the thesis are to be sent to the thesis depot of the University Library Kassel. In addition, an internet address has to be specified at which the thesis is available at any time for five years. This type of address has to be the type known as Persistent Identifier.

After receipt of the six copies of the thesis and specification of URL, the University Library Kassel will inform the Promotionsgeschäftsstelle/Doctorate Office.

Handing in printed copies (§ 16 section 3 (a) of AB-PromO)

If publication is not done through a publisher or online, it is possible to deposit 40 printed copies in the thesis depot of the University Library Kassel, which will then inform the Promotionsgeschäftsstelle/Doctorate Office.

Cumulative thesis (§ 16 section 3 (f) of AB-PromO)

Information about cumulative theses can be found in our separate information leaflet "The cumulative thesis".

Permission to print

Before the thesis can be printed or published online, permission to print has to be obtained from the Faculty in which the thesis was submitted. It is essentially permission to print the work in the form in which it was submitted. This also applies if, in the referee reports and/or oral examination, there are no requirements stipulated about publication or only minor spelling corrections or the like have been made.

The Faculty in which the thesis has been written issues permission to print. It is normally the duty of the supervisor to check the version to be printed and communicate the print release statement

to the Dean's/Rector's office. The official print release is then normally issued by the Dean's Office and sent on to the Promotionsgeschäftsstelle/Doctorate Office.

If the publication version shows substantial differences from the thesis submitted, it is obligatory to make a list of them. In case of doubt, the person responsible for checking the print version (usually the supervisor) is to be consulted about whether and in what form this list is to be made. The list then has to be submitted to the Dean's Office before permission to print can be issued.

Summaries

The summaries of the theses are to be made available to the Promotionsgeschäftsstelle/Doctorate Office. They are to be submitted in German and in English, each a page long. The summaries can be sent by post or e-mail to the Promotionsgeschäftsstelle. Documents sent by email should be PDF files.

Handing over degree certificate

After the Promotionsgeschäftsstelle/Doctorate Office has received evidence of publication, permission to print and the summaries, the doctoral degree certificate can be handed over. It is specified at the time of submitting the thesis whether the certificate is to be in German or English.

It must be made clear that the 'Dr' title may be used only on receipt of the certificate. Before this it is not permitted to use the title before the name. In job applications, on websites, notepaper, signatures etc. the title may not be used before the name in the period between the oral examination and receipt of the degree certificate. The AB-PromO of the University of Kassel does **not** recognize the title 'Dr. des(ignatus)'.

The Promotionsgeschäftsstelle/Doctorate Office of the University of Kassel

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