

Guidelines for the publication of your doctoral thesis as a PDF file on SciDok (UdS - Medical Faculty)

According to the "Promotionsordnung" the publishing process includes the delivery of the print-version (quantity as stated there) and the **upload of a PDF version on SciDok. This applies also if you asked for an embargo.** In such an exceptional case which is approved by the "Promotionsausschuss" the access to the file will be blocked.

When is the right time to upload my doctoral thesis?

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 it is possible that the examiners ask for changes in your doctoral thesis and changes of other data that has to be declared could still be possible. To do the upload later is no problem, but keep in mind that there will be no certificate without the upload.

Where can I find the link to SciDok?

You can find SciDok here: <https://scidok.sulb.uni-saarland.de/handle/20.500.11880/2?locale=en> or at the homepage of the Medical Library listed under "Examen und Promotion". The link at the homepage leads to the German site, you can change the language in the upper right corner with "Sprache".

How do I sign on?

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 your e-mail-address

Where do I find the documents "Veröffentlichungsvertrag" and "Übereinstimmungserklärung" in their current form?

You can find the current documents in SciDok in the upper blue band under "Help" and there "Information on publishing" or at the homepage of the Medical Library listed under "Examen und Promotion". The "Veröffentlichungsvertrag" can be filled per computer before printing. To do so with the "Übereinstimmungserklärung" you will need a program to edit PDFs.

Do I have to fill out everything / where do I upload my document?

All fields marked with a red star are mandatory. **Tip: when you get to the DDC notation – medicine is hidden within Technology and multiple selections are possible.** The upload of your document happens after the description. You can find a "how-to" for the SciDok upload at the homepage of the Medical Library, also listed under "Examen und Promotion".

Which requirements for the PDF file of my doctoral thesis do I have to consider?

Please remove the CV, because your doctoral thesis will be found as open access on the internet and a removal of the CV after the approval of the document is not possible (should you decide so later). **The pagination has to stay the same**, so just leave the table of contents as it is in the print version, only remove the text of the CV in the document and insert the following sentence instead: The curriculum vitae was removed from the electronic version of the doctoral thesis for reasons of data protection. If your CV has more than 1 page, leave blank pages in.

The acknowledgments and potentially stated own publications have to stay in due to conformity. **Only the removal of the CV is allowed. In all other aspects the PDF file has to be conform to the approved and examined print version.**

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 or on the very last page and has to contain the following information: {Day of oral examination; Dean of the Faculty; examiners}

Tag der Promotion:

Dekan:

Berichterstatter: [erster Berichterstatter]
[zweiter Berichterstatter]

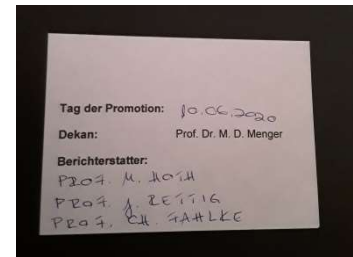
Example:

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**. Normally there are 2 examiners - should there be a third examinant, please include that name too. **The leader of the examination "Prüfungsvorsitzender" as per "Promotionsordnung" isn't an**

examinant and therefore not mentioned. Examinants are the persons appointed to give their written expertise to your doctoral thesis. These are not necessarily the attendants of the oral 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 the sticker with 3 examnants



Also for conformity reasons please pay regard to any changes in the pagination due to the inclusion or removal of the aforementioned information.

The pagination and formatting of the PDF file has to be identical to the pagination of the print version (e.g. because of later citation), which means also **there can't be any movement of words or sentences to other columns or pages.**

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

Special case cumulative doctoral thesis:

If your doctoral thesis is compiled out of papers/articles/essays that were published in scientific journals, please try to get a permission to include the text in your PDF file. At least you need the permission to include a permanently valid link to the article (preferably a DOI) in your PDF file. In that case you remove the text of the article and include the link instead. **Warning – here you also should pay attention to the pagination.**

What do I do with the "Veröffentlichungsvertrag" and the "Übereinstimmungserklärung"?

Please either send the "Veröffentlichungsvertrag" (2 copies of both pages) and the "Übereinstimmungserklärung" to the Medical Library by mail or deliver both personally during the opening hours.

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

Preferably don't use the mailbox as it is also used by part of the Dean's office and a bit small.

Address:

SULB / Medizinische Bibliothek

- SciDok-Verträge -

Kirrberger Str. 100 (UKS)

Gebäude 35

66424 Homburg

Information on the current opening hours can be found at the homepage of the Medical Library:

<https://www.sulb.uni-saarland.de/ueber/fachbibliothek-medizin>

What happens next / when do I get my certificate?

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" in their current form, filled in and signed are on hand, we check the uploaded file. If everything is in order, we send one of the two "Veröffentlichungsverträge" signed by us to the Dean's office – then the Dean's office will print your certificate. The approval of the document on SciDok happens as the case may be a bit later but as soon as possible.

What applies if I have requested an embargo?

In certain exceptional cases it is possible as per "Promotionsordnung" to request a (temporary) embargo of the online version of your doctoral thesis. In such a case you have to proceed as described previously. The graduation process includes the publishing and at the Medical Faculty this includes the "delivery" of an online version.

If an embargo was approved, the library gets the embargo notice together with the print version from the Dean's office. The online version will be checked also and archived at SciDok but blocked from access. The approved embargo will be deposited in SciDok and after the defined time the document switches to open access. So you should remember the approved date and if an extension of the embargo is necessary apply for it in due time.

If you have further questions, the team of the Medical Library is pleased to help.

E-Mail: scidok@sulb.uni-saarland.de (please state the Faculty where you do your doctorate) Phone: 06841/16-26058.