

Information for online publishing of doctoral theses in SciDok valid for the Medical Faculty of the Universität des Saarlandes:

According to the "Promotionsordnung" the publishing process includes the print-version (quantity as stated there) and the upload of a PDF-version on SciDok.

During the publishing process the date of the oral examination is mandatory. This date mustn't be in the future. So the upload of the online version of your doctoral thesis is possible from the day of the examination for a doctorate. Aside from that an earlier date wouldn't be reasonable, because changes in your doctoral thesis, examinants or other data that has to be declared could still be possible.

Link to SciDok: <https://publikationen.sulb.uni-saarland.de/handle/20.500.11880/2>

Once there you can choose between the languages German or English. In order to do that, you have to click on "Sprache" in the upper right corner.

Next you sign on with your UdS user name. The UdS user name is the user name you also use for VPN and WLAN, the part of your UdS e-mail that is left from the @-sign.

If you are an external candidate for doctorate you have to register first with an e-mail.

Now you have to fill out the form with the required data (as a hint for the DDC notation: medicine is "610" - you have to click on "600 - Technology" to find it ; multiple selections are possible) and upload the PDF file.

At the latest you can now download the current "Veröffentlichungsvertrag" and "Übereinstimmungserklärung" (to find in the upper blue band under "Help" and there "Information on publishing").

During the publication process you find a "?" on the right of "Describe this Item". If you click on it, the help opens. There many questions are answered.

Now some important information on the requirements for the PDF file:

Please remove the curriculum vitae, because the doctoral thesis will be found as open access on the internet and a removal of the curriculum vitae after the approval of the document is not possible (should you decide so later).

You can leave the table of contents as it is in the print version but insert the sentence "The curriculum vitae was removed from the electronic version of the doctoral thesis for reasons of data protection." on the page where the curriculum vitae would be. [German version of the sentence: "Aus datenschutzrechtlichen Gründen wird der Lebenslauf in der elektronischen Fassung der Dissertation nicht veröffentlicht.]

The acknowledgments have to stay in due to conformity. Only the removal of the curriculum vitae is allowed.

Please include the information of the colloquium.

This information is usually situated in the lower third of an otherwise blank page after the title page and has to contain the following information:

{Day of oral examination; Dean of the Faculty; examinants}

Tag der Promotion:

Dekan:

Berichterstatter: [erster Berichterstatter]

[zweiter Berichterstatter]

Example:

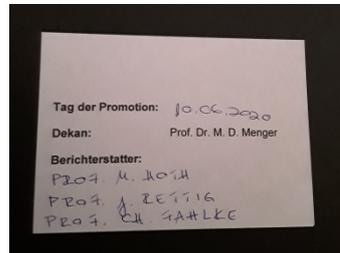
Tag der Promotion:	29. Juni 2020
Dekan:	Univ.-Prof. Dr. med. Michael D. Menger
Berichterstatter:	Prof. Axel Urhausen
	Prof. Tim Meyer

The first examinant "Erstberichterstatter" (also named Erstgutachter, Hauptberichterstatter or Hauptgutachter) is your doctoral thesis supervisor. Should there be a third examinant, please include that name too.

The leader of the examination "Prüfungsvorsitzender" isn't mentioned. Important are the examiners who are responsible for the written examination. Should an examinant substitute for another during the oral examination, you name the original examinant.

For the print-version the Dean's office applies a sticker with the information.

Example for this with 3 examiners:



Finally please mind that the PDF must not have any security settings, such as a password or the like.

Please either send the "Veröffentlichungsvertrag" (twice) and the "Übereinstimmungserklärung" to the Medical Library by mail or deliver both personally during our opening hours.

We need your signature as an original, so a scan sent by e-mail is not an option.

As the library has no mailbox, it isn't possible to just drop it there either.

Address:

SULB / Medizinische Bibliothek
Kirrberger Str. 100 (UKS)
Gebäude 34
66424 Homburg

Information on our current opening hours can be found on our homepage:

<http://www.uniklinikum-saarland.de/de/einrichtungen/bibliothek>

The print version of your doctoral thesis gets forwarded to us from the Dean's office. When the PDF version of the doctoral thesis is uploaded, the print version of the doctoral thesis and the "Übereinstimmungserklärung" and both copies of the "Veröffentlichungsvertrag" are on hand, we check the uploaded file.

If everything is in order, we approve the file.

Then one of the two "Veröffentlichungsverträge" is countersigned by us and sent to the Dean's office.

Now the Dean's office will print your certificate.

Special regulations during the Corona-Pandemic:

Preferably you send the documents by mail. If you take the documents personally to the Medical Library, please note our current opening hours and regulations for the restricted use as stated on our homepage.

The mail for the Medical Library is collected at the central post office of UdS and UKS at building 52 and fetched from library staff at the opening days. In case of necessity you can take the documents there, but please note that they haven't continuous opening hours either.

We hope for some understanding that the processing of the approvals takes longer than normal due to the shortened presence mode and home office.