



A guide to IMPRS-QBEE doctoral degree at the Biology Department, Universität Konstanz

The doctoral regulations for Universität Konstanz (U KN) are laid down in the “*Universität Konstanz; Promotionsordnung*” with various dated amendments¹ and includes the specific regulations of each department “*Fachspezifische Regelungen*”, see (Appendix 7). Max Planck associated graduate programs do not award degrees, hence the International Max Planck Research School (IMPRS-QBEE) is bound by the regulations of its' collaborative U KN and has to abide by these to their full extent and validity at the time of doctoral students' registration. Successful doctoral students are awarded a Doctorate of Natural Sciences (*Dr. rer. nat*), which is the equivalent to the American/UK PhD, without philosophy.

Table of contents- there are five important steps to every doctorate:

- 1) your acceptance/admission as a doctoral student at the Biology Department at U KN at the start and matriculation/enrollment at the University,
- 2) Thesis Advisory Committee (TAC) meetings & IMPRS additional curriculum, while doing your doctorate,
- 3) the opening of the process to submit the doctoral thesis,
- 4) the oral examination or defense of the thesis, and
- 5) the publication of the thesis and the ex-matriculation at the end of all this procedure.
- 6) Appendices

Note that, to benefit from student housing (SeeZeit), matriculation at the University is required beforehand.

The IMPRS coordination office will guide you with all of the above steps, just contact us! International doctoral students hired by the U KN should contact the Welcome Center or the Welcome Office if hired by the MPI-AB, both support incoming doctoral students from abroad - and as a family friendly University/Institute also their families - in all steps regarding planning, preparation and realization of their stay in Konstanz, see Appendix (App) 1: for all contact information.

¹ in der Fassung von Juni 2015, der Berichtigung vom 7. Juli 2015 und den Änderungen vom 26. Februar und vom 24. Juli 2018, vom 20. Januar und vom 25. September 2020, vom 15. Juli und vom 8. Dezember 2021 sowie vom 7. Februar und vom 2. März 2022.

Step one: Getting accepted as a doc. student at the Depart. of Biology

Step one is an obligatory step and needs to be done at the beginning of your doctorate. If you are an international candidate holding a non-German University degree, equivalency has to be approved by the **Division of Student Affairs and Teaching** at U KN. Send your degrees MSc and BSc (both certificates and transcripts) in a single PDF attachment to the IMPRS office, this will be forwarded to Mrs Bürger-Fiedler, on your behalf, and is a pre-approval of your degree before Mr Kissmehl.

If your final degree is a 4-year BSc (with written thesis), you will have to complete extra course work at U KN, before being able to be accepted as a doctoral student. The course work is decided on a case-by-case decision of the doctoral board "*Promotionsausschuss*".

Before a doctoral student is accepted, it is necessary to conclude a doctoral supervision agreement with the supervisor (App. 2). This agreement form from U KN will be supplemented by our *Doctoral supervision agreement for IMPRS-QBEE* and *Regulations for IMPRS-QBEE*.

To get accepted as a doctoral candidate at the Department of Biology at U KN, you have to provide the **administrator of the Biology Department, Dr Roland Kissmehl**, see App. 1) with:

- Original or certified copies of your MSc + BSc degree certificates and transcript of records in Biology or a related subject in **German or English** (or certified translation), in the case of bringing the originals make sure to also include a copy to be handed in, (links to official translation can be found above App. 1.)
- one signed copy of your doctoral supervision agreement U KN (App. 2),
- only if German, a copy of your higher education entrance qualification HZB,
- a signed *Curriculum Vitae* (including date + city, country of birth),
- an acceptance letter from IMPRS. To issue this the IMPRS office, needs you to provide a copy of the *Doctoral Supervision Agreement for IMPRS-QBEE* form signed by your supervisor and yourself, as well as the **website profile form**.
- and the filled-out & signed **part A** "Acceptance as a Doctoral Student" forms (App. 3).

This form has also to be signed by two other researchers. The first supervisor always has to have U KN examination rights ("Prüfungsberechtigung"), and hold either of the following titles; Professorship, Junior-Professorship or Privatdozent (PD) (in some cases a doctor title might be enough). A second (2nd) supervisor has to be named in the application form. This 2nd supervisor has also to be "equally qualified", **but not necessarily be affiliated at U KN**. If this external person has no affiliation to the University, a doctor title is not enough.

What if, your direct supervisor doesn't have examination rights at the U KN?

Your supervisor could decide to apply for examination rights. In which case, it would be a good idea for them to contact the science coordinators and /or the IMPRS office.

However, if they are equally qualified; Professorship, Junior-Professorship or Privatdozent (PD), then they are added as 2nd supervisors (external to the U KN), until these rights are approved (you **cannot wait** for your supervisor to be approved to complete your step 1). If your supervisor is from the MPI-AB, they will always hold 2nd position on these forms, even if Professors.

In general, **your supervisor (whether in position 1 or 2) is one of your thesis referees** and oral examiners during your defense. The supervisor in position 1 (if not your direct supervisor) can be head of commission during your examination time.

You can change your official reviewers before submitting your thesis (during Step three).

Step one, (part 2): Getting matriculated at the Department of Biology, U KN

Following the amendments of the doctoral regulations for U KN of 2018, all doctoral candidates are legally obliged to be enrolled = matriculated, at the U KN for the duration of their doctoral studies. You can be exempted from mandatory enrolment only if your main employment is, or will be, with the University (i.e., at least a 50-% position and contract for at least 6 months, this does not include Max Planck contracts).

Main advantage of being enrolled is the student card (for cheaper food at the Mensa + entrances to museums) and the so called "Studi ticket", a six-month student transit pass for public transportation around Konstanz (see <https://www.uni-konstanz.de/en/study/study-essentials/accommodation-and-mobility/mobility/>).

For enrollment, please fill out **part B**. 'Application for enrolment as a doctoral candidate' and submit it together with **part A** from above to Dr Roland Kissmehl, see App 1).

After which, you shall be contacted by the **Division of Student Affairs and Teaching** (responsible person for German doctoral candidates is **Ms Sascha Rademacher**, for **international candidates Ms Bürger-Fiedler**, see App. 1) and asked to upload a passport photo and to pay the semester fees (currently € 179, see <https://www.uni-konstanz.de/en/study/study-essentials/finances/other-fees/general-overview/> + € 70,10 study ticket). Once you receive your **email@uni-konstanz.de** account you will need to activate and **change the password within 2 weeks or it expires** (and then you will have to personally go to the KIM support office to re-activate it, App 1). This is the same email needed to submit your final version of your thesis to KOPS, in step five.

If you do not pay your semester fees in time, all of the above might need to be repeated, as ex-matriculation process is triggered. FYI-There is also a delay fees for late payers.

If you are a scholarship awardee, e.g., DAAD, please inform Ms Bürger-Fiedler by sending her the **scholarship award** to receive the **discounted enrollment rate**.

Step 2: Thesis Advisory Committee (TAC) meetings & IMPRS additional curriculum, while doing your doctorate

Table 1: Overview of the minimum credit points per curricular element

<u>IMPRS-QBEE structured program</u>		Credit points (CP), according to ECTS*	
<u>Thesis Advisory Committee</u>	Calculation	Min	
1 st TAC meeting + written draft proposal		-	before 6 months into doctorate
2 nd TAC meeting + written proposal			12 months into doctorate
+ 3 rd + 4 th TAC meeting(s)		-	once per year, each year
<u>Introduction Week</u> October each year		4	
Statistics introduction+ Animal ethics in DE + workshop introduction to PhD + Good Scientific Practice*	days tbc	2 + 1 + 1	Enroll @ Uni, + welcome to IMPRS & visits to locations
<u>Additional curricular elements</u>			
<u>Transferable Skills</u> Workshops: scientific writing, presenting, time management, grant writing, experimental design	Normally, 2-day courses	4	2-day course is worth 1 CP
<u>Specific Research Skills</u> Lab courses, summer schools (AniMove), statistics, first-aid course (in field), data management, Matlab, animal care, internships	According to ECTS	4	Depending on duration of courses
<u>Outreach Activities</u> Presentations at international conferences Public outreach (radio, teaching, newspaper, public talk, ...) Newsletter from IMPRS by D.C. (incl. Alumni interviews)	2 CP 1 CP + 1C	2 2	Depending on duration of events, activity
<u>Other Scientific Activities</u> Retreat *2 (+ 1*organization) Active participation in PhDnet, teaching, doctoral representative for IMPRS board Hosting speakers at institute Organizing larger symposiums Research Group Lectures, seminars and journal club	Depending on effort	ca. 4 2 + 2 1	Retreat course e.g. career development in & outside of academia and research ethics weekly basis and as individual group leader plan
TOTAL	minimum	20	

Note that: no more than 30 CP can be accumulated. *European credit transfer system.

As stipulated in both the “Regulations of the IMPRS”, see §2 and “Doctoral Supervisions Agreement for IMPRS-QBEE” see paragraph §4 to §6, respectively, and before step 3 is possible,

all IMPRS doctoral students have to complete the qualification program, see Table 1 “*Overview of the minimum credit points per curricular element*” added above for your convenience.

Step three: submitting your thesis

Format of your thesis

A doctoral thesis at U KN has to fulfill certain formal standards. It is usually written as a publication-based cumulative thesis, but can also be a monograph (prior the agreement of the supervisor).

To get a first overview about this specific standard, we would recommend that you browse the published theses of the last couple of years at the U KN library online's repository (KOPS). You will find a huge number of published theses from the Biology Department including some from Konstanz and Radolfzell (<http://kops.ub.uni-konstanz.de/>: Fachbereich (=Department) – Biologie; Dokumenttyp (=type of document) – Dissertation (= doctoral thesis)).

You may notice that many of the latest thesis are not accessible yet – this is due to publication / copyright issues (e.g., if a chapter of your thesis isn't published yet in a journal, it is likely that you won't want to have it published openly on the internet either, as part of your thesis, if this is your case, please see step four).

The four hard-copies of your thesis have to be DIN A4, bound covers, not spiral binding! **Printing costs** are the responsibility of the doctoral student, IMPRS does not cover these. You also need to provide a digital version of your thesis, see below for more detail.

Note: For changing your first supervisor (if your direct supervisor was added as second supervisor in step one) you need an informal request signed by the three persons (the two current and the former supervisors).

In **case of conflicts**, please do not hesitate to contact: TAC members, Ombudsperson or IMPRS coordinator for assistance.

Components of your thesis:

- **Title page** - Doctor of Natural Sciences, Faculty of Sciences, Department of Biology + (*Dr. rer. nat*) on the line below.

Please leave an additional blank sheet of paper after the title page.

Be aware that only your final thesis version which you will publish at the library (via KOPS) after your defense contains the date of the oral examination and the names of your supervisors, see App 4 for the two alternative title pages.

- **Table of contents** - complete list of your thesis' content. Each chapter needs to be listed with its sub chapters, e.g. for each publication with introduction, materials and methods, results and **make sure to add your Authors contributions also to this list**, etc.
- **Summary** - a summary of your thesis.
- **Zusammenfassung** - German translation of your summary.
- **General Introduction** - a general introduction to your research chapters.
- **Your publications / manuscripts as chapters** - you need to have a minimum of three manuscripts of which at least one has to be a first-author publication that is already accepted for publication or published by an international peer-reviewed journal. Your publications have to be in the same layout and structure as the whole text, i.e., you cannot include the PDF of your publication.

A **narrative review publication is not** equivalent to a primary research paper, unless it consists of quantitative reviews (i.e. meta-analyses). If you are planning to submit a review as part of your publication-based cumulative thesis as the first-author publication requirement, please make sure that this is discussed prior with the Head of the Biology Department, App1.

- **General discussion** - a broad combining discussion of all your research chapters.
- **References** - a complete list of all cited sources and references (no reference lists per chapter (=manuscript) but one for the whole thesis).
- **Acknowledgments** - don't forget to mention your participation IMPRS-QBEE! ☺
- **Author contributions** - a chapter-by-chapter list about yours' and potential co-authors' contributions.
- **CV and list of publications** (optional) – an up-to-date personal CV (and list of your publications may be part of your thesis as well).

Is it time to submit of your thesis?

All appointments need to be funneled through the IMPRS office, please make these well in advance 8-10 weeks before wanting to submit. Two appointments are scheduled, **1st Checkpoint** (phone appointment taken by IMPRS coordinator) and **2nd Submitting date**.

For the 1st Checkpoint, only a digital version of the below listed documents are required in a **single PDF**, in the **exact** following order (please send in the forms + documents, at least a **couple of working days in advance** to go through these with IMPRS coordinator):

- Whenever you need to give a date in the form, please add the submission date to the forms

or close to it, but **not the checkpoint** date!

- Forms “*Application for Commencement of the Doctoral Examination Procedure*” **A-C (App. 4)** to be printed one-sided!), which includes further documents to be filled out and signed: postal codes in Germany have a **name and number**, e.g., Konstanz, 78457 -please also add these whenever Postal Codes are requested,

Address on the forms: make sure to add the correct address to where you would like to have your certificate sent to (within Germany), this might be different to your current one, as it will take up to 6 months before you receive your certificate. If you are unsure or are moving in-between the time of submitting and receiving your certificate, make sure to inform the examination officer of the change in address asap (App1). The University will not send doctoral certificates abroad. IMPRS will be happy to organize Fed-EX postage service on your behalf, contact IMPRS office,
- Title page: If you want to make changes to your title page (add pictures or drawings of any sort) keep in mind that you should refrain from changing the title page too much. Do not move the logo of the University of Konstanz, make sure to use the same title page that you submit during your check appointment. Then we know it will be approved by the examination office on the day of submission,
- Table of contents completed to the best of your ability by checkpoint date.
- Copy of your MSc (or similar) degree (BSc + additional credits for fast-track),
- Copy of the letter “being accepted as a Doctoral student“ from the Department of Biology (see step one),
- Confirmation letter from IMPRS of achieved curriculum. Make sure you request this from IMPRS office in due time, you might still need to send in proof that you completed the IMPRS program, including TAC forms, etc (step two),
- A signature on the first page of CV (incl. date and place of birth, city and country),
- **3.** Declaration on prior or current applications for doctoral examination procedures, and, if applicable, an attested certificate regarding any doctorate already awarded,
- **4.** "Affirmation in Lieu of Oath" according to § 6 of the Doctoral Regulations of the University of Konstanz,
- **5.** Instruction on the significance and the penal consequences of the affirmation in lieu of oath,
- **6.** Declaration on the publication of personal data in uni`kon (journal of the University of Konstanz). Make sure to cross out the “I agree/ do not agree” section,
- Request for the issuance of your examination documents in English. (continue to read on)

Examination committee to be submitted as a separate PDF or word document than above, please stipulate, who these should be by adding their names, titles (Prof.; Associate Prof.; Dr. (only direct supervisors) or PD) and postal addresses (including from which University they are from) including **email** (especially, if they are not from U KN) of your two referees (see step one) and the head of the commission (your third oral examiner).

If you have an external reviewer (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 coordinator at the start of the procedure to allow for enough time to receive that approval before the checkpoint date.

The external examiner needs to submit their CV with date of Birth. -please make this clear to them when discussing their willingness to be your reviewer.

In the same document or a separate one (up to you) please include a statement:

- **Statement agreeing to an online display**, e.g. "I declare that I (full name) agree to have an online display". Date and sign.
- *And if you are planning to have an **online exam**, please also make sure your three reviewers agree. And you fill in the "Form oral Online examination conditional on-site operation", as another separate PDF. -please requests this form if needed!*
- *Note that: online examination or hybrid version are possible so long as an external examiner is taking part.*

For 2nd hand in appointment (submission date):

Four hard-copies of your thesis (DIN A4, bound (**no** spiral binding!) needs to be submitted jointly with the **printout of the above documents**, printed on **single pages**, to the university's central doctoral examination office; since Covid-19, Mrs Matzner is no longer accepting thesis copies personally, they have to be sent to her PO box (70) at the U KN internal post office with the following address:

*Universität Konstanz, Abteilung Studium und Lehre Zentrales Prüfungsamt, z. Hd. **Frau Matzner**, Fach 70, Universitätstrasse 10, 78464 Konstanz.*

Note that the internal post office at the University, closes for lunch:

In house post office opening times:

Monday to Friday: 09.00h bis 12.00noon and Thursday closed all day.

University [printing facilities at UniKN](#) are available to MPI-AB fellows and U KN, however should be discussed prior with Dago (dolalere@ab.mpg.de) to see if an arrangement can be made in terms of invoicing, as the U KN doesn't accepted external payment methods.

Another external option that many have used: <http://copy-service-konstanz.de/>

Payment of the thesis printing is entirely at the personal cost of the doctoral student, unless otherwise stated by your supervisor.

On the same submission date, on top of the hard-copies, an electronic copy in a PDF format, if up to 10MB needs to be sent as an attachment via email to the Examination Office (App.1) or if above 10MB sent with a link to Nextcloud (please, include imprs@uni-konstanz.de into the email-communication or let me know that you have done this step separately). You could send this email the day before if you like.

If you are not able to make it personally to the U KN to hand in your thesis, make sure to arrange an alternative, whether it be with the coordinator's support or not. You can of course send in your thesis by postage service, same address applies.

The doctoral examination process is based on the Doctoral Regulations of the University of Konstanz. These Doctoral Regulations contain binding deadlines (e.g. inspection period for the dissertation and referees' reports). The inspection period lasts two weeks during the semester and during the lecture-free period for the Biology department. The oral examination will take place within a period of no less than two weeks and no more than eight weeks following the end of the inspection period. The inspection period will start only after all referees' reports have been obtained (see § 8 para. 6 Doctoral Regulations). Important note: As there are no lectures during the Christmas break, no inspection period can be scheduled during this time. e.g., for scheduling your examination process:

If you wish to have your doctoral examination process completed by the end of the winter semester (mid-February), we recommend that you hand in your application at the start of the winter semester (beginning of October) at the latest.

If you wish to have your doctoral examination process completed by the end of the summer semester (middle/end of July), we recommend that you hand in your application at the start of the summer semester (beginning of April) at the latest.

Step four: Time between submitting and defending

The reviewers have three months to evaluate your thesis. However, please keep in mind that the *Zentrales Prüfungsamt* (central examination office) cannot help if the reviewers take more than the allocated time period. They can only proceed with the process after they have received the two written evaluations. You should clearly check in advance whether your reviewers have time to evaluate your thesis. Tell them in advance that they may expect this reviewing work and to reserve

some time for it. The faster your reviewers are, the faster the whole process can be. It pretty much depends on your “reviewers management”. If a third review has to be obtained (average grade of your thesis is 0,5 or higher, or if the two grades given differ by more than a full grade), Mrs Matzner will inform the head of the department who will name a third reviewer. **You then have to provide the third reviewer with another hard-copy of your thesis** and they get another 3 months period for their review.

Between the submission of both written evaluations, you need to calculate at least **5 weeks** until the possible date for your oral defense:

Your thesis will be openly displayed for inspection at U KN, by Mrs Matzner for **two whole weeks**, after she has received all reviews. Professors, Junior-Professors, university lecturers or lecturers (Privatdozent) as well as the doctoral candidate, may submit a detailed opinion in writing to the *Zentrales Prüfungsamt* central examination office with any concerns, within the first week.

This is when you need to be active and find a date and room at the U KN for your defense. For room reservation contact the University's central room assignment office with the following information: date, time and duration of your defense (as they usually count in 90 min intervals, better ask directly for 3 hours), expected number of guests, building and if you have, your preferred room (Lehrraumvergabe) App 1. The IMPRS office is happy to help you with this part, but make sure to provide all of the above-mentioned information.

Your oral thesis defense can take place within a period of no less than **two weeks** and no more than **eight weeks** following the end of the inspection period. You need to inform Mrs Matzner as soon as possible about date, time, and place of your defense (**at least two weeks in advance** since she has to officially publish the date, time, and location of your defense).

Step four: Your defense

The defense committee is composed of three examiners. Two of the three examiners have to be members of U KN. One of the U KN members is examiner (writes a review and is oral examiner at the defense and the other is head of this commission (and oral examiner at the defense); your supervisor cannot be head of commission; they write a review of the thesis and are oral examiners at the defense. It is also possible to have different referees for the thesis evaluation and for the oral defense (but this is clarified in step three)!

You are expected to present your thesis in a talk of about 30min. The committee will question you thereafter about your thesis and about general issues of your subject (+/- 1h). The defense and questions following usually are public to fellow doctoral students and scientists from U KN. Hence the announcement of the exam, two weeks prior to the defense. After the defense part you and all

guests leave the room and the three committee members will discuss your performance and will decide about the grade of the defense. The final grade is the mean of the grade of the defense and two times the mean grade for your thesis (the thesis counts double). After they have decided about the grade, they will call you in and explain their decision.

You do not have to be matriculated to attend your defense, especially if this falls at the start of the new semester. Note that to upload your thesis on KOPS (see below for details) you do need a Uni@account. These expire after 6-months after the last registered semester.

Step five: Publishing your thesis and getting the certificates

You only receive your certificate after you have published your thesis, latest two years after your defense. The final thesis may only be slightly modified after the reviewers' requests e.g., typos and English languages errors, **no** modifications to the analysis or results may be added. You cannot update the manuscripts with an accepted version of a previously submitted manuscript! Please also use the second title page version and include the date of the defense and the names of your reviewers (see App 4). The most convenient way to publish your thesis is in electronic form via the U KN library online repository KOPS, however, some publishers claim the exclusive rights of use and state this in the author contract. The SHERPA/RoMEO list gives an overview on publisher's copyright policies & self-archiving (<http://www.sherpa.ac.uk/romeo/index.php>).

Before getting the certificates:

- give a copy of your thesis to each reviewer (check with them whether they want a PDF or a hard copy) and have them agree on the publication by signing the form "Publication of the Thesis" (App. 6),
- get this form "Publication of the Thesis" (App. 6) also signed by the Head of the Biology Department (App. 1),
- upload a PDF of your final thesis version to the online repository KOPS (<http://kops.ub.uni-konstanz.de/> - "Publikation anmelden"). "Publication status: published" as status for something you want to publish.
- **If you don't want your thesis to be directly available online**, you have to send an informal request (by email) to your first supervisor (from U KN) asking for permission to block your thesis in order to protect your data until publication in a scientific journal (max. 24 months) and forward a copy of their answer to KOPS (App. 1)!
- hand in four hard copies of your final thesis to KOPS (**Mrs Seitz**; App.1),
- submit the form "Publication of the Thesis" (App.6) signed by your reviewers and the head of

the Biology Department to Mrs Matzner (App.1). She will be informed by the library that you have uploaded your thesis and will send your doctoral certificate to the address you provided in the form in step three.

■ **Please read the ex-matriculation rules from the University page.**

<https://www.uni-konstanz.de/en/study/while-you-study/formalities/exmatriculation/>

We strongly recommend to request for ex-matriculation once you have completed your studies at the Uni. KN. This is mainly to do with Pension insurance for those of you who are German or are planning to stay in the country and have held a contract during your doctorate. It makes less sense, if you were a scholarship holder or are leaving Germany, never to benefit from retirement funds here. Of course, you should still pay any outstanding fees or return books taken from the library before your departure.

IMPRS Doctoral Certificate Supplement

The IMPRS office will issue a doctoral certificate supplement to all graduates of the qualification program (see step two) completed during your doctorate, up to thirty ECTS. The only requirement for this is that you needed to have sent in all proof of your attended courses, visited conferences, published papers, supervised students, organized symposia, etc., for step two to the IMPRS office.

International certification of your degree (Apostille)

Most foreign countries require an official certification of your degree: state parties of the Hague Convention of 5 October 1961 require a certification called Apostille, all other countries a legalization.

To receive this international certification, you need to:

- ask Mrs Matzner (App.1) for a certified copy of your degree, and provide
- a German address, where this can be sent to.
- send the document you want to be certified (either your original certificate and/or the certified copy) and the target country by registered mail (*Einschreiben*) to the Ministry of Science of Baden-Württemberg (*Wissenschaftsministerium*, App. 1) requesting the Apostille. Each certification will cost a bit of money.
- For any extra certificates certified copies (not related to the Apostille) ask at the Student Service SSZ at U KN.
- Translation of certificates, suggestions (IMPRS is not responsible for your choice):

<https://www.fachuebersetzungsdienst.com/Uebersetzungsbuero-Konstanz.html>

<https://www.panoramalanguages.com/uebersetzungsbuero/konstanz/>

https://www.dialecta.com/uebersetzungsbuero_Konstanz.html

Appendix 1: Addresses

- Welcome Office (MPI-AB), Jennifer Golbol, tel: +49 172 156 8625 Email: welcmeoffice@ab.mpg.de Web: <https://www.ab.mpg.de/355972/welcome-office>
- Welcome Center (<https://www.uni-konstanz.de/en/welcome-center/>)
welcome.center@uni-konstanz.de, 07531 88-4498, room A611 + A612.
- Formal requirements and steps to complete your doctorate at U KN (<https://www.uni-konstanz.de/en/study/before-you-study/application-and-enrolment/completing-a-doctorate/>)
- Department of Biology (<https://www.biologie.uni-konstanz.de/en/department/people/contact/>):
Administrator, Dr Roland Kissmehl, fb-referent.bio@uni-konstanz.de, 07531-882414, room M606, meeting by appointment.
- [Division of Student Affairs and Teaching](#):
Enrollment of German students: Sascha Rademacher, sascha.rademacher@uni.kn, 07531-882486.
Enrollment of International students: Ruth Bürger-Fiedler, Ruth.Buerger-Fiedler@uni-konstanz.de, 07531-884017.
- Examination office, Edelgard Matzner, edelgard.matzner@uni-konstanz.de, 07531-883114.
- Head of the department: Prof. Dr. Martin Scheffner, martin.scheffner@uni-konstanz.de 07531-88 5150, room M 703; Assistant: Tina Behnstedt, tina.behnstedt@uni-konstanz.de, 07531-88 2217, room ML 628, Mo-Fr 8-12.
- Room reservation, Larissa Laub + Franz Benz, Lehrraumvergabe@uni-konstanz.de, 07531-882693.
- KIM <https://www.kim.uni-konstanz.de/en/services/accounts-and-passwords/>
- KOPS, kops.kim@uni-konstanz.de, Mrs Seitz, 07531-882873, room B806 to post your 4 hard copies to: Dissertationstelle/ Bibliothek KOPS, *Universitätstrasse 10, 78464 Konstanz*
- Ministerium für Wissenschaft, Forschung und Kunst Baden-Württemberg, Mrs Ines Bergert, Königstr. 46, 70173 Stuttgart, ines.bergert@mwk.bwl.de, Tel. 0711-279 3038
- SSZ: <https://www.uni-konstanz.de/en/division-of-student-affairs-and-teaching/student-service-centre/>

Appendix 2

Doctoral Supervision Agreement U KN

<https://www.uni-konstanz.de/en/study/while-you-study/examinations/current-information-and-forms-of-the-central-examination-office-zpa/doctoral-studies-current-information-and-forms/>

Appendix 3

Part A. & Part B. Application form "Acceptance as a Doctoral Student"

<https://www.uni-konstanz.de/en/study/while-you-study/examinations/current-information-and-forms-of-the-central-examination-office-zpa/doctoral-studies-current-information-and-forms/>

Appendix 4

C. Application for Commencement of the Doctoral Examination Process

<https://www.uni-konstanz.de/en/study/while-you-study/examinations/current-information-and-forms-of-the-central-examination-office-zpa/doctoral-studies-current-information-and-forms/>

Title page examples can be found under "**D. Further downloads regarding doctoral studies**" from the above link:

-Title page of Dissertation for Submitting

- Title page of the Final Dissertation for Publication

Appendix 5

Request for the issuance of examination documents in English

<https://www.uni-konstanz.de/en/study/while-you-study/examinations/current-information-and-forms-of-the-central-examination-office-zpa/doctoral-studies-current-information-and-forms/>

Appendix 6

Confirmation "Publication of the Thesis" page examples can be found under "**D. Further downloads regarding doctoral studies**" from the above link

Appendix 7

General Doctoral Regulations (Promotionsordnung) of the University of Konstanz as amended on June 2015, July 2018, January 2020, September 2020 and April 2022 with specification for the Department of Biology in Sector V

<https://www.uni-konstanz.de/en/study/while-you-study/examinations/examination-regulations/doctoral-regulations/>