



**INFORMATIONEN FOR PHD STUDENTS ABOUT THE END OF THE PROCESS OF OBTAINING
A DOCTORATE ACCORDING TO THE GRADUATION REGULATIONS
(PROMOTIONSORDNUNG OF 26 MARCH 2003 WITH CHANGES FROM 16 JANUARY 2004
AND 6 OCTOBER 2004) OF THE DEPARTMENT OF BIOLOGY**

1. Get acquainted with the graduation regulations (Promotionsordnung) early on in your course to obtaining a doctorate. The regulations can be downloaded from the homepage of the Department of Biology.
(<http://www.uni-muenster.de/Biologie/Organisation/promoordnungen.html>)
2. While writing a cumulative dissertation please read the information §2 Abs. 4.
3. When you apply to be admitted to the process of obtaining your doctorate you have to submit the documents according to § 6. On our homepage you will find the according templates and forms. All documents have to be submitted before your request can be processed. **(Admission under these rules is no longer possible !)**

According to the resolution of the professors conference of 21 July 2005 all PhD students have to participate in teaching undergraduate courses with 5 credit hours, generally exclusively at the Department of Biology.
Please not that you need to be enrolled into the doctorate course officially for at least 2 semesters.

4. Schedule for your final steps:
You need to plan about 2 months for the time between handing in your dissertation and taking your oral exam (this can be shortened if the grading takes less time).
The following shows the schedule for these two months:
 - Processing of all filed documents (about **3 days**)
 - Evaluation period according to § 7 Abs. 2 (**4 weeks**)

- Circulation of your dissertation as a chance for members of the Department of Biology to comment according to § 7 Abs. 3 (**3 weeks**)
- Oral exam (cannot be taken before the 3 week circulation period has finished) and publication of your dissertation in the university library. (approx. **1-2 days**)

After the oral exam the graduation ceremony takes place at the earliest possible date (§ 12). **(Dates are announced on our homepage)**

The doctorate certificate is issued after the requirements of § 13 have been fulfilled.

5. For the publication of the dissertation according to § 13 of the graduation regulations (Promotionsordnung) the rules mentioned therein apply.

After the oral exam you will receive an information flyer from the doctorate examination office on how to publish your dissertation.

More information about the publication can be found here:

<http://miami.uni-muenster.de/>