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