

Tips & Information (Stand 2011)

Universität Hamburg
Faculty of Mathematics, Informatics and Natural Sciences



Publication of Dissertations within the Doctoral Proceedings related to the Doctoral Degree Regulations of the MIN Faculty (1 December 2010)

The conference of the Minister of Education and Cultural Affairs obliges doctoral candidates to produce their dissertations in writing and make the results publicly available to the scientific community in an appropriate way.

There are the following options how to fulfill this publication obligation:

1. Upload of an electronic version

For information about the procedure to follow if you want to submit your work for publication as an online resource, please visit the website of the Staatsbibliothek (SUB) at: <http://ediss.sub.uni-hamburg.de>. There are often changes in this area and forms and tutorials give good support.

In case you do not have a library card any longer, please e-mail diss@sub.uni-hamburg.de for an access code to the server of the Staatsbibliothek.

A PDF file is needed for upload (preferably below a total size of 10 MB). The file name may not contain special characters. The doctoral student can upload the file to the server of the Staatsbibliothek independently.

We urge you not to activate the security settings offered. Permanent data storage and quoting of electronic resources, at a time of rapid technological progress, can only be guaranteed at any time by converting data into up-to-date system environments. This migration is only possible with documents requiring no password and no copy protection. If patent-related questions or similar questions make restrictions on use necessary, please consult the "Hochschulschriftenstelle" in individual cases. The copyright remains the property of the doctoral student.

A form is automatically generated after upload. The doctoral student has to submit **two** copies of the PDF file in the usual binding form to the Staatsbibliothek. For this, the precise conformity of the data with the submitted hard copy is essential, that is, besides the original title of the dissertation the title page must contain the following indication:

Dissertation with the aim of achieving a doctoral degree
at the Faculty of ..., Department of ...
submitted by (first name, surname)
(year) ... in Hamburg

The date of the oral doctorate defense and the evaluators who recommended the acceptance of the dissertation must be indicated on the reverse title page.

In addition, the library charges € 45 for documents up to a file size of 10 MB. Additional € 22 is to be paid per every further 10 MG, thereby making the E-publication the most cost-effective means of publication and also the best option for dissemination of content.

The number of additional deposit copies that have to be submitted must be printed on permanent, wood- and acid-free paper in a permanent binding (no ring binding).

Staatsbibliothek: 2 copies

Department: 4 copies, cf. form at: <http://www.min.uni-hamburg.de/promotion/Verfahren.html>

2. **Submission of the examination copies**

Copies can be submitted either as A4 or A5. Besides the original title the dissertation title page must contain the following indication:

Dissertation with the aim of achieving a doctoral degree
at the Faculty of, Department of ...
submitted by (first name, surname)
(year) ... in Hamburg

The date of the oral doctorate defense and the evaluators who recommended the acceptance of the dissertation must be indicated on the reverse title page.

The number of additional hard deposit copies that have to be submitted must be printed on permanent, wood- and acid-free paper in a permanent binding (no ring binding).

Staatsbibliothek: 50 copies

Department: 4 copies cf. form at: <http://www.min.uni-hamburg.de/promotion/Verfahren.html>

3. **Publication of a cumulative dissertation**

Requirements for a cumulative dissertation are specified in § 7 paragraph (2) b) of the Doctoral Degree Regulations of the MIN Faculty and are to be met for the publication of the dissertation. Further instructions on cumulative dissertations are described in the relevant information from the Departmental Doctoral Committee. The confirmation by the Faculty must comply with the copy of the examination work for a cumulative dissertation.

The number of deposit copies that have to be submitted must be printed on permanent, wood- and acid-free paper in a permanent binding (no ring binding).

Staatsbibliothek: 10 copies

Department: 4 copies, cf. form at: <http://www.min.uni-hamburg.de/promotion/Verfahren.html>

4. **Publication with a publishing company (minimum number of copies: 150)**

For a published edition, a copy of the title page and reverse title page of the dissertation with the notes for acceptance of the dissertation from the examination work is to be included. Apart from the original title the dissertation title page must contain the following indication:

Dissertation with the aim of achieving a doctoral degree
at the Faculty of, Department of ...
submitted by (first name, surname)
(year) ... in Hamburg

The date of the oral doctorate defense and the evaluators who recommended the acceptance of the dissertation must be indicated on the reverse title page.

The number of deposit copies that have to be submitted must be printed on permanent, wood- and acid-free paper in a permanent binding (no ring binding).

Staatsbibliothek: 10 copies

Department: 4 copies, cf. form at: <http://www.min.uni-hamburg.de/promotion/Verfahren.html>

For any further questions please contact a member of staff at the Staatsbibliothek at: diss@sub.uni-hamburg.de or Tel.: 42838 2236