

## **Handout for the preparation of a dissertation**

(application for initiation of the doctoral procedure at the Doctoral Center for Sustainability Sciences)

An application must be submitted for the initiation of the doctoral procedure at the Doctoral Centre. The dissertation is submitted with this. This handout provides information on the completion of the dissertation. It represents an independent service that meets scientific standards and contributes to the further development of scientific knowledge. For the preparation, the following must be observed:

- **Language:** the dissertation should be written in German or can be written in a foreign language with the prior approval of the doctoral committee. In the case of a dissertation in a foreign language, a summary in German must be enclosed, which must be approved by the first supervisor;
- **Title page:** The dissertation must be identified as such by a corresponding title page. The title page shall indicate:
  - a. the topic of the dissertation,
  - b. the name of the doctoral centre,
  - c. Darmstadt University of Applied Sciences,
  - d. the name of the doctoral candidate,
  - e. his or her previously acquired academic degree,
  - f. Title, name and affiliation of the supervisors,
  - g. Title, name and affiliation of the reviewers,
  - h. Submission and examination date,
  - i. Place and year of publication
- **Summary:** In the case of a dissertation in a foreign language, a summary in German must be enclosed, which must be approved by the first supervisor.
- **Partial publication:** Parts of the dissertation may be published in advance. For this purpose, a corresponding list must be inserted in the dissertation.
- **Literature:** List of all sources used.
- **Research data:** the relevant research data of an experimental and statistical nature that have led to the gain in scientific knowledge must be included in the dissertation as an appendix. If necessary, a blocking notice can be applied for for this appendix at the doctoral committee.

- Explanation: the dissertation should assure:
  - a. that the dissertation was written independently and without unauthorized outside help and only with the specified aids;
  - b. that all passages taken verbatim or by analogy from published writings and all information based on oral information are identified as such;
  - c. the principles of good scientific practice are observed.
- For publication, the dissertation must be marked as a dissertation of Darmstadt University of Applied Sciences and the Doctoral Centre.