

**INFORMATION FOR DOCTORAL STUDENTS ON THE COMPLETION
OF THE DOCTORAL PROGRAMME
IN ACCORDANCE WITH THE DOCTORAL REGULATIONS (*PROMOTIONSORDNUNG*)
OF THE FACULTY OF BIOLOGY OF 29 November 2007**

Registering for the doctoral examination

Doctoral candidates must hand in all the required documents listed in § 6 at the time of application for admission to the doctoral examination. The corresponding forms and templates are available online at:

https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/Einreichen_der_Dissertation.html

The doctoral examination board can only consider applications which include all the required documents.

Doctoral examination timeline:

Between submitting your dissertation and taking the oral examination (defence), it usually takes eight weeks, but sometimes less if the assessment proceeds faster. There must be at least three workdays between presenting the defence and completing the doctoral programme (conferral). If your doctoral examination receives the distinction “summa cum laude”, it could take longer. The timeline for the doctoral examination is provided as follows:

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| • Processing the submitted documents: | about 3 workdays |
| • Assessment period in acc. with § 8 (2) | 4 weeks |
| • Review period and statements by the members of the Faculty of Biology in acc. with § 8 (3) | 3 weeks |

- Buffer period prior to the defence (**no earlier than at the end of the three-week review period in acc. with § 9 (1)**) about **1-2** workdays
- Issue of certificate and degree, publication of dissertation in the University Library (ULB) about **3** workdays
- If both assessors decide that the dissertation deserves the distinction “summa cum laude”, an external assessor must be consulted. In this case, a provisional doctoral certificate can be issued, and the doctoral programme concluded. The final certificate and degree can only be issued when the third assessment has been submitted. about **1** week

Please arrange a date for the defence with the members of your doctoral committee.
Do not forget to inform the Doctoral Examinations Office in time about the time and place of the defence as it needs to be announced on the home page one week ahead of time! § 9 (2)

Following the defence, the doctoral degree is awarded in a graduation ceremony as soon as possible (§ 13).

<https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/Promotionstermine.html>

The doctoral certificate is handed to the candidate upon fulfilling the requirements as put forth in § 14.

The requirements pertaining to publication of the dissertation are provided in § 14 of the Doctoral Examination Regulations.

Your invitation to the defence will also include an info sheet from the University Library on the publication modalities of your dissertation.

For more information on publication, visit:

<https://www.uni-muenster.de/Publizieren/dienstleistungen/repository/>