Guidelines for Doctoral Students of Mathematics and Computer Science

This English translation is intended solely to provide English-speaking doctoral candidates a better understanding of the doctoral regulations. Only the German version as adopted on 25th of January 2016 by the faculty board and the Rectorate of the University of Münster is legally binding.

1.) In accordance with § 2 of the doctoral regulations, the candidate must submit a dissertation, pass an oral examination (defence) and publish the dissertation (§ 14).
For more information about doctoral admission requirements (§ 4), please read the doctoral regulations beforehand.

An email with the first two pages of the application, academic CV and identity card must be sent to the Examinations Office three working days in advance.

2.) Doctoral candidates must hand in all the required documents listed in § 5 prior to applying for admission to the doctoral examination. The corresponding forms and templates are available at the Examinations Office.

The dissertation process can begin as soon as all forms are completed and handed in.

The candidate must submit a total of 4 copies of the dissertation.

3.) Additional required documents:

- The supervisor's proposal for the second assessor (§ 7 [1] 1)

- The oral examination must be given as a defence (disputation)

- If the candidate chooses an examination subject that is not listed in the appendix of the doctoral regulations § 2 (a) and (b), he or she must submit a written petition with substantiated reasons for selecting the topic and the approval of the examination board's chairperson (§ 8 (2) 5 and § 8 (3) 4 of the doctoral regulations, respectively).

- If the candidate selects a subject in which he or she was not examined during their Diplom or state examination studies, the candidate must provide a course transcript of the programme. The information must include the name of the respective supervisors course titles, hours of instruction per week (SWS) and the semester in which each was completed (copies of the certificates are required as well).

4.) With regard to the schedule of the dissertation process, it usually takes about three months between submitting your application for admission and taking your last oral examination (if your dissertation is reviewed in a shorter period of time, the duration is shortened accordingly). The following periods are required for assessment:

- Processing of the application until the reviewers receive the documents   ca. 3 days

- Assessment period in accordance with § 7 (2)   ca. 4 weeks
- Review of the dissertation and statements by the faculty members   2 weeks
- Setting the date: Invitation to the oral examination   ca. 1 week

Following the final examination, the doctoral ceremony usually takes place on the last Wednesday of the semester. The certificates are issued as soon as the requirements in § 14 are fulfilled.

5.) Publication of the dissertation (§ 14):

For the publication of the dissertation in accordance with § 14, the candidate receives a form after his/her defence. The form must be signed by the supervisor who determines how many copies of the dissertation are to be handed in:

With one signature in mathematics:
- 10 issues
With one signature in computer sciences
- 9 issues

or with merely one appointment at the ULB:
- 2 issues and 1 digital issue (CD/USB-Stick, MIAMI)

With both signatures:
- 4 issues and the publication list or
- 4 publisher issues

All required copies are to be submitted to the

Universitäts- und Landesbibliothek
– Hochschulschriftenstelle –
Frau König-Bölke/Frau Rosseck/Frau Wahmes
Krummer Timpen 3-5
48143 Münster
Tel.: 0251/83-24049

The confirmation of delivery and the form for publication must be handed in at the Examinations Office.