

Guidelines Accompanying the Doctorate Regulations at the Faculty of Chemistry

(Update on 29.03.2022)

You will find all necessary application forms here:

https://www.uni-due.de/chemie/organisation_promotionen.shtml

Please send all applicable documents as pdf-files first by e-mail to the assistant of the doctorate committee!!

I. Registration before start of research:)

- Application for admission to the doctorate in natural sciences ("Antrag auf Zulassung zum Promotionsverfahren", see applicable "Promotionsordnung")
- Agreement of supervision ("Betreuungsvereinbarung")
- Curriculum Vitae
- Copy of certificate of graduation respectively certificate of qualification for university matriculation
- Copy of master certificate and master transcript (Promotionsordnung § 5 Abs. 2)
- Confirmation letter of equivalence from the International Office/"Akademisches Auslandsamt" (if university degree from abroad)

II. Ca. 2 months before submission of the thesis:

- Preliminary application for the oral examination ("Vorantrag zur Promotionsprüfung") (see applicable doctorate regulations, "Promotionsordnung")
- History of promotion duration (short chronological data list of different promotion periods)
- Verification of credit points ("Nachweis über Leistungspunkte", see applicable "Promotionsordnung")

III. Submission of the thesis:

- Application for admission to the oral examination ("Antrag auf Zulassung zur Promotionsprüfung", see applicable "Promotionsordnung")
- Attachments separately printed for filing (see application form)
- History of promotion duration (if not yet submitted)
- **3 copies of the thesis (DIN A4, double-sided, 2,5 cm margin, not exceeding 1,5-line spacing!)**
 - 1 digital version as pdf-file send by E-Mail to the deanery (file-transfer is also possible!)
 - 1 printed copy for the inspection period send to the deanery (will be returned after completion!)
 - 1 printed copy each to submit to both reviewers!

Instructions for further procedures:

The assistant of the doctorate committee will inform the PhD candidates by e-mail about the arrival of the reviews (see § 9 (2) Promotionsordnung). After submission of the thesis and before arrival of the reviews, the PhD candidates can arrange a provisional, nonbinding date for the disputation with the examination board (reviewers and head of board). As soon as all reviews have arrived, the date for the disputation can be finally scheduled with the examination board. The assistant of the doctorate committee should be informed about the final date as well. **Please note:** The period for inspection of the thesis by all professors (starts after determination of the disputation date) will take 2 weeks plus 1 week period for declaration of possible objections (see § 9 (4) of applicable doctorate regulations). Therefore, the disputation can only take place after that period.

The assistant of the doctorate committee will book the room for the oral examination.

The disputation in front of the examination board will take 60 – 90 minutes including the lecture of the PhD candidate of 30 minutes (PromO, 25.11.2013) or 20 minutes (PromO, 04.10.2010) at the beginning.

Please note: Let the assistant of the doctorate committee know, if the certificate should be printed in English or German. If both languages are favoured the certificate will be printed double-sided.

After successful completion of the doctorate, the final version of the doctoral thesis has to be published at the central library of the UDE (submission of 2 printed copies and 1 electronic version of the thesis at the "Dissertationen-Tauschstelle", <https://www.uni-due.de/ub/publikationsdienste/dissertationen.php>). Please see § 12 (1a, b, c) of applicable doctorate regulations for publishing with a publishing company.

The written confirmation about the publication has to be present before handing over the certificate.

The assistant of the doctorate committee will inform the PhD candidates by e-mail about the arrival of the doctoral certificate. If the certificate can not be picked up personally, an authorised person can be appointed. In that case, an informal letter of authority signed by the PhD candidate is required.