

Check List: Requirements for Dissertation Submission

Before submitting your dissertation, ensure you have the following items ready and to hand.

- Declaration letter stating the dissertation is the candidate's own work.
 - Filled out completely
 - Signed by applicant
- Application letter.
 - Filled out completely
 - Signed by applicant
- Suggested list of reviewers
 - Minimum of 2, Maximum of 3
 - All reviewers must be Prof. or have a habil.
 - At least 1 Prof. of the Faculty
- Suggested committee:
 - 5 Members (having at least a doctorate) incl. a chairperson,
 - Chairperson must be a Prof.,
 - At least 2 reviewers named above,
 - At least 3 Prof. independent of affiliation,
 - At least 3 members of the institute.
 - No more than 2 members from the same group.
- One copy of dissertation for each reviewer and each member of the jury and one additional copy for the Institute (6 or 7 copies)
- Suggested date for oral exam/viva is in at least 2 months from today.

Suggested date: _____

I hereby confirm that I have filled out the application letter completely and that I the reviews of my dissertation will be submitted no later than **16 days** before my examination.

(Place, date, signature)