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Information Sheet

for Producing Academic Pieces of Work and Initiating a Doctoral Procedure at the Faculty of Computer Science and Electrical 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. 1. 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: Spektrum Akad. 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 Edition 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 Edition]

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

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

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

0.2 Registration of doctoral candidates and membership of the Graduate Academy

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 Computer Science and Electrical 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;**
- 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 Confirmation of acceptance for doctoral studies pursuant to § 4(1).**
- 1.4 Three 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:

- An abstract in German and English and a declaration of authorship 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 in PDF format on a modern data carrier;**
- 1.6 Up-to-date curriculum vitae with signature;**
- 1.7 Up-to-date list of scientific publications;**
In the case of a cumulative thesis, the corresponding proportion of the respective publications must be proven
- 1.8 In the case of a cumulative thesis, a detailed summary of the results that clearly shows the connection between the individual results;**
- 1.9 Written documentation if aids were used that are based on artificial intelligence;**

The documents pursuant to points 1.1 - 1.3, 1.6 - 1.9 must be submitted together in a file folder.

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

Please note:

Supplementary information and the implementing regulations from 16 May 2018 (revised May 2024) for doctorates at the University of Rostock's Faculty of Computer Science and Electrical Engineering. This information and the implementing regulations can be found in part 3.

* Universität Rostock
Zentrale Universitätsverwaltung – Poststelle
z. Hd. Zentrale Promotions- und Habilitationsstelle
Schwaansche Straße 2
18055 Rostock

2.	Recommended layout for the title page of the thesis
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(Title of the doctoral thesis)

Thesis

to attain the university degree of

Doctor of Engineering (Dr.-Ing.)

from the Faculty of Computer Science and Electrical Engineering

at the University of Rostock

submitted by:

(Given name(s), Surname), born on (date of birth) in (place of birth)

from (town of residential address)

Rostock, (date)

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

3.	Supplementary Information to the Doctoral Regulations of the Faculty of Computer Science and Electrical Engineering (IEF) at the University of Rostock
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General Information on the Doctoral Process

- Upon submission of the dissertation, the cover page, table of contents, publication list (including DOIs), and abstract have to be submitted as a PDF document to the Dean's Office of the IEF.
- Requests to the Faculty Council related to doctoral processes will be sent to all council members along with the data of the PhD candidate.
- When appointing expert reviewers, care must be taken to ensure that at least one of the reviewers is not also a co-author of the publications forming the basis of the dissertation.
- In the course of the possible inspection of the reviews in accordance with § 12 para. 5 of the Doctoral Regulations, the candidate will be informed of the grades of the individual reviews, unless the candidate does not wish this.
- During the PhD defense, all questions to the candidate should be noted down by a member of the doctoral committee.
- In a PhD defense where the Latin honor *summa cum laude* is possible to be awarded, at least one member of the Academic Affairs Commission or another member of the Faculty Council or an appointed representative must participate. Therefore, upon acceptance of the dissertation and after checking the expert reviewers' reports, the doctoral coordinator should inform the Faculty Council about the possible awarding of a *summa cum laude*.
- Based on the "Possible Justifications to award an Excellent (Summa cum laude)" the doctoral committee must clearly and comprehensively justify the awarding of the designation *summa cum laude* after the defense.

Possible Justifications to award an Excellent (Summa cum laude)

- All expert reviewers should rate the thesis as being excellent, and must provide diverse arguments for the exceptional scientific quality in their written report. If meaningful, supporting citations should be provided.
- The PhD student has an exceptionally broad and deep knowledge of the problem area, documented by an utterly convincing performance during the defense. This should be explained in detail.
- The student's publications are in leading journals or conferences of the field. It should be explained why those are leading journals or conferences.
- The thesis presents an exceptionally comprehensive approach toward solving a problem. Detailed arguments should be provided.
- The PhD work provides a revolutionary breakthrough in technology, e.g., documented by patents etc. This should be explained in detail.

- The work required interdisciplinary research and thus special skills in diverse areas. The specific challenges met by the research done should be explained in detail.

PLEASE NOTE: If the doctoral committee finds that criteria apply, the committee has to explain and justify this in detail (in a short written report).

Information on Types of Dissertations

Excerpt from the Doctoral Regulations of the IEF, Section 6 (3)

“The results of the Dissertation may previously have been published in whole or in part. Multiple works already published may be submitted as a Dissertation if they are closely related in terms of time and subject matter and if they satisfy the overall requirements of a Dissertation. In this case, a summary of the findings shall be submitted, showing the relationship between the partial conclusions.”

Monographic Dissertation

The dissertation in the form of a monographic thesis offers the opportunity to deal with a topic in depth and in summary. The doctoral regulations of the IEF allow the results of a monographic dissertation to be published in advance. This pre-publication of research results and the discourse with the respective expert community are explicitly desirable and conceived as good practice. If parts of the dissertation are based on publications that have been co-authored, the share of contributions of the respective co-authors must be clearly stated. If previously published results are to be used in different theses (so-called "multiple use"), a justifying statement from the doctoral supervisor is also required.

Cumulative Dissertation

In addition to the monographic thesis, a cumulative dissertation is possible (also see Doctoral Regulations of the IEF, Section 6 (3)). Starting point for the cumulative dissertation should be an **outstanding publication record**. The core of the cumulative dissertation therefore consists of a series of **peer-reviewed articles** that have been published in **high-ranking journals or conferences** (the acceptance rate or rating of the conference must be stated here) with strict peer review. They should be closely related in terms of time and subject matter and address an overarching scientific question of the dissertation in greater depth. The expert reviewers are responsible for assessing the quality of the publications in the respective subject area. For a cumulative dissertation at the IEF, a **minimum number of three peer-reviewed and published articles is usually expected**, although as a rule - and especially in the case of shared authorship and multiple use - more publications can be assumed. Deviations require detailed justification by the supervisor. The doctoral candidate should **preferably be the first author** of these articles. At the very least, the doctoral candidate is expected to have made **significant scientific contributions**. In addition to the peer-reviewed articles mentioned above, a cumulative dissertation may contain a small number of other contributions.

Shared authorship as well as the multiple use of publications for different qualification theses are generally possible, but in any case require a **detailed clarification of the contribution shares of all co-authors**. If this clarification is not already part of the published article, the doctoral candidate should obtain a clarification confirmed by all co-authors and enclose it with the dissertation for submission. In the case of multiple use of publications, a justifying statement from the supervisor is also required. All articles must be submitted together with a **detailed introduction and summary** (also called *synopsis*) in bound form. The role of this summarizing text is to showcase and reflect on the connection between the various publications and the contribution to the scientific question as well as to emphasize the doctoral candidate's central contribution to the articles individually and in detail.

Self-citation in the Dissertation

As the research work presented in the doctoral thesis has generally already been published, self-citation is possible in the following way. Either a brief reference should be made at the beginning of the doctoral thesis as to which chapters are based on which publications and, in the case of co-authored publications, the author's own contribution to the individual publications should be emphasized, or it should be pointed out directly at the beginning of each chapter that the main results of the chapter have already been published. Due to reduced readability, it is not necessary to mark every literal adoption from own publications in the doctoral thesis. However, it should be noted that if the doctoral thesis is published, e.g., in the form of a book, the relevant publishing policy must be taken into account.

Use of Electronic Tools for Text and Image Generation

The availability of electronic tools for text and image generation requires compliance with extended guidelines for safeguarding good scientific practice and avoiding academic misconduct. The top priorities are transparency with regard to the tools used, scientific integrity, and the protection of intellectual property. The IEF refers to the current guidelines of the German Research Foundation (DFG)¹. In this sense, a detailed duty of scientifically adequate disclosure applies above all to the use of such tools in the dissertation.

Suspicion of Academic Misconduct

In the event of suspected academic misconduct, especially plagiarism, the Dean, the Academic Affairs Commission of the Faculty and the Ombuds Commission of the University of Rostock must be informed immediately. Furthermore, a committee of at least three professors (including the doctoral supervisor) must be set up to prepare background information for the Faculty Council in a timely manner. This also includes the hearing of the person affected by the suspicion of academic misconduct. The committee coordinates the procedure with the Ombuds Commission of the University of Rostock. The Dean or the Faculty Council will decide on the next steps at short notice. In any case, all further steps in the doctoral process are subject to reservation. All information regarding the suspicion of academic misconduct must be treated with absolute confidentiality until the facts of the case have been clarified in order to prevent possible harm to the person concerned and those involved. The committee and the Faculty Council remain free to request additional scientific and legal expert opinions. In all other respects, the current rules for safeguarding good scientific practice and preventing academic misconduct at the University of Rostock apply.

¹ In any case, the latest guidelines of the DFG apply.

Status May 2024: Statement of the DFG Executive Committee, released 21.09.2023:

- <https://wissenschaftliche-integritaet.de/verwendung-generativer-modelle/>
- https://www.dfg.de/download/pdf/dfg_im_profil/geschaeftsstelle/publikationen/stellungnahmen_papiere/2023/230921_stellungnahme_praesidium_ki_ai.pdf

4.	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).