

Registering your thesis – check list

To prepare:

- Fill in the supervisory agreement (Betreuungsvereinbarung) with your supervisor
 - Please remember to also name a (habilitated) substitute supervisor ("Ersatzbetreuer"). If no substitute supervisor is named, the director of the institute/clinic will automatically assume that role. If your supervisor happens to be the director of the clinic/institute, another habilitated substitute supervisor must be named.
 - Obtain all signatures on page 4/5
- Discuss with your supervisor whether a vote by the ethical committee (Ethikvotum) is necessary; if yes, request it
- Fill in the form "Antrag auf Zulassung zum Promotionsstudium" and have it signed by your supervisor

Please hand in the following documents:

- "Antrag auf Zulassung zum Promotionsstudium"
- Your CV
- A certified copy of your university degree
- A certified copy of your school leaving diploma (Abitur / A levels equivalent)
- A copy of the signed supervisory agreement ("Betreuungsvereinbarung")
- Statement "Stellungnahme zum Ethikvotum"
- Statement "Erklärung fehlgeschlagene Promotionsversuche"
- Statement "Stellungnahme kommerzielle Vermittlung/Hilfe Dritter"
- For foreign degrees:
Copy of your German "Approbationsurkunde" (for medical degrees) or a statement confirming the equivalence by our International Office (Akademisches Auslandsamt) (other degrees - Bachelor/Master degrees with ECTS credits don't require additional documents)
- For non-English or -German diplomas:
An additional certified translation

Templates for the statements, the registration form and the supervisory agreement can be downloaded from our website: <https://www.uni-due.de/med/de/organisation/promotion.shtml>