

## Checklist for opening publication doctorate

(According to doctoral regulations 2017 - Standard & Advanced Track)

- 3 hard bound copies of the dissertation (no ring binding) with the following outline (**CAVE! Printing and binding only after request by the PhD office**):
  - Cover page (see [Links & Downloads](#) for template).
  - Table of contents (with full name of publication(s))
  - List of abbreviations (if applicable)
  - Abstract (German and English)
  - Manteltext (for more details see [Dissertation](#)) - Please use the template for publication doctoral thesis, which you can find on the mentioned page!
  - affidavit/share declaration
  - before each included publication: corresponding excerpt from the Journal Summary List (see also [Notes on Journals](#))
  - publication(s)
  - curriculum vitae
  - publication list
  - Acknowledgement
  
- New!** Document "[Angaben zur Eröffnung des Promotionsverfahrens](#)"
- Copy of identity card or passport
- Application for opening of the doctoral procedure (template see [Links & Downloads](#))
- Selection of Disputation/Single Examinations
- Proof of participation in the doctoral environment (issued by the [office of the doctoral environment](#)) OR proof of completion of a structured doctoral program.
- Proof of attendance of compulsory lecture "[Good Scientific Practice](#)".
- Acknowledgement of plagiarism check and email from the Office of Good Academic Practice regarding the plagiarism check report. (The report itself is not required!) Notes on this page.
- Proof of primary data, if applicable (if not enclosed on data carrier)
- Signed curriculum vitae for the file. Please attach abstracts of all your theses (Bachelor, Master, Diplom, Magister, State Examination). Please also include the title of each thesis.
- List of publications incl. IF for the file
- Affidavit/declaration of share (for the file with signature of supervisor)
- New!** Document "[Einwilligung zur Speicherung und eidesstattliche Versicherung](#)".
- Copy of degree certificate or certificate of enrollment in the course of study in human medicine or dentistry at the Charité University Medical Center
- Copy of license to practice medicine (Approbationsurkunde) if available
- Copy of specialist certificate (Facharzturkunde) if available
- Certificate of enrollment as a doctoral student if applicable
- Reviewer's proposal form
- Votum Informativum
- tabular summary of the jacket text (see [Links & Downloads](#))
- Cover sheet, abstract and mantel text
- Excerpt from the Journal Summary List for each included publication
- Print copy(s) of the publication(s)
- Data carrier with
  - Dissertation in WORD format, Dissertation in PDF format
  - Primary data, if applicable
  - PDF with selected documents (in the order: application for opening, if necessary further applications, dissertation from cover page to acknowledgement, Votum Informativum, reviewer proposal form - summarized in one document).

Please note that some documents require original signatures.  
More information can be found on our web pages under [Initiation](#).