

## General note on preparing the **pre-check** / **submission** documents:

- **Dates:** Whenever you need to give a date in the form, please add the **online submission date** to the forms, not the checkpoint date!
- **Addresses:** postal codes in Germany have a name *and* number, e.g., Konstanz, 78457. Please provide the address to where you would like your certificate sent to – this might not be your current residency. Please inform the examination office of the change in address ASAP. If the address is outside Germany, if you are unsure or are moving in-between the time of submitting and receiving your certificate, the IMPRS coordination office will be happy to receive and organize postage service on your behalf, just contact us!

Please prepare either as **scan/PDF document for your pre-check** or as **one-sided print for your submission**:

- Form “**Application for Commencement of the Doctoral Examination Procedure**” (found here: <https://www.uni-konstanz.de/en/study/advice-and-services/central-examination-office/informationen-und-formulare/doctoral-studies/>):
  - A-1.a) **Scan/Copy** of your **MSc** (or similar) degree (BSc + additional credits for fast-track);
  - A-1.b) **Scan/Copy** of the letter “**Acceptance as a doctoral candidate**” from the Department of Biology;
  - A-2. **Scan/Copy** of your **CV**, signed on the first page, including date and place (city and country) of birth;
  - A-3. **Scan/Copy** of **Declaration** on prior or current applications for doctoral examination procedures, and, if applicable, an attested certificate regarding any doctorate already awarded. This is included as “attachment no. 3 and no 4” of the form “Application for Commencement of the Doctoral Examination Procedure”. Please cross out the fields which do not apply to you;
  - A-4. **Scan/Copy** of “**Affirmation in Lieu of Oath**” according to § 6 of the Doctoral Regulations of the University of Konstanz. This is included as “attachment no. 3 and no 4” of the form “Application for Commencement of the Doctoral Examination Procedure”. Please cross out the fields which do not apply to you;
  - A-5. **Scan/Copy** of **Instruction** on the significance and the penal consequences of the affirmation in lieu of oath. This is included as “attachment no. 5” of the form “Application for Commencement of the Doctoral Examination Procedure”. Please sign;
  - A-6. **Scan/Copy** of **Declaration on the publication** of personal data in uni`kon (journal of the University of Konstanz. This is included as “attachment no. 6” of the form “Application for Commencement of the Doctoral Examination Procedure”. Please cross out the fields which do not apply to you;
  - A-7. **Title page**, please use the template “Sample title page for opening doctoral procedure”, found here: <https://www.uni-konstanz.de/en/study/advice-and-services/central-examination-office/informationen-und-formulare/doctoral-studies/>;
  - A-7. **Tables of contents**, completed to the best of your ability by checkpoint date;
  - A-8. **Type of doctoral thesis** (tick where applicable);

- A-9. Documentation that you have completed one of the Konstanz Research School's courses on the topic of "**good scientific practice for doctoral research**". Note: This regulation applies to all doctoral researchers admitted on or after 01.04.2022;
- B.5: **Scan/Copy** of **Confirmation letter by the IMPRS** stating that you achieved your curriculum. Make sure you request this from IMPRS coordination office in due time, you might still need to send in proof that you completed the IMPRS program, including TAC forms, etc.;
- C: **Scan/Copy** of **Referees and/or oral examiners**. Please provide the names, including academic titles, of your reviewers and/or oral examiners in the form "Application for Commencement of the Doctoral Examination Procedure" (without their role). In addition, please provide a separate document specifying the who is
  - Your first reviewer (and potentially first oral examiner, usually your first supervisor)
  - Your second reviewer (and potentially second oral examiner, usually your second supervisor)
  - Your first oral examiner (usually your first supervisor)
  - Your second oral examiner (usually your second supervisor)
  - Your head of the commission (and potentially your third oral examiner): ideally, this is an internal person who is familiar with the procedure. This can be your second supervisor, but your first supervisor cannot act as head of the commission.

Please provide the (correct) academic titles, their home institution, a (valid) e-mail address and their work postal address. The members of your examination committee, i.e., your referees, oral examiners, and head of the commission, need to hold either of these titles: Prof., PD, Ass. Prof. Only your first supervisor, if from the MPI, may not need to hold a Prof, PD, or Ass. Prof title. You may include external reviewer / oral examiner; however the majority of your examination committee needs to be from Konstanz. If you have an external reviewer / oral examiner (not from MPI or U KN, then this person will need to be pre-approved by the head of the biology department, please make this clear to the IMPRS coordinator at the start of the procedure to allow for enough time to receive that approval before the checkpoint date;

- D: **Scan/Copy** of (voluntary) **Temporary research-related stays abroad** that are relevant for your doctoral studies, e.g. research stays (experiments, inquiries, excursion/educational trip, conference), qualification programmes (summer school, course on methods, language course relevant for doctoral studies);
- **Appendix 4**, Department of Biology and Chemistry, **Scan** of General Provisions of Doctoral Regulations Affirmation in Lieu of Oath. **For your submission**: These two pages need to be included in your thesis as the very last two pages!
- **Scan/Copy** of the form "**Request for the provision of printed copies of the doctoral thesis**"
- (voluntary) Form "Request for the issuance of your examination documents in English", found here <https://www.uni-konstanz.de/en/study/advice-and-services/central-examination-office/informationen-und-formulare/doctoral-studies/>. The default is German.
- (optional) Form "Application to the examination committee for an online oral doctoral examination (OMP) or partially online oral doctoral examination (TOMP)