

# Submitting and Printing a PhD Thesis

in the  
Faculty of Mathematics and Natural Sciences  
of the  
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## 1 Introduction

Questions often come up when your thesis is finished and now you have to print it and submit it. The „Promotionsbüro“ and the university library (ULB) have instructions on what you have to do, but it is sometimes not clear what this means in terms of the cover pages offered by this thesis framework.

For the printed version of your thesis, you probably want `hyperref` links and the table of contents to be black. In order to do this, you should uncomment the `\hypersetup` command that is in the thesis main file, just after the `\usepackage{mythesis/thesis_defs}`.

## 2 Instructions

### 2.1 Submission

1. Use the file `PhD_Submit_Title.tex` for the title pages. This is selected by passing the options `PhD`, `Submit`. to the `\documentclass` or the `ubonn-thesis` package. Leave the „Tag der Promotion“ and „Erscheinungsjahr“ blank.
2. You are required to also submit a CV and a summary of your thesis. A skeleton CV is provided as the file `thesis_cv.tex` which you then include at the end of your thesis. The summary should also be printed separately.
3. You have to print and bind five copies of your thesis for the Promotionsbüro. Nowadays these are usually in colour.
4. The first and second referees for your thesis often like to also have an extra copy of the thesis so that they can make comments when they read your thesis – ask them if they want one. You can usually save the institute some money and print these copies in black & white.

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## 2.2 Printing the final version

1. Use the file `PhD_Final_Title.tex` for the title page. This is selected by passing the options `PhD`, `Final`. to the `\documentclass` or the `ubonn-thesis` package.
2. Do not include your CV.
3. There are probably some small corrections you or the referees found during the time between submission and your examination. These should be corrected before you submit your thesis to the university library (ULB).
4. Almost everyone submits their thesis electronically to the ULB. You still have to print two copies for them as well.<sup>1</sup> The ULB is quite strict on the quality of the binding etc. The university print shop is not able to fulfil the requirements, so you have to print these versions externally. When you do this do not forget to uncomment the `\hypersetup` command as mentioned above, if you want to print them in colour.
5. The department library (in the Physikalisches Institut) needs seven printed copies with the file `PhD_Cover.tex` as the cover and `PhD_Final_Title.tex` for the title pages. These are selected by passing the options `PhD`, `PILibrary` to the `\documentclass` or the `ubonn-thesis` package. You have to get the “BONN-IR-YYYY-nnn” number from the librarian. You should also include an abstract (in English) on the cover page. You can also use this abstract when you submit your thesis electronically to the ULB.
6. The department library version of the thesis is the one that you usually print if you need extra copies for your experiment or research group.

Note that when you want to get your degree certificate, you will get some forms from the Promotionsbüro that have to fill out. These forms have to be signed by your supervisor. One of the forms asks you if you have published significant parts of your thesis elsewhere. This means your actual thesis and not a paper that uses the results from your thesis. If you submit your thesis electronically to the ULB, then you should not fill out this form. It only applies if you actually publish your thesis elsewhere (which is allowed by the Promotionsordnung).

Appendix C of the thesis guide suggests some print shops that can make copies of your thesis in good enough quality to be accepted by the university library.

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<sup>1</sup> This used to be five, but has recently (2015) been reduced.