Before submitting the thesis please update your profile and digital RIGeL Leistungsheft in the RIGeL Members Area. The RIGeL Leistungsheft must be submitted and signed by the RIGeL Management Office.

# Dissertation procedure

## Required documents for submission of Leistungsheft

- printout of the digital Leistungsheft
- all Course Attendance and Research Report Forms and
- all other kind of CP related documentation (certificates, etc.)

## Thesis Committee

- Choose the members of your thesis committee (examination board). We suggest that the mentoring team is also the thesis committee.
- Please note that the external mentor cannot be the third examiner on the thesis committee. The external mentor can only be the second PhD assessor. Mentors from the University Hospital are already external.

## Application for Submission of Thesis

- Please download and fill in the Application for Submission of Thesis
- Submit your thesis with the Application for Submission of Thesis and all required documents (see first page of Application for Submission of Thesis) at the Biology and Preclinical Medicine Faculty administration office (Fakultätsverwaltung). For current submission deadlines see the RIGeL website.

Contact: N. N.
Room: DE.1.103
Phone: +49 941 943-3300
Email: Fakultaet.Biologie@ur.de

Please note that due to the Corona situation there are reduced office hours of the Faculty Administration Office. For submission of thesis please make an appointment with Mrs Claudia Kusch via email (see the box beside). Sumbission of theses without an appointment is currently not possible.