**Request for printing approval\***

Publication of the dissertation is a prerequisite for the granting of the title of Doctor and must take place within two years of the degree conferral date (PVO, § 37). Enrollment is mandatory until receipt of the final degree documents, i.e., until the title of Doctor is granted (DO, Sec. 8.1). Printing approval can be requested one day after the degree conferral date at the earliest. The printing approval is sent to the candidate by e-mail after the request has been examined by the Dean's Office. After printing is approved, only the correction of errors in form is permissible; no modifications may be made to the content. In these cases, the Dean's Office must be informed of the planned changes (DO, Sec. 9.2).

Before printing, the candidate must equip the Dean's Office with the following details and documents:

**Personal details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | First name: |       |
| Date of birth: |       | Student ID no.: |       |
| E-mail: |       | Phone: |       |
| Street, street no.: |       | Degree conferral date: |       |
| ZIP code, city: |       |  |  |

**Subsequent changes:**

Have any modifications, additions or deletions been made or correction requirements been fulfilled subsequent to the approval of the dissertation (PVO, § 38)? Yes [ ]  / No [ ]

If so, you need to obtain approval from your supervisor and co-supervisor:

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor: | Prof.       | Signature: |  |
| Co-supervisor: | Prof.       | Signature: |  |

Have any changes been made to the personal information or title or has an afterword been added to the approved dissertation (PVO, § 38)? Yes [ ]  / No [ ]

If so, you need to obtain approval from the chair of the Doctoral Board:

|  |  |  |  |
| --- | --- | --- | --- |
| Chair: | Prof.       | Signature: |  |

\*The candidate submits the request to the Dean's Office after the degree conferral date (by e-mail to deansoffice@oec.uzh.ch).

**Request for printing approval** – cont.

The provisions of the central library are binding. The candidate must assign the rights required for publication to the central library at no charge (DO, Sec. 9.3.3).

The dissertation may consist of a monograph or a collection of academic articles that have already been published or are suitable for publication (cumulative dissertation). Papers in the dissertation that have already been published or are about to be published and which are therefore protected by copyright must be added as an appendix. If the individual academic works of a cumulative dissertation are not subject to copyright restrictions, these articles may also be assembled into book form with chapters. The candidate is responsible for observing copyrights with regard to the publication of all components of the dissertation, both in the context of the dissertation and in any other publications.

|  |  |
| --- | --- |
| **Dissertation format:** | Please check: |
| Cumulative dissertation or | [ ]  |
| Monograph | [ ]  |
|  |  |
| **Publication format[[1]](#footnote-1):** | Please check: |
| Publication in the book trade or | [ ]  |
| Electronic publication or | [ ]  |
| Analogue publication | [ ]  |

|  |  |
| --- | --- |
| **Documents to be submitted:** | To be checked by Dean's Office: |
| • Approved title page (see sample in Appendix A1.4) | [ ]  |
| • First inside page (see sample in Appendix A1.5) | [ ]  |
| • Curriculum vitae (see example in Appendix A1.6) | [ ]  |
| • Acknowledgments (if available) | [ ]  |
| • Bibliographic citation (if required, see sample in Appendix A1.7) | [ ]  |
| • Copy of publication contract (only for publication in the book trade) | [ ]  |
| • Approval of partial printing (if required, see DO, Sec. 9.3) | [ ]  |
| • Approval of other reproduction method (if required, see DO, Sec. 9.3) | [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| Place, date: |       | Candidate's signature: |  |

1. The current number of deposit copies required by the central library for each publication format is published on the website referring to the Doctoral degree ([www.oec.uzh.ch](http://www.oec.uzh.ch) / index item “Doctoral degree”). [↑](#footnote-ref-1)