Submission Regulations for Final Copies of Doctoral Dissertations

1. Submission Regulations
All doctoral candidates of the Faculty of Science are required to submit copies of their dissertation **within two years** of their oral examination to the Dean’s Office as follows:
- three printed (final) copies of the dissertation (see instruction: Section 2 below)
- upload an electronic copy of the dissertation and abstract on edoc (see Section 3 below)

Requests for an extension of the submission deadline must be sent to the Office of the Dean prior to the submission deadline. Requests must give well-founded reasons for the extension.

Failure to comply with the submission deadline may result in the Faculty declaring both the degree application and the oral examination invalid (see § 16, Para. 3, “PhD Regulations of the Faculty of Science at the University of Basel,” 16 December 2003).

2. Layout and Design of Hardcopies
Format: A4 or A5 (printing: single- or double-sided)
Printing and Paper: Copies should be printed on archivable paper, DIN ISO 9706 (please do not use environmentally-friendly paper)
Binding: Variant 1: Glued endpaper, pressboard cover (0,6 mm), textile spine (Klebegebunden mit Vorsatz, Pressspandeckel (0,6 mm), Geweberücken) Variant 2: Glued endpaper, full-textile cover, with or without embossing (Klebegebunden mit Vorsatz, Ganzgewebedecke, wahlweise mit oder ohne Prägung)
Plastic-, spiral-, or clamp binding are not permissible. Specimen bindings can be inspected at the Office of the Dean of Studies.
Signature: One copy of the complete version of the dissertation must be countersigned by the faculty representative (on the reverse side of the title page)
Title Page: See sample (see page 3)
Reverse Side of Title Page: See sample (see page 4)
Final page(s): The CV has to be included at the end of the thesis.
Note: Candidates wishing to offer their work under a Creative Commons Licence (Section 4) may include a corresponding note in the printed copies of their dissertation.

For the binding, please consult a bookbinder.

Prior to final printing and binding, it is highly recommended to have the first two pages approved by diss-philnat@unibas.ch. Inaccurate copies may be rejected.
3. Upload the files on edoc
- after submission of the printed (final) copies of the dissertation to the Dean’s Office, an access code to edoc will be sent to you by email
- use this access code to upload the dissertation and abstract files on edoc.unibas.ch within 30 days of the access code being issued
- after checking that the electronic documents have been uploaded as instructed onto the server, the Dean’s Office will provide the Diploma for collection or send it by post mail (on request).

The CV may be omitted from the electronic version.

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5. Publication
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6. Deferred Publication
Electronic publication may be deferred. However, candidates must observe the provisions made in the respective PhD Regulations and the legal provisions contained in their publication agreement.

Please direct any enquiries to: Office of the Dean of Studies, Faculty of Science, Klingelbergstrasse 50, 4056 Basel, Tel. +41 (0)61 207 30 54, diss-philnat@unibas.ch, www.philnat.unibas.ch

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