

General information for doctoral candidates about the
Publication of the dissertation, the submission of obligatory
copies and about the archiving of the underlying
research data and materials
via the Media and Information Centre (MIZ) of Leuphana University
Lüneburg

Purpose

For the successful completion of a doctoral procedure, the results achieved must be made available to the scientific public in an appropriate manner in the form of a dissertation. For Leuphana University, this requirement is considered fulfilled as soon as **a clearly defined number of free obligatory copies**, as specified in the respective doctoral regulations of the faculties, have been submitted to the Media and Information Centre (MIZ) for publication.

In accordance with the rules for safeguarding good scientific practice, it is also necessary, if possible, to **preserve in an appropriate manner all research data and materials on which the dissertation and the findings are based**, for a period of usually ten years to allow subsequent inspection, e.g. in the suspected case of scientific misconduct.

Number of obligatory copies according to doctoral regulations

The current doctoral regulations of the Leuphana faculties (Oct. 2023) differentiate between obligatory copies for dissertations in monographic form according to §16(3)1.a-d and obligatory copies as a framework paper of a cumulative dissertation after submission of the reviewer's confirmation according to §8 para. 3.

Obligatory copies' options for dissertationen in monographic form:

The obligatory copy has to be submitted either in form of

- a) **a complete electronic version in PDF format** or



- b) **5 printed copies** if a commercial publisher is responsible for distribution via the book trade, a minimum print run of 150 copies is proven and the publication is identified as a dissertation on the back of the title page with the university publication reference: Zgl.: Leuphana Universität Lüneburg, Dissertation, 20XX,, or
- c) **5 printed copies** if the dissertation is distributed by a commercial publisher as "Publication-on-Demand", a university publication note is included (add: Leuphana University of Lüneburg, Dissertation, 20XX), an ISBN is given and a guarantee of availability of reordered books is guaranteed for at least four years (proven by a publishing contract), or
- d) **10 copies in book or photo print** for the purpose of distribution (DIN A4 or DIN A5 permanently bound).

Obligatory copies' options for cumulative dissertations in the form of a framework paper

The obligatory copy has to be submitted either in form of

- a) the **complete electronic version of the framework paper** including the articles and manuscripts in PDF format, which may contain an electronic reference (DOI) for already published parts of the dissertation, or
- b) **10 complete copies of the framework paper including the technical articles and manuscripts**, printed and permanently bound.

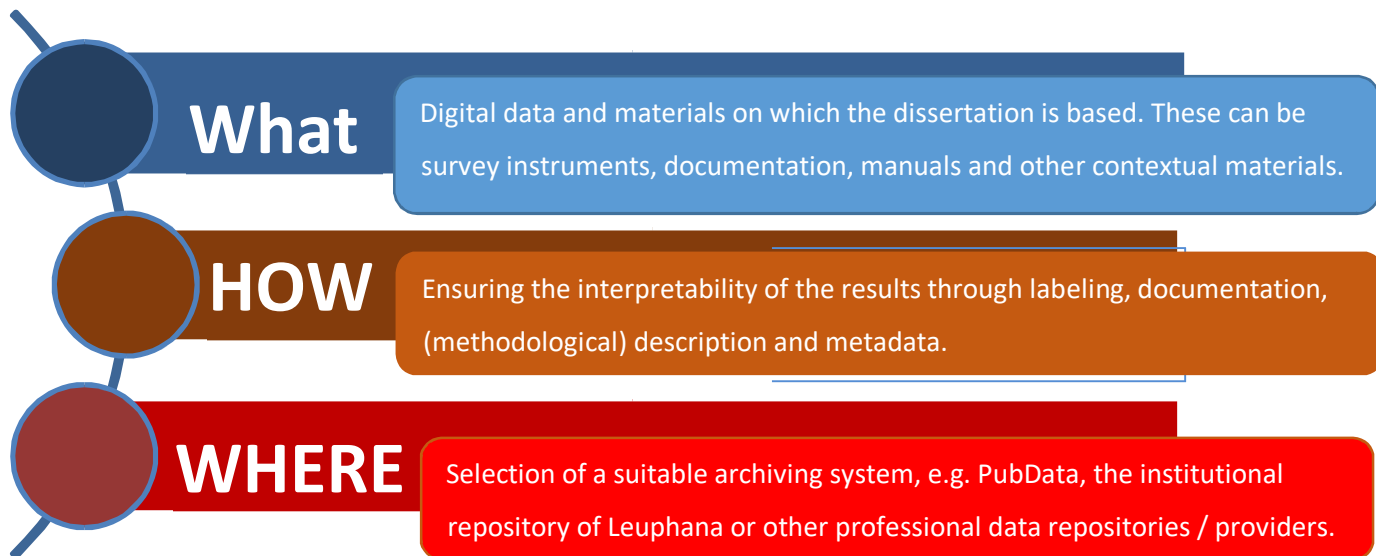
Archiving of research data and underlying materials

Archiving is generally defined as systematic preservation using suitable technical systems and procedures with data protection against data loss through backup procedures and a guarantee of data security. This implies that only **digital data** is intended for such archiving.

Archived data is not automatically published, but in principle only stored, without access authorization for third parties. If the research data is published, proper archiving is usually part of the process. In such a case, the archiving obligation of the doctoral regulations can be considered fulfilled for the published data.



Main questions of archiving data



Archiving via PubData

The MIZ maintains the institutional research data repository [PubData](#) offering the opportunity to submit research data and contextual materials to the MIZ for archiving purposes by using the individual Leuphana user account¹ → [Archive](#).

A separate workflow was developed for this purpose: The person submitting the data provides information about the data itself in the form of metadata, uploads the files and concludes an archiving agreement with the MIZ. The PubData team then checks the submitted information and objects, contacts the person to clarify any open questions and deposits the files officially into the archive in form of a data record with complete access protection. Archiving is free of charge.

The archiving of all suitable research data and materials via PubData explicitly fulfills the archiving requirements of the doctoral regulations and receives an official confirmation by the MIZ.

Confirmation form of the Leuphana Library

By **submitting the obligatory copies** to the library the **publication of the dissertation** is fulfilled

¹ Please use your official Leuphana account. External PhD students can use PubData as well in case of authorized use but only after personal registration and admission..



The **archiving** of the underlying research data and materials is considered to be fulfilled if they are **archived via PubData, via an equivalent data archive (provider), or if the reasons for non-archiving have been checked and found to be sufficient.**

After checking the fulfilment of the requirements resulting from the doctoral regulations, the MIZ issues an official **Leuphana Library confirmation form** serving as proof to your faculty and Student Service.

Prescribed periods for the submission

The obligatory copies and (proof of archiving of) the underlying research data and materials must be submitted to the MIZ no later than one year after passing the disputation.

In special circumstances, the deadline may be extended by the Chair of the Doctoral Committee at the request of the doctoral candidate.

In the course of publishing the dissertation as an electronic version, an **embargo period** can be granted via PubData. However, this may cover a maximum period of **one year** after passing the examination.

Recommendations

Take advantage of our consulting and support services at any time and inform yourself in advance, gladly in personal contact. Particularly in the area of research data management, it makes sense to set the course and plan in good time to ensure correct processing and proper archiving or even publication.

Contact persons

Publikation Service

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MIZ Library

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