

## Checklist for opening monograph doctorate

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

3 hard bound copies of the dissertation (no ring binding) with the following outline (printing and binding only after request by the doctoral office after formal examination by the doctoral office):

- If applicable, letter of approval from the doctoral committee in the case of a content-protected monograph (was to be requested when registering the doctoral project).
- Cover sheet (template see [Links & Downloads](#))
- Preface, if applicable, if you have prior publications on your monograph
- Table of contents (list all contents of the dissertation up to the last page)
- List of tables and figures, if applicable
- List of abbreviations, if applicable
- Abstract (German and English)
- Dissertation text (introduction-question-material-methodology-results-discussion-literature)
- Affidavit (the wording must not be changed) [Statutory-Declaration](#)
- if applicable, share statement if you have prior publications on your monograph
- curriculum vitae
- Publication list of all publications with you as author or co-author
- Acknowledgement
- Certificate of the accredited statistician

- 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](#)"
- Certificate of the accredited statistician
- 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.
- Data carrier with
  - Dissertation in WORD format, Dissertation in PDF format
  - Primary data, if applicable
- 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.
- Copy of specialist certificate (Facharzturkunde) if available
- Publication list of all publications with you as author or co-author for the file
- If applicable, share declaration (for the file with original signature and stamp of the supervisor(s))
- Affidavit (as this is also incorporated into the dissertation) [Statutory-Declaration](#)
- 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 certificate and diploma for bachelor's, master's, diploma and master's degrees
- Copy of license to practice medicine (Approbationsurkunde) if available
- Certificate of enrollment as a doctoral student if applicable
- Reviewer's proposal form with original signature of the first supervisor with clinic stamp
- Votum Informativum with original signature of all supervisors
- tabular summary of the jacket text (see [Links & Downloads](#))
- Cover sheet, abstract and mantel text
- Abstract german and english

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