

PROCEDURE DISSERTATION MEDICAL DOCTOR

COLORS: **Student** / **Administration desk dr-med** / **ZHB (Zentral- und Hochschulbibliothek)**

1 Submission

- Doctoral candidate submits the thesis incl. all needed documents according to the guide for the doctoral process to dr-med@unilu.ch (-> [guide available online](#))
- Doctoral candidate inserts all necessary details directly in the frontpage of the thesis: Name of the doctoral candidate, Title of the article, year of acceptance of thesis by the faculty, year of publication, DOI, etc. (-> [template available online](#))

2 Lay-up time at Faculty finished

Once the lay-up period at the GMF has ended without any objections, the dissertation is officially approved by the faculty. dr-med then informs the doctoral student of the approval and communicates the final date.

3 Right Clearance with the publisher (Contact for questions: openaccess@zhbluzern.ch)

After the approval by the faculty, the doctoral student has to clarify with the journal/publisher whether and how self-archiving of the thesis (=the version accepted by the faculty as dissertation) is possible on LORY (see also [Open Science Policy of the University of Lucerne](#) and [template letter to journal/publisher](#)).

A clarification of rights *is necessary* in the following cases:

- The version submitted to the faculty as a dissertation is the final version published by the publisher and it is *not* open access

In the following cases a clarification of rights by the doctoral candidate *is not necessary*:

- The version submitted to the faculty as a dissertation is not the final version published by the publisher but the accepted manuscript (=version after peer review before final layout)
- The version submitted to the faculty as a dissertation is the final version published by the publisher and is open access

4 Delivery of deposit copies

After the adjustments the doctoral student sends the approved form of the dissertation (incl. confirmation, if necessary) to: openaccess@zhbluzern.ch and dr-med@unilu.ch

5 Publication on LORY

- The Open Science department of the ZHB uploads the dissertation to LORY if legally permitted
- If a publication on LORY is legally not permitted, the Open Science department of the ZHB saves a copy of the dissertation on the shared drive of the ZHB/Uni («G»)
- The Open Science department informs the doctoral student and dr-med@unilu.ch about the publication of the dissertation

6 Issue of the doctoral certificate

7 (Secondary) publication on LORY

It is the doctoral candidate's responsibility to upload a version to LORY (via FIS) if it was not legally possible to publish the version of the dissertation approved by the faculty on LORY.