

Step by step guide to submitting electronic qualification thesis



[Editing status: 8/2022]

Qualification thesis submitted in accordance with the doctoral and postdoctoral regulations of the individual faculties. See [doctoral regulations](#) and [habilitation regulations](#) (available in German).

The regulations specify the form in which the work is accepted for publication and the number of deposit copies that must be submitted to the University Library. The library lists the qualification thesis in its catalog and, depending on the publication path, additionally in the Digital Library Thuringia (DBT) and forwards the obligatory copies to other academic libraries in accordance with the mandatory delivery ordinance as well as within the framework of the exchange of documents.

In order for your qualification thesis to be published in the Digital Library Thuringia (DBT) via the Electronic Text Center (ETC), please follow the steps below:

First step: registration

Please register your qualification thesis via the Electronic Text Center (ETC) at the latest after the defense and before the printing of the deposit copies.

Please use our [registration form](#) (available in German) or send us an e-mail to etc@uni-erfurt.de.

Upon receipt of your application, you will receive a Uniform Resource Name (URN), which you should include on the back of your title page, as well as information on how to proceed.

Second step: preparations of the work and delivery

Curriculum vitae

For data protection reasons, we recommend that the curriculum vitae is not included in either the electronic or the printed version. If involvement is required by your dean's office, please use only an abbreviated form of your curriculum vitae limited to your academic record.

Considerations for licensing

For your electronic publication, you should define usage rights for readers. You have two options for publication in DBT:

- All rights reserved: This means that the contents of your document can only be read.

- Creative-Commons-licenses: The so-called CC-licenses are standardized license agreements with the help of which you can compile the usage rights for your content as in a modular system. For more information on CC-licenses, see our webpage [copyright and Open Access](#) (available in German).

Unless you specify otherwise about licensing, *All Rights Reserved* is automatically assigned.

File format PDF/A

The format specification for publishing your electronic qualification thesis in the DBT is PDF/A format. Please refer to the file [Notes on creating PDF/A files](#) according to the ISO 19005 standard for long-term readability of electronic documents.

Please send the PDF/A document to the ETC etc@uni-erfurt.de

Abstract and keywords

Both abstract and keywords used to enrich the metadata of your electronic qualification thesis in the DBT and provide better findability.

Please send an abstract (max. one page) and 3-10 keywords to the ETC etc@uni-erfurt.de

Publication contract

The basis for the publication of your work in the DBT is the [publication contract](#) (available in German). By signing, you grant the ETC only a simple right of use to publish your work in the DBT. Furthermore, the provisions of copyright law apply. Both you, the author, and your dean's office must provide signature. Please note publication in the DBT can only take place upon receipt of the signed publication contract.

Third step: print approval for the production of the deposit copies

After receiving your PDF/A file, the ETC checks the document for validity and, if positive, gives you a print release for the deposit copies. Please take the correct number of deposit copies from your [doctoral regulations](#) or [habilitation regulations](#) (available in German).

Please use the confirmed PDF/A file for the printout of the deposit copies, as the printed and electronic version of your qualification thesis must be identical in content and layout.

For the printed deposit copies, please use a hard cover or a sturdy paperback, with perfect binding or thread stitching.

Fourth step: Submission of deposit copies

Unless otherwise specified in your doctoral regulations, please hand in the printed deposit copies incl. the signed publication contract to the ETC.

Postal delivery

*Erfurt University Library
ETC
Nordhaeuser Straße 63
99089 Erfurt*

Delivery at the University Library

You can hand in your deposit copies during the [opening hours](#) of the University Library either at the service desk on the ground floor or in the mailroom, with the appropriate marking for the attention of the ETC.

Fifth step: publishing

As soon as the ETC has received all necessary documents, the publication in the DBT can take place. After the publication of your electronic qualification thesis in the DBT, you and your responsible dean's office will receive a publication confirmation by e-mail. The certificate necessary for obtaining the doctoral or postdoctoral certificate is issued by the ETC and given to the dean's office. Your dean's office is responsible for issuing your certificate.