

## 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. If you haven't completed your studies, please check on the form 'vorläufige Zulassung' and should you not be enrolled at UDE and study at another university, please hand in a filled in form 'Antrag auf kleine Zweithörerschaft' and a statement 'Erklärung kleine Zweithörerschaft'

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>