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Information Sheet

for Producing Academic Pieces of Work and Initiating a Doctoral Procedure at the Faculty of Mathematics and Natural Sciences

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: 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
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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 Mathematics and Natural Sciences**, the following documents must be submitted by post* to the Doctoral Office to initiate the doctoral procedure:

- 1.1 A request in no specific form submitted to the Dean, requesting the initiation of a doctoral procedure and stating 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 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:

- A (signed) declaration of authorship must also be bound in the copies after the contents of the thesis, as well as, in the case of a cumulative thesis, a declaration on the individual contribution to the manuscripts. (see Guidelines on the Doctoral Procedure at the Faculty of Mathematics and Natural Sciences)
- 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).

- 1.4 If applicable: a request in no specific form if the page limit has been exceeded (more than 100 pages);**

- 1.5 A signed academic CV;**

- 1.6 Legally attested copy of the degree certificate**

- 1.7 A list of publications and presentations at conferences;**

- 1.8 An approximately 10-line easily comprehensible summary of the main findings of the doctoral thesis in written and electronic form (in both English and German);**

- 1.9 "Amtliches Führungszeugnis" [official certificate of good conduct] (not older than three months);**

- 1.10 A declaration that no company was paid to obtain a doctorate or provide advice for writing the content. The candidate must submit a declaration to confirm that they have been informed that this is not permitted. (The form can be found in section 4 "Declaration pursuant to § 4(1) Items g and h of the Doctoral Regulations". You can also find, download, complete and print the form here: <https://www.uni-rostock.de/en/research/support-of-early-career-researchers/career-paths/doctorate/translate-to-english-wege-zur-promotion-freier-modus/>)**

- 1.11 Statement from the supervisor confirming the candidate's admission. Nomination of at least two possible reviewers by the supervisor;**

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

1.12 In the case of a cumulative thesis, a declaration on the individual contribution to the manuscripts. The declaration must clearly indicate which proportion of the publications was produced by you. This must be described in detail for each manuscript. In particular, the declaration must clearly demonstrate which proportion of the written text was produced by you. The declaration which is to be signed by you and your supervisor must be enclosed with the submitted documents;

1.13 If it is a binational doctoral procedure, a copy of the agreement between the two institutions;

The documents pursuant to points 1.1 - 1.2, 1.4 - 1.13 must be submitted together in a file folder.

Please note:

At its meeting on 2 July 2012, the Faculty Council of the Faculty of Mathematics and Natural Sciences adopted internal procedural guidelines for producing a cumulative thesis. These guidelines can be found in section 5.

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

2.	Fields in which doctorates can be completed at the Faculty of Mathematics and Natural Sciences
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Institute of Biosciences

Biochemistry
Biology didactics
Biophysics
Botany
Genetics

Marine biology
Microbiology
Molecular biology
Ecology

Plant physiology
Animal physiology
Cell biology
Zoology

Institute of Chemistry

Chemistry
Chemistry didactics

Institute of Mathematics

Mathematics
Mathematics didactics

Institute of Physics

Applied physics
Atmospheric physics

Experimental physics
Physics didactics

Physical oceanography
Theoretical physics

3.	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 rerum naturalium (Dr. rer. nat.)

at the Faculty of Mathematics and Natural Sciences

of 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).

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.

4. Declaration pursuant to § 4(1) Items g and h of the Doctoral Regulations
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Declaration from the Doctoral Candidate Pursuant to § 4(1) Items g and h of the Doctoral Regulations of the Faculty of Mathematics and Natural Sciences at the University of Rostock

Name
(Surname, given name(s))

Address
(Road name, postal code and town)

I have produced a thesis on the topic of

.....
.....

at the University of Rostock's Faculty of Mathematics and Natural Sciences. I was supervised by

.....

I declare the following:

1. I did not receive the opportunity to complete this doctoral procedure through a commercial company. In particular, I did not commission any organisation that is paid to find supervisors to produce theses or fulfil in part or in full any required tasks linked to assessment components.
2. I hereby affirm in lieu of an oath, that I produced this thesis independently and without any external help. I have not used any aids or sources other than those specified and I have labelled the verbatim and paraphrased passages taken from other works accordingly.

Rostock, on the

.....
(Signature)

5. Procedural guidelines for producing a cumulative thesis

Internal Procedural Guidelines for Producing a Cumulative Thesis at the University of Rostock's Faculty of Mathematics and Natural Sciences

Pursuant to § 6(5) of the Doctoral Regulations of the University of Rostock's Faculty of Mathematics and Natural Sciences, multiple papers already published or accepted for publication may be submitted as a cumulative thesis if they have close chronological and topical connections and if they satisfy the overall requirements of a thesis. The following guidelines are intended to specify this stipulation.

1. The thesis is considered a cumulative thesis if the results of the doctoral work are not presented in one piece of work, but as a collection of several manuscripts documenting scientific work.
2. A cumulative thesis must be indicated as such on the title page.
3. A cumulative thesis must consist of at least three manuscripts that have been published or accepted for publication in peer-reviewed scientific journals. The doctoral candidate must be the primary/lead author of at least two manuscripts. Further manuscripts that have not yet been accepted for publication may form part of the thesis.
4. If there are several authors, the doctoral candidate's contribution to each of the publications must be clearly indicated by verbally describing their contribution to each manuscript and, in particular, by detailing the proportion of each manuscript that was written by them. This must be indicated on a separate page. A copy of this page that is signed by both the doctoral candidate and the supervisor must be submitted together with the other documents and remains in the doctoral records.
5. A cumulative thesis must be submitted in bound form and contain the following parts:
 - Title page with an indication that it is a cumulative thesis
 - Table of contents and, if applicable, further indexes, e.g. abbreviations
 - Summary that is usually no less than 10 and no more than 40 pages long, that meets the requirements of § 6(5) Items a) and b) of the Doctoral Regulations and includes a bibliography for the citations in the summary, which is not to be included in its page count
 - Declaration on the individual contribution to the manuscripts pursuant to section 4
 - Full manuscripts that form the main content of the thesis
 - If applicable, appendices, e.g. further original data or methods not documented in the manuscripts.
6. The summary is of particular importance for the assessment of a cumulative thesis. It must clearly explain which contributions are made by the manuscripts on the whole towards the expansion of scientific knowledge in the topic area of the doctorate.
7. The following must also be taken into account:
 - At least one of the suggested reviewers may not be co-author of any of the submitted manuscripts; if it is possible that the distinction "summa cum laude" will be conferred, at least two of the suggested reviewers must fulfil this condition.
 - For the required electronic publication of the thesis (e.g. DissOnline), in many cases the manuscripts will have to be replaced by corresponding permanent links (DOI) due to copyright law. The doctoral candidates must clarify any other possibilities with the publishing houses.

These guidelines are binding as of 1 October 2012. Doctoral candidates may request that their thesis deviates from the stipulations of these guidelines. This must be requested in no specific form from the Faculty Council of the Faculty of Mathematics and Natural Sciences.

6.	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).