

Guidelines Accompanying the Doctorate Regulations at the Faculty of Chemistry

(Update on 09.09.2021)

You will find all necessary application forms here:

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

- I. **Registration before start of research:** (meet in person with assistant of the doctorate committee)
 - Application for admission to the doctorate in natural sciences (“Antrag auf Zulassung zum Promotionsverfahren”, see applicable doctorate regulations, “Promotionsordnung”)
 - Agreement of supervision (“Betreuungsvereinbarung”)
 - Curriculum Vitae
 - Copy of certificate of graduation respectively certificate of qualification for university matriculation
 - Copy of master certificate
 - 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 doctorate regulations, “Promotionsordnung”)
- III. **Submission of the thesis:**
 - Application for admission to the oral examination (“Antrag auf Zulassung zur Promotionsprüfung”, see applicable doctorate regulations, “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)**
 - due to the corona pandemic 1 copy for the inspection period to submit to the deanery (will be returned after completion)
 - 1 copy each to submit personally to both reviewers!

Instructions for further procedures:

Ca. 3 – 4 weeks after submission of the thesis please **ask by email** to the assistant of the doctorate committee, if the reviews have arrived (see § 9 (2) Promotionsordnung). As soon as all reviews have arrived, please arrange the date for your disputation with your examination board. Please inform the assistant of the doctorate committee about the date as quickly as possible, since the inspection period has to be prepared.

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 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. If you wish a special room, please let us know!

The disputation in front of an examination committee will take about 60 minutes in general and it will start with a lecture of the PhD candidate of 30 minutes (PromO, 25.11.2013) or 20 minutes (PromO, 04.10.2010).

After successful completion of the doctorate, you have to publish the final version of the doctoral thesis at the central library of the UDE (submit 2 printed copies and 1 electronic version of the thesis). If you publish with a publishing company, there are other regulations, see § 12 (1a, b, c) of applicable doctorate regulations. The written confirmation from the library about your publication has to be present before picking up your certificate.

Ca. 2 – 3 weeks after completion please **ask by email** to the assistant of the doctorate committee, if the doctoral certificate has arrived. If you cannot pick up the certificate yourself, please appoint an authorised person. In that case, an informal letter of authority signed by the doctoral candidate is required.