Promotionszentrum DigiTech
Guideline for the opening of the doctorate proceedings

Documents to be submitted

- Application for the opening of the doctorate proceedings
- Overview of life and education
- Dissertation in accordance with the respective guideline (electronic version)
- Documentation of the components of the structured doctoral program (if not yet submitted)
- A standard police clearance certificate (not older than one year). If a police clearance certificate cannot be submitted, a reasonable explanation must be provided, and a statement regarding any criminal proceedings or investigations must be submitted instead
- In case you were admitted to the *Promotionszentrum* DigiTech under a different name: proof of the name change

All documents that require a signature must be signed either by hand or with a valid digital signature.

Stand: 30.10.2026

Promotionszentrum DigiTech
Guideline for the Components of the Dissertation

M = Monograph P = Publication-based (cumulative)

		Submis-sion		Publica-tion*		
	Component	**M**	**P**	**M**	**P**	**Component**
1	Cover sheet DigiTech	X	X	(X)	(X)	see Template
2	Cover sheet Dissertation	X	X	X	X	see Template
3	Approval notice and examiner	–	–	X	X	see Template
4	Declaration on Oath	X	X	–	–	see Template
5	Declaration of Contribution to Publications	(X)	X	(X)	X	see Template, in the published version without a signature
6	Foreword	–	–	(X)	(X)	e. g. supervisor
7	Acknowledgments	(X)	(X)	(X)	(X)	
8	Statement on the Use of AI-Based Tools	X	X	X	X	see Template, in the published version without a signature
9	Abstract in English	X	X	X	X	1 page
10	Abstract in German	X	X	X	X	1 page
11	List of publications	X	X	X	X	Publications related to the doctoral dissertation, Section 7 para. 6 *PromO*
12	List of supervised theses	(X)	(X)	(X)	(X)	Supervised Bachelor‘s / Master’s theses
13	List of presentations	(X)	(X)	(X)	(X)	Presentations held as part of the doctoral project
14	Outline	X	X	X	X	
15	List of abbrevations	X	X	X	X	if necessary
16	Various additional lists	X	X	X	X	if necessary: figures, tables, listings, …

17	Complete list of publications	–	X	–	X**	Original print version
18	Bibliography / List of References	X	X	X	X	consistent citation style
19	Appendix	X	X	X	X	if necessary

X mandatory
(X) optional
– not necessary

* The information applies to an online publication (PDF), e.g., via OPUS THD, without a publisher. If the publication is issued through a publisher, the publisher's guidelines must be followed.
** Permission must be obtained from the publisher or journal in which the publication appeared.