

Guidelines for the doctoral graduation process in the physics department

This English translation is intended solely to provide English-speaking doctoral candidates a better understanding of the regulations for the graduation procedure. Only the German version (Promotionsordnung des Fachbereichs Physik vom 29.05.2019) is legally binding.

1. Twelve copies of the dissertation must be submitted to the Examinations Office:

Simone Krause
Promotionsprüfungsamt
Orléans-Ring 10, Raum 130
48149 Münster
Tel.: 0251/83-35002
Fax: 0251/83-35040

Consultation hours:
Monday: 10 am – 12 pm
Tuesday to Thursday: 09 am – 12 pm
Tuesday and Thursday: 1:30 pm – 3:30 pm
and by appointment

Please hand in the following forms, which can be downloaded from:

<https://www.uni-muenster.de/MNFak/Pruefungsamt/promotion/promotion.html>

- Application for admission to the doctoral graduation process with suggestions for the second reviewer and the third examiner. (Note: at least one of the examiners must be from the field of experimental physics and one from the field of theoretical physics. This restriction does not hold for a graduation in geophysics.)
 - Statement of criminal conviction and statement about the use of unauthorized aids (attachment 1)
 - Statement concerning previous attempts of Ph. D. graduations and their outcome (attachment 2)
2. The dean forwards a request for assessment of the dissertation to the reviewers.
3. Upon receipt of the assessments, the dissertation is circulated through the physics department for a duration of three weeks in accordance with the doctoral regulations.
4. At the latest during the process of circulation, the candidate must arrange a date and a room for the defence (disputation) of the dissertation. This requires contacting

the examiners and reserving a suitable room. The candidate must inform the Examinations Office of the arranged date at least seven working days in advance, thus ensuring that the invitations are sent out in time. The candidate is notified as to when the examination file can be collected.

5. Following the defence, the examination file must be returned to the Examinations Office. The candidate then receives – with the exception of the original – the copies of the submitted dissertation. In addition, she/he receives the documents for the publication of the dissertation.
6. A photo of the candidate in jpg format and one PowerPoint slide in landscape format (with white background and at most three animated graphics) with images from the dissertation are required no later than two weeks before the doctoral ceremony.

Schedule

The 12 copies of the dissertation must be submitted together with the application for admission (§ 7 (2)) **at the latest 11 weeks** before the arranged date of the doctoral ceremony. This deadline is determined as follows:

• Processing of the application until the reviewers receive the documents	about 1 week
• Period of time for the assessment (§ 8 (2))	about 4 weeks
• Further processing until the dissertation is circulated in the department	about 1 week
• Review of the dissertation and statements by the department members (§ 8 (3))	3 weeks
• Announcement of the date of the defence (§ 10 (2))	about 1 week
• Preparation of the certificates for the doctoral ceremony	1 week

The anticipated date of the doctoral ceremony cannot be guaranteed even if the dissertation is handed in on time. Delays could be caused if:

- assessments are handed in late.
- an unexpected objection is raised against the dissertation.
- there are problems finding a suitable date for the defence.

We take every effort to support the dissertation process. However, if delays do occur, please understand that we may have to schedule your doctoral ceremony at a later date.