

## **List of documents to be submitted when opening a doctoral procedure (at least 14 days before the next Faculty Council meeting)**

- Application for the opening of the doctoral procedure (addressed to the dean)
- 7 (seven) bound copies of the doctoral thesis (the title page must be designed according to form3)
- certified certificate (the FIN examination office is authorised to do this) of the degree qualifying for the doctorate (this is not necessary if a certified certificate is already submitted when applying for doctoral status).
- Curriculum vitae/scientific career as hard copy and PDF file; this should also include details of further education courses attended.
- List of publications including the name of the presentation at the Doctoral Students' Day as hard copy and PDF file.
- Proof of Thesis Proposal (usually sent automatically to the Examinations Office)
- Proof of participation in the Doctoral Students' Day (usually automatically sent to the Examinations Office)
- Summary in German This summary must be included in all copies of the dissertation and an additional version must be attached to the documents to be submitted (as hard copy and PDF file).
- A written declaration of honour, to be signed by the candidate's own hand, that the dissertation has been written independently, that it has not already been used as a dissertation or as another examination paper and that the aids used have been fully indicated. This declaration must be included in all copies of the dissertation and another version must be attached to the documents to be submitted.
- Declaration on any previous doctoral applications
- Declaration of awareness of the doctoral regulations
- As of August 2018, the following declaration (Form 6) will replace the Official Certificate of Good Conduct.

Declaration on criminal convictions

"I hereby declare that I have not been convicted of a criminal offence that is related to science."

Magdeburg, date of the opening of the doctoral examination procedure

First name, surname and signature

- Suggested referees with exact postal and email addresses, in consultation with the supervisor.
- Proposal for the composition of the doctoral committee (chairperson, member and substitute member), in consultation with the supervisor.

Also recommended:

- a schedule for the submission of the reviews and, if this is possible at an early stage, of the doctoral colloquium, agreed with the supervisor.

## **Guideline Recommendation for the use of generative AI in dissertations at the Faculty of Computer Science at the Otto von Guericke University Magdeburg**

**(Resolution of the Faculty Council on 07.2024 - 015/24)**

**Valid from 01.03.2024**

The use of content generated by artificial intelligence (AI) in an article (including, but not limited to, text, figures, images and code) must be disclosed in the thesis. The AI system used must be stated and specific sections of the article in which AI-generated content are used must be labelled and accompanied by a brief explanation, the level at which the AI system was used to generate the content. The reason for using the tools should also be stated.

The use of AI systems for editing and improving grammar is common practice and as such is generally outside the intention of the above policy. In this case, disclosure as described above, is nevertheless recommended. Even when using generative AI, the scientific contribution must be provided by the applicant.