

The Faculty Title Page

The so-called faculty title page must be included in all statutory deposit copies submitted to Publication Services Theses.

- If you submit copies made in a copy shop the faculty copy should include the title page (including the reverse side) specified by the appropriate faculty.
- In the case of a publisher edition the faculty title page must be added separately. Some publishers offer to include the faculty title page in all statutory deposit copies. Please ask your publisher. If your publisher does not offer this service you will need to paste the faculty title page into the statutory deposit copies yourself.



Faculty title page of a publisher edition

Faculty title page of a copy shop copy

The following details must be included in the faculty title page

- The candidate's full name as it appears in your personal identity card or passport
- Full title of the thesis
Should the title of a publisher edition have changed since you originally submitted the thesis please give the **title at submission** or - for law theses only - the approved modified title.
- The faculty to which you submitted your thesis and the title of the doctorate to which you are aspiring (e.g. Dr. phil., Dr. rer. nat., Dr. med. etc.).
Some faculties require only the title of the doctorate, some require both pieces of information. The sample title pages are designed accordingly.
- Place of birth or place of residence and year of oral examination or of publication. Some faculties require you to state the exact submission date. Please check the appropriate sample title page.
- On the reverse of the title page: academic title, first and family names of your supervisor and second referee
- Date of oral examination



Templates for the faculty title pages (sample title pages)

A sample title page for each faculty can be found in the repository "Elektronische Hochschulschriften. An English version is available by clicking on the word "English" below the header.

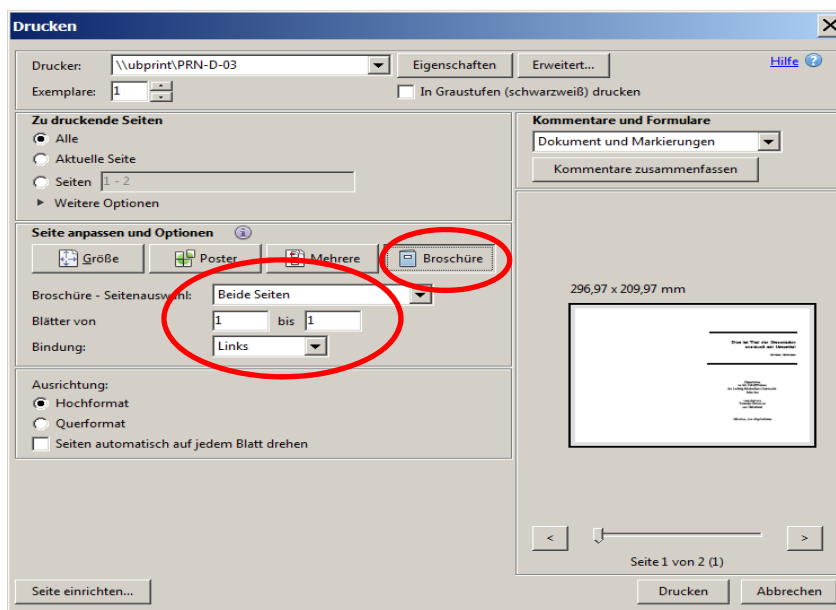
- Please click on the blue "Help" button top right,
- then on "3. Formal specifications (faculty title page)",
- then on "Examples of title pages for all faculties (in German)",
- and select the correct title page for your faculty.



How to create a faculty title page

Create a file of your own, making sure all the requirements have been observed. There are no special specifications governing font family, size and line spacing but your file should come as close to the template as possible. Create a PDF from your file.

Now print the required number of copies of your PDF as a brochure.





You should now have DIN A4-sized sheets containing double-sided DIN A5 prints which you can cut to size and paste in.



How to paste the faculty title page into a publisher edition

The faculty title page should be inserted before the title page of the book.

Fig. 1

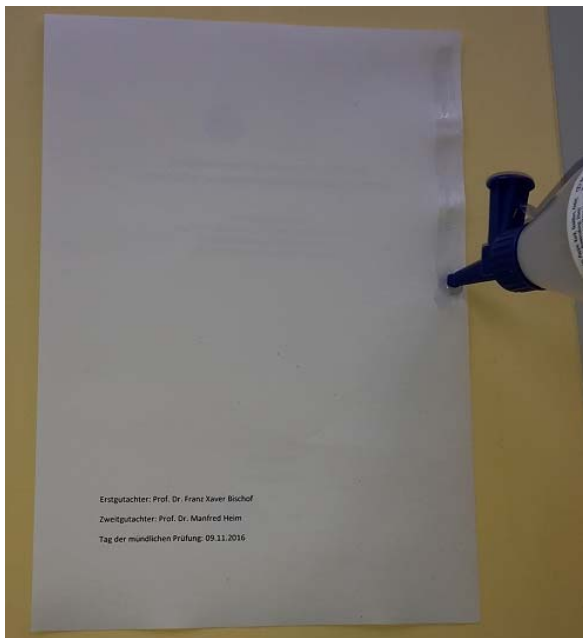
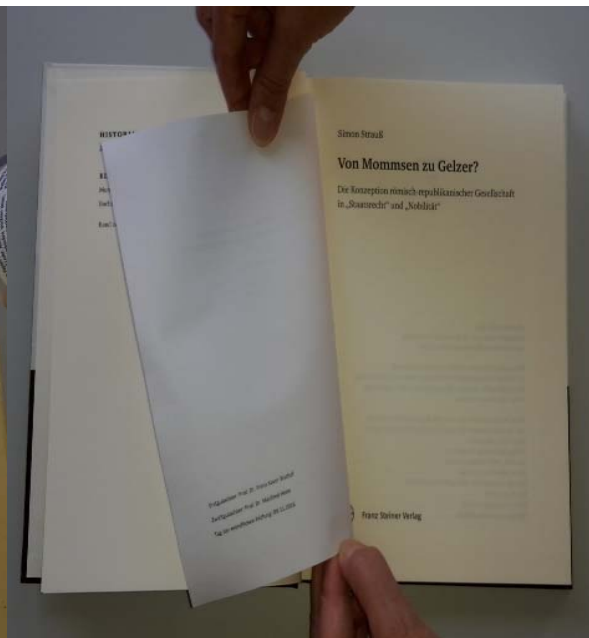


Fig. 2



Carefully apply a thin coating of good-quality fluid adhesive to the right-hand edge of the reverse side (Fig. 1) and paste the sheet into the book immediately before the book's own title page (Fig. 2).

The faculty title page should not extend beyond the outer edge of the book and should not cover the text of the title page. For archival reasons please do not on any account use adhesive tapes such as Scotch tape, Sellotape or Tesafilm!