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The request must be submitted by the doctoral candidates themselves to the responsible doctoral examination body, usually a representative of the examination board, using this [form](#) (only in German).

The application to the doctoral examination board should be accompanied by a letter stating the reasons for the application and the specified blocking period.

The blocking period may be requested for a maximum period of two years. Early termination of the embargo is possible at any time by written notice from both signatories.

The approved request must be forwarded to the Universitaetsbibliothek, Abteilung Dissertationen.

After approval of the blocking note, the doctoral candidate submits the dissertation for electronic publication in [JLUpub](#). When submitting, the approved embargo period must be entered in a field provided for this purpose.

In addition, 2 printed copies of the dissertation must be delivered to the university library.

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We will send a confirmation of the submission by email to the responsible dean's office or examination office.

The issuance of the doctoral certificate is not prevented by the blocking note, i.e. the doctoral degree is awarded.

The blocking ends automatically after the expiration of the blocking period. For an extension (one-time), an approved blocking note must be submitted to the University Library at least 14 days before expiration of the first blocking note. A subsequent extension is not possible. In total, the blocking period may not exceed the period of two years.

The regulations on the blocking note are published in the [Richtlinien für Promotionsordnungen](#), 3. Änderungsbeschluss, Ziffer 4(7) vom 30.08.2021 (German).