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Information Sheet

for Producing Academic Pieces of Work and Initiating a Doctoral Procedure at the Faculty of Agriculture, Civil and Environmental Engineering

0.1 Information on producing academic pieces of work

We recommend the following literature that is available in the University Library for the formal aspects of writing academic pieces of work.

Please note: You must be logged into the university network to be able to access the eBooks via the links.

Schreib- und Gestaltungsregeln für die Text- und Informationsverarbeitung. Unkommentierte Ausgabe der DIN 5008:2020 in offprint format (2020). 6th Edition Berlin: Beuth Verlag (Beuth publishing DIN).

Print: Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark: AK 39580 S378(6)
Patent- und Normenzentrum, Shelf mark: AK 39580 S378(6)

Andermann, Ulrich; Drees, Martin; Grätz, Frank (2006): Duden. Wie verfasst man wissenschaftliche Arbeiten? ; [ein Leitfaden für das Studium und die Promotion. 3rd, completely newly revised Edition, [Reprint]. Mannheim: Dudenverlag.

Print: Campusbibl. Südstadt, Shelf mark: AK 39580 P744(3)
Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark: AK 39580 P744(3)

Franck, Norbert (2019): Handbuch Wissenschaftliches Schreiben. Eine Anleitung von A bis Z. 1st Edition Stuttgart: UTB.

Online:

<https://www.utb-studi-e-book.de/9783838551081>

Print: Campusbibl. Südstadt, Shelf mark: AK 39580 F822
Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark: AK 39580 F822

Freund, Uwe (2019): Korrekt schreiben nach DIN 5008 für Dummies. 1st Edition. Weinheim: Wiley-VCH

Print: Campusbibl. Südstadt, Shelf mark AK 39500 F889
Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark AK 39500 F889

Jele, Harald (2021): Richtig zitieren. 4th expanded and revised edition. Stuttgart: Kohlhammer.

Print: Campusbibl. Südstadt, Shelf mark AK 39580 J48(4)
Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark AK 39580 J48(4)

Karmasin, Matthias; Ribing, Rainer (2017): Die Gestaltung wissenschaftlicher Arbeiten. Ein Leitfaden für Facharbeit/VWA, Seminararbeiten, Bachelor-, Master-, Magister- und Diplomarbeiten sowie Dissertationen. 9th revised and updated edition. Vienna, Stuttgart: facultas; UTB GmbH

Online (10th Ed.)

<https://www.utb-studi-e-book.de/9783838553139>

Print: Campusbibl. Südstadt, (2014), Shelf mark: AK 39580 K18(8)
Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, (2017) Shelf mark: AK 39580 K18(9)

Klein, Andrea (2020): Wissenschaftliche Arbeiten schreiben. Praktischer Leitfaden mit über 100 Software-Tipps. 2nd Edition Frechen: mitp.

online only:

http://www.content-select.com/index.php?id=bib_view&ean=9783958459755

Mathea, Siegfried; Schulz, Gundula (2020): Kommentar zur DIN 5008:2020. Mit den wichtigsten Fragen und Antworten zu den Schreib- und Gestaltungsregeln. 1st Edition Berlin: Beuth (Beuth Kommentar).

Print: Patent- und Normenzentrum, Shelf mark: AK 39580 M426

Prexl, Lydia (2019): Mit digitalen Quellen arbeiten. Richtig zitieren aus Datenbanken, E-Books, YouTube & Co. 3., updated and revised edition. Paderborn: Ferdinand Schöningh (utb Schlüsselkompetenzen).

Online:

<https://www.utb-studi-e-book.de/9783838550725>

Print: Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum (2019), Shelf mark: AK 39950 P944(3)
Campusbibl. Südstadt (2016), Shelf mark: AK 39950 P944(2)

Sandberg, Berit (2017): Wissenschaftliches Arbeiten von Abbildung bis Zitat. Lehr- und Übungsbuch für Bachelor, Master und Promotion. 3rd revised and extended edition. Berlin, Boston: De Gruyter Oldenbourg (De Gruyter Studium).

Online

<https://www.degruyter.com/viewbooktoc/product/456172>

Print: Campusbibl. Südstadt, Shelf mark: AK 39540 S213(3)

Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum, Shelf mark: AK 39540 S213(3)

Träger, Thomas (2018): Zitieren 2.0. Elektronische Quellen und Projektmaterialien richtig zitieren. 2nd revised and extended edition. Munich: Verlag Franz Vahlen.

Print: PNZ (2019), Shelf mark: AK 39950 T764(2)

Campusbibl. Südstadt, Shelf mark: (2016) AK 39950 T764

Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum (2016), Shelf mark: AK 39950 T764

We recommend that you consult the DIN standards listed below, which you can access via the Perinorm Online database and print and save for your own scientific use (please note: only members and students of the University of Rostock, contract lecturers and guest lecturers are permitted to print and save the full texts for their own academic use)

If you have any questions, please contact the Centre for Patents and Standards at Parkstraße 6

Tel.: +49 381 498 - 8674

email: normen@uni-rostock.de

SI Units - Units of Measurements

DIN 1301 Derived quantities and some other units

DIN 1304 **Letter symbols for physical quantities**

DIN 1304-1 Symbols for general use

DIN 1338 Writing and typesetting of formulae

DIN EN 60027-1 Letter symbols to be used in electrical technology: general information

Information in documents

DIN 1421 Arrangement and numbering in texts; clauses, paragraphs, enumerations

DIN 1422-1 Publications in sciences, technology, economy and administration; presentation of manuscripts and typoscripts

DIN 1426 Representation of the contents of documents; abstracts, literature surveys

DIN ISO 690 Guidelines for bibliographic references and citations to information resources

DIN 5008 **Rules for the writing and layout of word processing documents**

Further literature and links:

Ebel, Hans F.; Bliefert, Claus (2011): Bachelor-, Master- und Doktorarbeit. Anleitungen für den naturwissenschaftlich-technischen Nachwuchs. 4th updated ed., repr. Weinheim: Wiley-VCH.

Print: Campusbibl. Südstadt, Shelf mark: AK 39580 E15(4)

Hien, Katharina; Rümpler, Steffen (2008): Grafische Gestaltung in Naturwissenschaften und Medizin. Wissenschaftliche Informationen vermitteln und präsentieren. Berlin: Spectrum Acad. Verl.

Print: Campusbibl. Südstadt, Shelf mark: TB 1024 H633

Hirsch-Weber, Andreas; Scherer, Stefan (2016): Wissenschaftliches Schreiben und Abschlussarbeit in Natur- und Ingenieurwissenschaften. Grundlagen - Praxisbeispiele - Übungen. 1st Ed. Stuttgart: UTB GmbH; Ulmer (UTB, 4450).

Online:

<http://www.utb-studi-e-book.de/9783838544502>

Print: Campusbibl. Südstadt, Shelf mark: AK 39580 H669

Kornmeier, Martin: Wissenschaftlich schreiben leicht gemacht. - Bern: Haupt Verlag [2018 - 8th ed.]

Online <https://www.utb-studi-e-book.de/9783838550848>

Print: Campusbibl. Südstadt (7th ed. 2016) AK 39580 K84(7)

Campusbibl. Innenstadt, Fachbibl. Bildung, Geschichte, Altertum (7th ed. 2016) AK 39580 K84(7)

0.2	Registration of doctoral candidates and membership of the Graduate Academy
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All doctoral candidates must register as doctoral candidates at the University of Rostock after receiving confirmation of supervision.

The form must be completed in German "[Erfassung von Doktorandinnen und Doktoranden](#)" or in English "[Registration of Doctoral Candidates](#)" and sent via email to the Graduate Academy (grada@uni-rostock.de).

We also recommend becoming a member of the Graduate Academy, which is free of charge. All benefits and funding opportunities as well as the membership application form can be found at

<https://www.uni-rostock.de/en/research/support-of-early-career-researchers/translate-to-english-graduieretenakademie/>

1. Documents for initiating a doctoral procedure

In accordance with the **Doctoral Regulations of the University of Rostock's Faculty of Agriculture, Civil and Environmental Engineering**, the following documents must be submitted by post* to the Doctoral Office to initiate the doctoral procedure:

- 1.1 Written and signed request in no specific form submitted in writing to the Dean, requesting the initiation of a doctoral procedure and stating the desired degree and the doctoral field;**
- 1.2 Application form for initiating a doctoral procedure;**

The form to be used for the application is available at

<https://www.uni-rostock.de/en/research/support-of-early-career-researchers/career-paths/doctorate/translate-to-english-wege-zur-promotion-freier-modus/>

where it can be downloaded and filled in.

- 1.3 Statement from the supervisor on the fulfilment of the publication requirements according to § 4(1) letter f), suggestions for potential reviewers and for members of the doctoral committee (Annex 2 of the Doctoral Regulations);**
- 1.4 Four copies of the doctoral thesis (hard or soft cover binding; no ring binding);**

The following stipulations apply to the copies of the thesis to be submitted with the application:

- A declaration of authorship and a curriculum vitae must also be bound in the copies after the contents of the thesis.
- Additional copies must be supplied if further reviewers are appointed.
- Do not enter the names of the reviewers yet (they will not be appointed until the procedure has been initiated).

- 1.5 Electronic version of the doctoral thesis as a PDF on a modern data carrier;**
- 1.6 Short, easily comprehensible summary (max. 300 words) of the main findings of the doctoral thesis in written and electronic form as a PDF in both English and German on the aforementioned data carrier;**
- 1.7 Up-to-date curriculum vitae with signature;**
- 1.8 Comprehensive list of publications in scientific journals and presentations at conferences;**
- 1.9 Proof of enrolment;**
- 1.10 "Amtliches Führungszeugnis" [official certificate of good conduct] (not older than three months);**
- 1.11 In the case of a binational procedure, a copy of the agreement between the two institutions;**

The documents pursuant to points 1.1 - 1.3, 1.6 - 1.11 must be submitted together in a file folder.

The candidate will be informed whether or not the procedure has been initiated.

* University of Rostock
Zentrale Universitätsverwaltung – Poststelle
z. Hd. Zentrale Promotions- und Habilitationsstelle
Schwaanschestr. 2
18055 Rostock

PLEASE FILL IN THE GERMAN FORM.

The English translation of this form is intended solely as a convenience to non-German-reading members of the University. You may use the form in the English version, however, only the text of the German form is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.

2. Draft statement from the supervisor
(Annex 2 of the Doctoral Regulations)

**Universität
Rostock**



Traditio et Innovatio

Statement from the Supervisor on the Initiation of the Doctoral Procedure

at the Faculty of Agriculture, Civil and Environmental Engineering

I have supervised the applicant Ms./Mr.

_____ (Surname, given name(s))

_____ (Date and place of birth)

_____ (Student ID number)

since

_____ as a doctoral candidate.

_____ (Date)

(Please tick as appropriate)

They have written their thesis as a monograph pursuant to the Doctoral Regulations.

They have completed their cumulative thesis in accordance with the Doctoral Regulations on the basis of published manuscripts.

(Signature of the Supervisor)

(Please tick as appropriate)

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The three manuscripts named below have already been published / have been accepted for publication or submitted to journals for review, fulfilling the requirements for initiating the doctoral procedure.

1.

(Title of the publication)

(individual contribution of the doctoral candidate as a percentage)

published on:

(Date)

published where:

(Journal)

accepted for publication on:

(Date)

for:

(Journal)

under review/revision since:

(Date)

for:

(Journal)

2.

(Title of the publication)

(individual contribution of the doctoral candidate as a percentage)

published on:

(Date)

published where:

(Journal)

(Please tick as appropriate)

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accepted for publication on:

(Date)

for:

(Journal)

under review/revision since:

(Date)

for:

(Journal)

3.

(Title of the publication)

(individual contribution of the doctoral candidate as a percentage)

published on:

(Date)

published where:

(Journal)

accepted for publication on:

(Date)

for:

(Journal)

under review/revision since:

(Date)

for:

(Journal)

(Please tick as appropriate)

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I hereby confirm

(Name of the Supervisor)

that the requirements for initiating the doctoral examination procedure for the applicant

(Name of the applicant)

are fulfilled.

Place, date

Signature of supervisor

I propose the following persons as possible reviewers¹:

1. _____

2. _____

3. _____

4. _____

I propose the following as possible members of the doctoral committee:

- 1st Member _____
- 2nd Member _____
- 3rd Member _____
- 4th Member _____
- 5th Member _____
- Substitute member _____

Place, date

Signature of the supervisor

- 1 1st Line: Title, university degree, surname, given name(s)
2nd Line: Institution
3rd Line: (for external reviewers) Address, postcode town

- 2 The first member of the doctoral committee is always the Doctoral Studies Officer for Dr. agr. or Dr.-Ing. degrees

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3.	Draft for the Declaration in Lieu of an Oath (Annex 3 of the Doctoral Regulations)
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I hereby declare with my handwritten signature that I have written this thesis independently and have not used any sources and aids other than those mentioned. The ideas taken directly or indirectly from the sources are labelled correspondingly. The thesis has not been submitted in this form previously to any other examination authority.

Place, date

Signature of the doctoral candidate

4. Standardised design of the title page of the thesis (Annex 4 of the Doctoral Regulations)
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**Universität
Rostock**



Traditio et Innovatio

From the Professorship for ...
at the Faculty of Agriculture, Civil and Environmental Engineering

(Title of the doctoral thesis)

Doctoral Thesis / Cumulative Doctoral Thesis

to attain the university degree of
Doctor of Agricultural Sciences (doctor agriculturæ (Dr. agr.) /
Doctor of Engineering (Dr.-Ing.)

at the University of Rostock's Faculty of Agriculture, Civil and Environmental Engineering

submitted by:
(university degree, given name(s), surname)

.....
(Town of residence)

Rostock, (date)

(Please note: the mandatory copies must also indicate the names of the reviewers and the institutions where they work).

5.	Submission of the mandatory copies to the University Library upon bestowal of the title
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The University of Rostock's *Pflichtexemplarordnung* (Mandatory Copy Regulations) applies to the publication and submission of mandatory copies linked to doctoral and habilitation procedures.

Important note:

"The selected number of mandatory copies must be submitted free of charge to the Rostock University Library within four weeks of the Faculty Council's decision to award the doctorate or habilitation if the thesis is published without a publisher or journal publication." (§ 2(1))

The publication and submission options are described in detail on the following website:

<http://rosdok.uni-rostock.de/site/publish/disshab>

Please access the online submission form for the selected option and follow the procedure indicated there.

After checking the completeness and correctness of the mandatory copies, the Theses Department issues a confirmation of receipt and forwards this to the Central University Administration (Academic Self-Government (S44) - Doctorates and Habilitations).