



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

PRÜFUNGSAMT FÜR GEISTES- UND SOZIALWISSENSCHAFTEN  
ABTEILUNG PROMOTION



## Promotionsordnung der Ludwig-Maximilians-Universität München für die Fakultäten 09, 10, 11, 12 und 13 vom 15. September 2016

### Printing of the Dissertation (Deposit Copies)

Please note that for doctoral dissertations submitted according to the Doctoral Regulations "Promotionsordnung der Ludwig-Maximilians-Universität für die Grade Dr. phil. and Dr. rer. pol." (Doctoral Regulations (2005)) there is a separate info sheet.

**Please contact the Examinations Office if you aren't sure which doctoral regulations are applicable.**

#### **Relevant legal situation:**

According to § 16 of the Doctoral Regulations (2016), the candidate must make the dissertation accessible to the scientific public **within a period of one year after the disputation** and for this purpose submit deposit copies of the dissertation to the University Library. Only after submission of deposit copies can the doctoral degree procedure be completed by issuing and handing over the doctoral degree certificate (German: Doktorurkunde). It is therefore mandatory that the obligation to print is fulfilled before the doctoral procedure can be completed. This means also that the doctoral degree "Dr. phil." (see § 16 (3)) may only be used once the deposit copies have been handed in and the doctoral degree certificate handed out. Before completion of the procedure, only the designation "Dr. des." may be used.

The Examination Office for Humanities and Social Sciences constantly monitors the deadline for submission of the deposit copies.

In special cases the deadline of one year may be extended up to a total of three years. An application for an extension must be handed in to the Doctoral Committee in due time before the end of the one-year period. If the candidate does not submit deposit copies within three years, the rights acquired by the examination expire. The doctoral degree procedure can no longer be completed (see § 16 (1)).

#### **After the doctoral examination:**

Before you are allowed to print your dissertation, you must ask the first examiner for permission to print the finished manuscript. In case the first and / or the second examiner stipulated that certain changes or modifications must be made to the dissertation, you must implement these changes before asking for the permission to print. Any other changes you make, must also be approved by the first examiner. Please send the permission to print to the Examinations Office. The form "[Druckgenehmigung/printing permission](https://www.pags.pa.uni-muenchen.de/promotion/promotionsordnungen/promotion_2016/formulare/druckgenehmigung_promo_2016.pdf)" can be found on the Examinations Office Website: [https://www.pags.pa.uni-muenchen.de/promotion/promotionsordnungen/promotion\\_2016/formulare/druckgenehmigung\\_promo\\_2016.pdf](https://www.pags.pa.uni-muenchen.de/promotion/promotionsordnungen/promotion_2016/formulare/druckgenehmigung_promo_2016.pdf)

The dissertation must be either published

- in a journal,
- in a publication series,
- as an individual publication in a commercial publishing house with a minimum print run of 150 copies guaranteed by the publisher, or
- in electronic version on the publication server Electronic Dissertations of the Ludwig-Maximilians-Universität München.

When in doubt, please inquire in due time at the Examinations Office whether the type of publication you have chosen meets the criteria of a journal, an academic book series or a monograph.

Three printed deposit copies must be delivered to the University Library.

Please consult also the University Library's Website

- for general information regarding the publication of dissertations: <https://www.en.ub.uni-muenchen.de/writing/thesis-submission/index.html>
- for further information regarding the electronic publication of dissertations: <https://edoc.ub.uni-muenchen.de/help/>

In the entire publication/edition you must clearly indicate (e.g. in the preface or imprint) that it is a dissertation submitted to Ludwig-Maximilians-Universität München. This applies to all forms of publication mentioned above.

In any case, a special title page must be enclosed in the deposit copies. Please follow the instructions provided on the webpage of the University Library at: <https://edoc.ub.uni-muenchen.de/cover/index.html> and <https://www.ub.uni-muenchen.de/downloads/fakultaetstitelblatt.pdf> (in German only, with pictures).

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After that submit all three copies to:

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You can also send the copies by post to this address.

Alternatively, you can submit all three copies and the accompanying documents (permission to print, maybe blocking notice) to the Examinations Office. The Examinations Office forwards all copies and documents to the University Library.

Only after correct submission of the deposit copies can the doctoral degree certificate be issued. The doctoral documents have to be printed, reviewed and signed by the President, the Dean and the Chairperson of the Doctoral Committee. This procedure usually takes about 4 to 6 weeks. You will be contacted by email as soon as the diploma is ready for collection.

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