

Guidelines for Doctoral Students of chemistry and pharmacy

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 18 January 2016 and revised on 17 January 2017 by the faculty board and the Rectorate of the University of Münster is legally binding.

1. An email with the first two pages of the application, CV and identity card must be sent to the Examinations Office three working days in advance.
2. Eleven copies and a digital version in pdf format must be submitted to the doctoral Examinations office:

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

Consultation hours:

Monday: 10 am – 12 pm
Tuesday – Thursday 9 am – 12 pm
Tuesday + Thursday 1:30 pm – 3:30 pm
and by appointment.

Please hand in the following forms, several of which can be downloaded from: <http://www.uni-muenster.de/MNFak/Pruefungsamt/promotion/promotion.html>

- Application for admission to the doctoral examination
- A CV listing your secondary and higher education achievements
- Declaration of criminal records and the use of prohibited aids (attachment 1)
- Declaration of previous attempts to write a dissertation and their results (attachment 2)
- For FB 12: 3rd assessor's declaration of approval (attachment 3)
- Confirmation of courses completed as part of your doctoral programme (at least 6 SWS)

Please note that only publications that have either been published or accepted for publication, i.e. are in print, may be included in publication lists. Publications in preparation and publications in revision are not permitted.

3. The Dean forwards a request for assessments to the supervisor and the second assessor.
4. Upon receipt of the assessments, the dissertation is circulated through the faculty for a duration of three weeks in accordance with the doctoral regulations.

5. During circulation, the candidate must arrange a date for the defence (disputation) of the dissertation. This requires contacting the supervisor and the second and third assessor to reserve a suitable room. The candidate must inform the Examinations Office 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.
6. 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 and the documents for publication.
7. The following documents are required no later than two weeks before the graduation ceremony:
One PowerPoint slide in landscape format (with white background and at most three animated graphics) with images from the dissertation and a photo in jpg format are required no later than **two weeks** before the doctoral ceremony.

Schedule

The dissertation must be submitted with the application for admission (§ 8 (1, 2)) **at the latest 11 weeks** before the arranged date of the doctoral ceremony. This deadline is determined as follows:

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| • Processing of the application until the reviewers receive the documents | ca. 1 week |
| • Period of time for the assessment in accordance with § 9 (3) | ca. 4 weeks |
| • Further processing until the dissertation is circulated in the faculty | ca. 1 week |
| • Review of the dissertation and statements by the faculty members | 3 weeks |
| • Announcement of the date of the defence | ca. 1 week |
| • Printing 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 endeavour to influence the dissertation process positively. However, if delays do occur, please understand that we may have to schedule your doctoral ceremony at a later date.