

Information for Ph.D. candidates for publishing the Ph.D. thesis to the LMU library after successful oral defense

After the oral examination, each Ph.D. dissertation must be published within one year. The obligation to publish can be fulfilled by uploading one electronic version to the publication server "Electronic Theses of LMU Munich" and submitting two printed copies (= a total of 3 mandatory copies) and 2 forms „Submission form for electronic theses“. If the statutory copies are not submitted within the year, all rights obtained by the successful completion of the thesis and the oral defense are invalid.

All information about publishing your Ph.D. thesis can also be found [here](#). This document serves only as a guideline to facilitate the publication process. Although we regularly check if there are any changes in the publication procedure, please always check the LMU library [website](#) yourself. Before uploading your electronic thesis, please check if you have completed all the necessary steps written down on the LMU library [website](#).

The doctoral certificate is only issued after the successful submission of all documents to the LMU library and can be received four weeks following the submission at the earliest. It is only allowed to hold the doctorate after receiving the doctoral certificate.

Submission form for electronic theses

To publish your Ph.D. thesis on the repository a legally binding permission is necessary. You are therefore required to confirm that you permit the LMU University Library to publish, store and, if necessary, convert your thesis. Therefore you have to hand in the official "Submission form for electronic theses" signed and in duplicate together with the printed depository copies of your thesis. The "Submission form for electronic theses" can be downloaded [here](#) (paragraph 5).

What you need to enter:

Doctoral degree you hope to attain:

Ph.D. Medical Research – International Health

Name of referee:

your habilitated LMU supervisor, your direct LMU supervisor

Please note: Both names should be readable. If the provided space is not enough, please remove the titles of your supervisors and only write down their names.

Blocking Note

If you want to publish your thesis in a journal and the journal requires an embargo period, you can request the LMU University Library to hold back the publication of electronic and printed depository copies. The doctorate regulations of your faculty must allow the delayed publication of your thesis in case of a publication in a journal.

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10. Upload the electronic version of your Ph.D. thesis as a PDF document to the LMU library publication server. You can find all information about how the registration and upload procedure [here](#).
11. The LMU library will inform you by E-Mail if the submission of your electronic Ph.D. thesis was successful. Once you received this notification, you can proceed with the printing of your two statutory copies. Please also check your Spam folder if you have not received the notification E-Mail within 1-2 days.

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(to be done when you are still in Munich after your oral defense)

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11. Hand in two printed copies of your dissertation together with the "Submission form for electronic theses" and the blocking note (if necessary) in duplicate during the opening hours of the "Publication Services Theses" (address: Leopoldstraße 13, room 1108).

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4. Remove your CV
5. Affidavit:
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 - Do not forget to update the place and date.
 - **Print two copies and sign them.** No digital signatures are allowed.
6. Confirmation of congruency:
 - Remove your private address and either leave it blank or enter your work address.
 - Do not forget to update the place and date.
 - **Print two copies and sign them.** No digital signatures are allowed
7. **Print and sign two copies** of the „Submission Form for electronic theses“
8. Discuss with your supervisor if you need a blocking note. If yes, your supervisor and you need to sign the blocking note. Only original signatures are allowed, no digital signatures.
9. Send the electronic version of your Ph.D. thesis as one PDF file to the CIH^{LMU} Ph.D. program coordination via E-Mail (cih.phd@lrz.uni-muenchen.de).
10. Send two copies of your affidavit, two copies of the confirmation of congruency and two copies of the blocking note (if necessary) to the following postal address:

CIH^{LMU} at the Division of Infectious Diseases and Tropical Medicine
University Hospital, LMU Munich
Dr. Sarah Scholze
Leopoldstr. 5
80802 München
Germany

Please note, all 4 pages (6 if you need the blocking note) need to be originally signed.
11. The CIH^{LMU} Ph.D. program coordination will print two copies of your Ph.D. thesis, add your originally signed affidavit and the confirmation of congruency to each copy and hand it in for you to the LMU library together with your signed submission forms.