

WU DOCTORAL OFFICE

Regulations for the bound dissertation

- You have to bind the dissertation with a glued back and a hard cover. The last and first name of the doctoral student have to be printed on the spine of the book. We cannot accept dissertations that are only compressed and/or have metal pieces on the inside of the spine.
- For very extensive theses, we ask you to have the thesis printed double-sided.
- The pages 1, 2 and 3 that are available online (in the download-section of the homepage) have to be filled in by the doctoral student and are bound into the dissertation as the first three pages.

page 1: please fill in the academic degree and name of the examiners; the line „submitted on the“ will be filled in by the doctoral office!

page 2: Title of the dissertation (printed, **not** in block capitals), examiners; subject of the dissertation, name of the doctoral student and date (month and year).

page 3: Signature of the doctoral student and submission date

The design of the following pages is up to the doctoral student, unless the examiners have specific wishes. It could be appropriate to begin with a preface and a table of contents.

It is obligatory to include **abstracts** in the language of the dissertation and in English.

Submitting the dissertation:

1. Final version of the dissertation has to be uploaded to Learn@WU
2. Send an email to the Doctoral Office to notify us of the upload and include the following forms:
 - **Request for the grading of the dissertation**
 - **Grading protocol of the dissertation**
3. The Doctoral Office will forward the uploaded dissertation and the forms to the members of the Doctoral Committee
4. 2 bound copies of the dissertation have to be handed in at the Doctoral Office (at the latest when you pick up the notification of conferral of degree). These copies are for the library – minor changes (typos) can still be made in this version of the dissertation, if they have been suggested during the grading process (Please note: No change of content permitted!)

If your examiners have requested bound copies as well, you accordingly submit more copies to the doctoral office instead of only two.