



PhD programme **Systems Neuroscience**

www.tiho-hannover.de/studium-lehre/promotion-und-phd-programme/phd-systems-neuroscience/

Guidelines for Submission of a PhD Thesis **University of Veterinary Medicine Hannover** (based on PhD order *Verkündungsblatt* 215/2015 and further decisions)

Fundamentals for the submission of a thesis

- Please read these guidelines before starting writing your thesis. You find a short instruction in the appendix.
- **Completion of the study book** according to the PhD order (*Verkündungsblatt*, § 8 (1), §§ 5, 6, 7, see also “Course of Study Systems Neuroscience” and checklist below).
- After successful completion of the course, supervision ends when the PhD student has passed the defence. The doctorate must be completed within no more than five years after enrolling in the PhD course of study. (§ 6(10)).
- We would like you to announce the submission by sending us the “**Announcement of thesis submission for HGNI**” as soon as you plan it (download the pdf for fill-in).
- Form “*Dissertationsanzeige – Tierschutz*” (homepage-downloads) accompanied by a summary of your project. In accordance with the animal welfare regulations it is required to fill in the form – even if you do not work with animals. Please let your supervisor help you, since it has to be in German.

Submission of the thesis (§ 8)

- Submission of the thesis is possible **any time** at the PhD office (HGNI). We reckon **10 weeks before the planned date of defence** (4 weeks for internal referees + 4 weeks for external referee + 10 days display) + extra time in case of corrections. You find the dates on the homepage: News, events and key dates.
- After completing the required coursework of your PhD programme, you have to take the PhD final exam under guidance of your supervision group. For admission to the final exam, the following documents must be provided:

Study book:

Evidence of regular and successful participation:

1. attendance of obligatory courses and seminars according to the course of study
2. attendance of elective courses and seminars, approx. 50% of all hours (§ 5)
3. **Workshop Neuroscience**
4. three **laboratory classes** and a seminar in **statistics**
5. participation in **second year project**
6. declaration of **good scientific practice**
7. **personal briefings** with the supervision group once a year, at least three (§ 6 (1)6.)
8. successful presentations at **two public colloquia** (§ 7)

- **At least one submitted publication** as first author in recognized scientific journals with peer review. This is to be confirmed for the HGNI by submission of the journal's receipt. In exceptional, well-founded cases the PhD commission may deviate from this rule (§ 8 (1)2.).
- A separate **statement** if the degree **Dr. rer. nat.** (natural sciences study course) (§ 8 (2)) is striven for.

If you are a veterinarian the degree "PhD" can be converted to Dr. med. vet. after award (§ 12 (2)).

- Optional for degree PhD: The **discipline** (field of study) can appear on the final examination certificate. This requires an informal request to the PhD commission (§ 8 (3) and § 3 (4)).
- **Affidavit ("Eidesstattliche Erklärung")**: Declaration of autonomous completion of project and thesis. The **English** text is included in the thesis, printed and signed personally. The **German** text must be personally handwritten, signed on a separate page. (Texts see appendix.)
- If the thesis has not been conducted at TiHo, we need a **declaration of consent** on the submission of the thesis issued by the supervisor.
- **Thesis** written by the student completely in English or German (decision of PhD commission) on the research project completed during the PhD course of study. The thesis must provide a relevant scientific contribution to the chosen area of study.

Hardcopies of the thesis (one for each supervisor, external referee, HGNI for display), DIN A4, single-side printing, paperback are to be submitted to the HGNI.

You may write in the style of a monograph or a cumulative thesis (§ 8 (1)3.–4.) or in chapters (decision of PhD commission). For details and examples see also appendix or at the PhD office.

1. The **classical style (monograph)** must contain an introduction, materials and methods, results, discussion, references, summary (English), *Zusammenfassung* (German) and appendix if necessary.
 2. The **cumulative thesis** must comprise at least **two published publications** in international peer-reviewed scientific journals with the student **as first author**; works that have been accepted for publication are considered as published. These publications must be thematically related. Each publication makes a chapter and can be included as original pdf file (author's copy) or full manuscript in the layout of the thesis. An information page with authors and state of publication preceding each publication chapter must further explain the authors' and in particular the student's contribution to scientific design, data collection, analysis and scientific writing. The thesis consists of a comprehensive introduction chapter on the research topic, the publications, overall discussion of the results, literature chapter with the citations used in introduction and discussion, summary (English) and *Zusammenfassung* (German). Materials and methods must be described in detail, either included in the publications or as separate chapter.
 3. The **thesis with manuscripts in chapters** is written in the **same style as the cumulative thesis** and must follow the same regulations. In contrast, it consists of at least one submitted manuscript as first author and further manuscripts, that may either be published, submitted or prepared with the student's name in whatever position.
- **Electronic version of the thesis** as pdf file identical to the hardcopy

IMPORTANT for the styles no. 2 and 3 in order to avoid conflicts of interest:

The included manuscripts are accepted before the thesis is submitted: In this case, the thesis contains manuscripts in chapters, which are already accepted or published by a journal. The copyright lies with the respective journal. For the depositary copies of the thesis only the information page and abstract of the articles are included in the thesis. If the whole text shall appear in the final thesis, the journal should be asked for *permission of reprint*.

The thesis is submitted and published before the manuscripts: In this case, the thesis contains full manuscripts in chapters, which are submitted or prepared for submission to a journal. Because the thesis is published immediately after the Celebratory Promotion by the TiHo library, TiHo may be first publisher. Therefore, the journal should be informed that *the submitted manuscript is part of a doctoral thesis at the University of Veterinary Medicine Hannover which has been handed to the University* (date of submission to the office) *or is accepted for award* (date of Celebratory Promotion). This can be done by mentioning on the title page of the manuscript for the journal.

For clarification of existing rights read the publisher's instruction for authors carefully and see <http://www.sherpa.ac.uk/romeo/>.

Procedure of evaluation (see § 9a)

- The supervision group, as well as an external referee, evaluate the thesis and write detailed independent **reports**. These must contain a final evaluation of the thesis with the grades "very good (1)" to "not sufficient (4)". For outstanding theses "*summa cum laude*" can be proposed.
The evaluation of theses by students striving for the title of **Dr. rer. nat.** is made in accordance with the regulations for Natural Sciences of TiHo (*Promotionsordnung* Dr. rer. nat.). (§ 9b).
- If **corrections** are necessary, you will receive a notification. Normally, the changes must be done immediately and the up-dated version of the thesis must be submitted to the HGNI.
- The dissertation is **publicly displayed** at the HGNI for **10 days** prior to the final examination.
- If no objection is raised, you will be **invited** to the defence by the HGNI.

Defence (Disputation) (see § 10)

Defences of the thesis take place once per semester (October/November or March/April). The dates are announced on the homepage and in newsletters.

- The defence is a **public 30-minute oral presentation of the thesis project in English**, followed by a **discussion** of at least 15 min with the supervision group and the external referee (if attending). The discussion will then be extended to the audience. Afterwards, the supervision group (and external referee) evaluate the presentation.
- Directly following the defence, the **PhD commission meets** and decides on the successful fulfilment of the requirements to receive a degree based on the evaluations of the thesis and the assessment of the defence with grades "very good with distinction (*summa cum laude*)" to "sufficient (*rite*)". Distinction "*summa cum laude*" is only possible if at least one publication in international peer-reviewed scientific journals with the student as first author is accepted (§ 10 (4)) and both referees suggest distinction.

The overall evaluation of theses by students striving for the title of **Dr. rer. nat.** is made in accordance with the regulations for the corresponding doctoral degree of the TiHo (§ 10 (5)). Following *Verkündungsblatt* 216/2015 **distinction "*summa cum laude*"** is only possible if at least 2 publications with the student as first author are accepted.

- After passing the final exam you will get an **invitation** to the celebratory promotion with the request for publication of the thesis by the TiHo library.

Depositary copies (= Publication by TiHo)

For **finalization** of the thesis, insert the date of your defence and the name of the external referee in the thesis. You may correct typos if you find some, but do not change major parts. Submit the final version and all further required documents to the TiHo **library**.

Please also consider the library's website for regulations and guidelines:

<https://www.tiho-hannover.de/?id=7951>

The staff will **help** and offer the service to **consult them in advance**. You can send the pdf of your thesis, in order not to have unnecessary complications and costs:

Ms Hartinger, Ms Wrede

phone: 953-7108

biblio@tiho-hannover.de

Requirements for submission to the library

- **3 printed copies** of the thesis: DIN A5, double-sided, printed from the pdf file. Use adhesive binding, no spiral binding! Print title page on the front cardboard cover (no transparency!), at least your name and thesis title must appear.
For cumulative thesis/thesis in chapters, please read the journal's instructions for authors carefully. In case a manuscript is already accepted or published (epub or printed), that in most cases only the information page with link, doi-no. and the abstract are given in the thesis. It is not allowed to cite the complete text unless it is permitted by the journal.
- **"Abgabeformular Dissertation"**
(submission form for electronic dissertations): Please see appendix.
- **"Erklärung Dissertation"**
(declaration of consent): Please see appendix.

Files to be uploaded directly to TiHo eLib (*Hochschulrepositorium*):

- **1 pdf file**, exactly identical with the printed version.
Name your file as follows: "family name first name initial-ws (or) ss year of award"
Example: Bloggsj-ws2020.pdf, no special characters or accents
- **"Abstract"** and **"Zusammenfassung"** with your name and title in English and German, respectively
Copy directly into the entry mask of TiHo eLib.
Not more than 2000 characters including space
No paragraph breaks
No chemical formulas (no superscripted or subscripted characters are possible)
No figures, tables or pictures
Abstract and *Zusammenfassung* in these files may differ from the ones in the thesis.
- no signatures in files or hardcopies

The library sends a **receipt** to the HGNI. Latest date is 7 days prior to the Celebratory Promotion. If the submission is not right in time you will have to wait for the next ceremony (next semester).

Award (Celebratory Promotion, *Feierliche Promotion*)

- Finally, you receive the **certificate** and award the respective academic title during a promotion ceremony together with all candidates who submitted their theses during the last semester.
- Ceremonies take place each semester (June and December). You are invited to the next ceremony by TiHo and receive 3 admission **tickets** (including one for yourself).
- **Prior to the award it is not allowed to use the academic title!**

Appendix

Guidelines for structuring a thesis

- page format: a) for the referees, DIN A4, single-sided, printed on white copy paper
b) for depositary copies reduction to DIN A5, double-sided, white copy paper (80 g/m²), only adhesive binding (no spiral)
- fonts: *for example* Arial, Times New Roman (or similar fonts)
- font size: *recommended:* 12 pt, for references 10 pt
- cover a) The title page must be visible on the front book cover, either by printing on the cardboard or by using a transparency.
b) For the library at least title and your name must be printed on the cover.
- page numbers: Until the beginning of the actual text Roman numerals may be used. Important for the double-sided depositary copies: **Right pages have odd numbers, each chapter starts with an odd number.** For the referee copies you can already use the layout for the depositary copies, although there might be blank pages.
- page 1: **title** page according to example below
- page 2: according to example below
- page 3: **Dedication** if you like
otherwise, the next part starts on page 3
- from page 5: **Table of Contents**
list of abbreviations
list of figures and tables (optional)
- next odd number: **here the actual text with indicated page numbers starts** (usual Arabic numerals) with the following parts:

for monograph:	for cumulative style/in chapters:
Summary (English) with your name and the English title of the thesis above	
Zusammenfassung (German) with your name and the German title of the thesis above	
Introduction	Introduction (maybe with own references)
Materials and Methods	Materials and Methods (if not described in detail in the following chapters)
Results	Publications and/or manuscripts with preceding information page (state of publication and information explaining the authors' contribution)
Discussion	Discussion (maybe with own references)
References	References (if not at the end of each chapter)

- last but one page **Affidavit** (*Eidesstattliche Erklärung*), according to example below.
This can be omitted for the depositary copies (no signatures allowed).
- last page: **Acknowledgement** if you like

Title page: example for PhD, English version

University of Veterinary Medicine Hannover

[Institute/Clinic]

[ZSN if you like]

[Title Title Title Title Title Title]

THESIS

Submitted in partial fulfilment of the requirements for the degree

DOCTOR OF PHILOSOPHY

(PhD)

awarded by the University of Veterinary Medicine Hannover

by

[given name family name]

[place of birth]

Hannover, Germany [year]

Title page: example for PhD, German version

Tierärztliche Hochschule Hannover

[Institut/Klinik]

[ZSN, wenn gewünscht]

[Titel Titel Titel Titel Titel Titel Titel Titel Titel Titel]

THESE

Zur Erlangung des Grades eines

DOCTOR OF PHILOSOPHY

(PhD)

durch die Tierärztliche Hochschule Hannover

vorgelegt von

[Vorname Name (ggf. Geburtsname)]

aus [Geburtsort]

Hannover [Jahreszahl]

Title page: example for Dr. rer. nat., English version

University of Veterinary Medicine Hannover

[Institute/Clinic]

[ZSN if you like]

[Title Title Title Title Title Title Title Title Title Title]

THESIS

Submitted in partial fulfilment of the requirements for the degree of
Doctor of Natural Sciences

Doctor rerum naturalium

(Dr. rer. nat.)

awarded by the University of Veterinary Medicine Hannover

by

[given name family name]

[place of birth]

Hannover, Germany [year]

Title page: example for Dr. rer. nat., German version

Tierärztliche Hochschule Hannover

[Institut/Klinik]

[ZSN, wenn gewünscht]

[Titel Titel Titel Titel Titel Titel Titel Titel Titel Titel]

THESE

Zur Erlangung des Grades einer Doktorin / eines Doktors der Naturwissenschaften

Doctor rerum naturalium

(Dr. rer. nat.)

durch die Tierärztliche Hochschule Hannover

vorgelegt von

[Vorname Name (ggf. Geburtsname)]

aus [Geburtsort]

Hannover [Jahreszahl]

Page 2: example for English versions

Supervisor: Prof. Dr. xxx
Supervision Group: Prof. Dr. xxx
Prof. Dr. xxx
PD Dr. xxx

1st Evaluation: Prof. xxx (with affiliation)
Prof. Dr. xxx (with affiliation)
PD Dr. xxx (with affiliation)

2nd Evaluation: ¹⁾ Prof. xxx (with affiliation)

Date of final exam: ²⁾ [dd.mm.yyyy]

Parts of the thesis have been published previously in: ³⁾

Sponsorship: ³⁾

- 1) The 2nd evaluation is left open for the first submission and inserted after final exam.
- 2) The date is left open for the first submission and inserted after passing the final exam.
- 3) If applicable. This may also be printed on page 3.

Page 2: example for German versions

Supervisor/in: Prof. Dr. xxx
Betreuungsgruppe: Prof. Dr. xxx
PD Dr. xxx
Prof. Dr. xxx

1. Gutachten: Prof. xxx (mit Angabe der Universität, Einrichtung)
PD xxxx (mit Angabe der Universität, Einrichtung)
Prof. xxx (mit Angabe der Universität, Einrichtung)

2. Gutachten: ¹⁾ Prof. xxx (mit Angabe der Universität, Einrichtung)

Datum der Disputation²⁾: [TT.MM.JJJJ]

Teile der Arbeit wurden bereits veröffentlicht: ³⁾

Förderung: ³⁾

- 1) Der Name des externen Gutachters wird offen gelassen und erst nach dem Examen für den Druck eingefügt.
- 2) Das Datum wird offen gelassen und erst nach bestandem Examen eingefügt.
- 3) Falls zutreffend. Ggf. darf dies auch auf S. 3 gedruckt werden.

Affidavit / Eidesstattliche Erklärung

This declaration has to be printed, signed personally and included in each copy of the thesis. This is not necessary for the depositary copies.

In addition, the German text must be personally handwritten, signed and submitted as a separate document.

Affidavit

I herewith affirm that I am the sole author of the thesis titled [complete title], which was written according to the principles of good scientific practice. / The following persons provided assistance at my request: [specify]

I did not make use of any paid dissertation services or other consultants. Nor did anyone receive unpaid services from me for work related to the contents of the submitted thesis.

The thesis was completed at the following institution(s)*: [institute, university]

This thesis has not been previously submitted for evaluation for admission to an examination, doctoral graduation, or any such purpose.

I hereby affirm the above statements to be complete and true to the best of my knowledge.

[date], signature

* If the thesis has not been conducted at the University of Veterinary Medicine Hannover, this affidavit must be accompanied by a statement by the candidate's supervisor that he or she approves of submission of the work as a PhD thesis at the University of Veterinary Medicine Hannover.

Versicherung an Eides statt

Hiermit versichere ich an Eides statt, dass ich die These [Angabe des genauen Titels] gemäß den Regeln der guten wissenschaftlichen Praxis selbstständig verfasst habe. Bei der Anfertigung wurden folgende Hilfen Dritter in Anspruch genommen:
[Ggf. hier bitte einfügen]

Ich habe keine entgeltliche Hilfe von Vermittlungs- bzw. Beratungsdiensten (Promotionsberater oder anderer Personen) in Anspruch genommen. Niemand hat von mir unmittelbar oder mittelbar entgeltliche Leistungen für Arbeiten erhalten, die im Zusammenhang mit dem Inhalt der vorgelegten These stehen.

Ich habe die These an folgenden Institutionen angefertigt*:
[hier bitte einfügen]

Die These wurde bisher nicht für eine Prüfung, Promotion, These oder für einen ähnlichen Zweck zur Beurteilung eingereicht.

Ich erkläre, über die Bedeutung der Versicherung an Eides statt informiert worden zu sein. Mir wurde der Inhalt der folgenden Vorschriften des Strafgesetzbuches bekannt gegeben: § 156 StGB – Falsche Versicherung an Eides statt.

[Datum], eigenhändige Unterschrift

* Ist die Dissertation in einer auswärtigen Institution angefertigt worden, so ist zugleich eine Erklärung der betr. Leitung beizufügen, dass sie mit der Einreichung der Arbeit als Dissertation an der Tierärztlichen Hochschule Hannover einverstanden ist.

"Erklärung Dissertation" for the library

<https://www.tiho-hannover.de/?id=7951> Formular-Box

Please fill in the German form "*Einverständniserklärung für das elektronische Publizieren*" (Declaration of consent for electronic publication) print and sign with date and submit it to the library:

"Abgabeformular Dissertation" for the library

<https://www.tiho-hannover.de/?id=7951> Formular-Box

Please fill in the German form, print and sign with date and submit it to the library.

Translation, only for your own information:

Do not use handwriting!

University of Veterinary Medicine Foundation Library

For notification of the *Deutsche Nationalbibliothek Frankfurt* (German National Library) or emerging questions the following data are required.

1. Family name
2. Given name
3. Telephone number
4. Email
5. University
6. Title of the thesis (German)
7. Title of the thesis (English)
8. Language of the main text
9. Institution, where the dissertation has been carried out
10. Keywords (3 German and 3 English)

Stiftung Tierärztliche Hochschule Hannover

I declare the correctness of the details given.

date / signature