

This is a courtesy translation of “Regelungen zur Abgabe von Pflichtexemplaren an die Bibliothek der Otto-von-Guericke-Universität Magdeburg im Rahmen von Promotions- und Habilitationsverfahren“ dated 01.11.2024. Only the German version is legally binding.

Regulations for the submission of deposit copies to the library of the Otto-von-Guericke-University Magdeburg in the context of doctoral and habilitation procedures

from 01.11.2024

Every doctoral candidate at the Otto-von-Guericke-University Magdeburg (OVGU) is obliged to make his/her dissertation available to the scientific public in an appropriate manner by means of reproduction and distribution. This also applies to habilitation theses.

Taking into account the publication media, the OVGU Library (hereinafter referred to as the university library) has revised its regulations on the submission of deposit copies as of 16.01.2019 as follows:

1. Scope of application / Relationship to the relevant doctoral or habilitation regulations / Commencement

(1) The following regulations apply to the submission of deposit copies of a doctoral or habilitation thesis (hereinafter referred to as "thesis") to the University Library.

(2) Insofar as the respective doctoral or habilitation regulations contain further provisions, in particular with regard to the number of deposit copies and/or the form of publication, the author must clarify individually with the responsible faculty board how to proceed with any excess deposit copies prescribed in the respective regulations. The university library will not accept any further deposit copies than those specified below.

(3) Insofar as the applicable faculty regulations specify circulation figures etc. with regard to the individual form of publication, these regulations shall remain unaffected.

(4) The regulations on the submission of deposit copies apply to all works submitted to the University Library from 01.11.2024.

2. Publication

(1) After the public defence, the thesis must be published in the version finally approved by the PhD

or Habilitation Committee. The title page shall be designed in accordance with the model in the respective doctoral or habilitation regulations.

(2) The final version of the dissertation shall be deemed to have been made available to the academic public in an appropriate manner if the author has deposited free copies of the dissertation at the university library in accordance with the chosen form of publication:

1. Electronic publication

- a) Delivery of one printed copy and the electronic version for publication in the repository of the university libraries of Saxony-Anhalt.
- b) Signed declaration of consent for electronic publication at the OVGU.
- c) The printed version must be identical in form and content to the electronic version.
- d) The data format and data carrier of the electronic version have been agreed with the university library.

2. Publisher publication

- a) Delivery of two printed copies of the publisher's version and submission of the concluded publishing contract, provided that a commercial publisher is responsible for the distribution of the printed version and/or the e-book via the book trade, the work has an ISBN and the title of the work is listed in the German National Library.
- b) The commercial publisher is responsible for sending two obligatory copies of the publication to the German National Library in Frankfurt am Main or Leipzig and to the relevant state library.

3. Journal publication

- a) Delivery of two printed copies if the work is published as a journal publication.
- b) The work must be published in one or more issues of a journal, or consist of individual journal articles, and must correspond in content and scope to the approved version of the work.
- c) In the case of publication of a collective work, the individual contributions should be included in full. If a second publication of a contribution is not possible for legal reasons, this must be documented with bibliographical references and a DOI.
The faculty awarding the degree is responsible for verifying the obligation to publish.
- d) The commercial publisher is responsible for sending two obligatory copies of the publication to the German National Library in Frankfurt am Main or Leipzig and to the relevant state library.

(3) The printed copies must be printed on age-resistant, wood-free and acid-free paper, bound in a durable manner and marked as the work of OVGU. No ring or spiral binding may be used.

(4) The author transfers to OVGU the simple and free right of use to produce and distribute or make available further copies of the work within the framework of the fulfilment of the legal tasks of the University Library.

3. Procedure

(1) The deposit copies intended for the University Library shall be submitted by post or in person. The electronic version shall be submitted at the same time as an e-mail attachment.

(2) After the deposit copies have been duly submitted, the university library will confirm the deposit certificate issued by the respective faculty. The information on the certificate of submission is checked by the faculty. The faculty awarding the degree is responsible for checking compliance with the requirements for the title page. The certificate of submission must be submitted to the office

responsible for doctoral or habilitation procedures in the respective faculty.

(3) The processing of personal data by the university library is carried out in accordance with Art. 6 (1) e) GDPR.

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