

Guidelines Accompanying the Doctorate Regulations at the Faculty of Chemistry

(Update April 10th, 2025)

You will find all necessary application forms here:

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

Please send all appl. documents as pdf-files first by e-mail to

monika.marreck@uni-due.de

after confirmation of this e-mail send the originals by Internal Post or Post!

I. Registration before start of research:

- Application for admission to the doctorate in natural sciences ("Antrag auf Zulassung zum Promotionsverfahren", see appl. "Promotionsordnung")
- Agreement of supervision ("Betreuungsvereinbarung")
- Confirmation letter of equivalence from the International Office (if university degree from abroad)
- A Scan of master certificate and transcript
- A Scan of certificate of graduation respectively certificate of qualification for university enrollment
- Curriculum Vitae

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

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

III. Submission of the thesis:

- Application for admission to the oral examination ("Antrag auf Zulassung zur Promotionsprüfung", see appl. "Promotionsordnung")
- Attachments separately printed for filing (see application form)
- **3 printed 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 (see above – 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 personally!

A thesis may be submitted as a monograph or a cumulative thesis. The PhD candidate and the first supervisor will decide collaboratively, whether the paper can be written as a cumulative thesis.

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). Please inform the assistant of the doctorate committee about that date as well! As soon as all reviews have arrived, the date for the disputation will be finally scheduled and the assistant of the doctorate committee will confirm it.

Please note: The period for inspection of the thesis by all professors will take 2 weeks plus 1 week period for declaration of possible objections (see § 9 (4) of appl. 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 an 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: The certificate will be printed double-sided in English and German.

After successful completion of the doctorate, the final version of the doctoral thesis regardless of the form (monograph or cumulative) has to be published at the central library of the UDE (submission of 2 printed copies and 1 electronic version of the thesis, <https://www.uni-due.de/ub/publikationsdienste/dissertationen.php>).

Please see § 12 (1a, b, c) of appl. doctorate regulations for publishing with a publishing company.

After publication the central library will send a written confirmation to the assistant of the doctorate committee. It has to be present before the certificate can be handed over.

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.