

Guidelines on Online Application for authorization to the doctorate

(Dr. med. / Dr. med. dent. / Dr. PH / PhD in Medical Sciences or Dr. rer. med.)

Before you start, please prepare the following documents for electronic submission:

- **Certificate of birth or marriage**

Copy of the family or birth register

PDF-File (max. 2 MB),

Name of file: Last Name, First Name - Geburtsurkunde.pdf or
Last Name, First Name - Heiratsurkunde.pdf

- **CV / Resume**

A tabular CV in German or English, focusing on your educational background, dated and signed.

PDF-File (max. 2 MB),

Name of file: Last Name, First Name - Lebenslauf.pdf

- **Passport photo**

PDF-File (max. 2 MB),

Name of file: Last Name, First Name - Lichtbild.pdf

- **Examination certificate (Dr. med. / Dr. med. dent.)**

Certificate of State Examination in human medicine/dentistry, or the corresponding certificate of a foreign scientific university/college (if applicable), translated by a certified interpreter, together with the "Statement of Comparability" issued by the KMK (*Kultusministerkonferenz*), or German occupation permit (*Approbation*).

Examination certificate (Dr. PH): Certificate of State Examination in human medicine/dentistry/veterinary medicine or pharmacy or a master's degree in medicine-related natural sciences, in business, the social sciences, behavioural sciences, health sciences, or life sciences with content-based and methodological links to public health or the corresponding certificate of a foreign scientific university/college (if applicable), translated by a certified interpreter, together with the "Statement of Comparability" issued by the KMK (*Kultusministerkonferenz*), together with an exam for a M.Sc. in Public Health or proof of at least two years of scientific work related to public health.

Examination certificate (PhD): Certificate of qualifying university degree or the corresponding certificate of a foreign scientific university/college (if applicable), translated by a certified interpreter, together with the "Statement of Comparability" issued by the KMK (*Kultusministerkonferenz*).

PDF-File (max. 2 MB),

Name of file: Last Name, First Name - Prüfungszeugnis (ÄP).pdf or
Last Name, First Name - Approbation.pdf or
Last Name, First Name - Master.pdf

- **Dissertation (unprotected PDF-File)**
 PDF-File (max. 20 MB),
 Name of file: Last Name, First Name - Dissertation Urfassung.pdf
- **Summary**
 A short (max. 1 page each) summary of the dissertation (abstract), in German **and** English, including title of the doctoral thesis, name of doctoral candidate.
 PDF-File (max. 2 MB),
 Name of file: Last Name, First Name - Zusammenfassung DE-ENG.pdf
- **Statement on contribution to thesis**
 Please describe the experiments/work performed by yourself, list the experiments that were performed with help from other persons and the experiments/work that was performed exclusively by other persons.
 PDF-File (max. 2 MB),
 Name of file: Last Name, First Name - Eigenanteil.pdf
- **Publication(s) (if applicable)**
 PDF-File (max. 10 MB),
 Name of file: Last Name, First Name - Publikation 1.pdf
 Last Name, First Name - Publikation 2.pdf
- **Author contribution**
 In case of a publication with substantial contribution by the doctoral candidate, please submit the description of the independent research contributions of the candidate and each co-author, signed by the first author, corresponding author, and doctoral candidate
 PDF-File (max. 2 MB),
 Name of file: Last Name, First Name - Autorenanteile 1.pdf
 Last Name, First Name - Autorenanteile 2.pdf
- **Transcript of your studies / proof of enrolment**
 Documenting the study period at Heinrich Heine University Düsseldorf. The certificate has to cover the complete duration of your doctoral project. Please download it through your student account (*Studierendenportal*).
 PDF-File (max. 2 MB),
 Name of file: Last Name, First Name - Studienverlaufsbescheinigung.pdf
- **Vote of Ethics Committee**
 According to § 4 (8): a copy of ethical clearance letter of the responsible ethics committee (including all Amendments).
 PDF-File (max. 2 MB),
 Name of file: Last Name, First Name - Ethikvotum.pdf
- **Project licence/Personal licence for animal testing**
 According to § 4 (9): a copy of the clearance letter and the reference number issued by LANUV / ZETT (for organ removal), proof or certificate of expert training.
 PDF-File (max. 2 MB),
 Name of file: Last Name, First Name - Tierversuchsgenehmigung.pdf
 Last Name, First Name - Fachkundenachweis.pdf

- **Affirmation (in lieu of an oath) (*Eidesstattliche Versicherung*)**
Affirmation, dated and signed.
PDF-File (max. 2 MB),
Name of file: Last Name, First Name – Eidesstattl. Versicherung.pdf
- **Certificate on attendance of medRSD training programme (Dr. med. / Dr. med. dent. / Dr. PH)**
Please contact the office of Graduate Center Medicine for a certificate of attendance.
Please ask for the certificate even if you have been exempted from participating in the training programme (Contact medRSD, medrsd@hhu.de, Phone: 0211/ 81-08283).

Certificate on attendance of PhD training programme, progress reports

Please contact the scientific coordinator of the PhD program for a certificate of attendance.
(Contact PhD Program, phd.medizin@med.uni-duesseldorf.de). This certificate also confirms the timely submission of all progress reports.

You do not have to submit the following:

Certificate of good conduct (*Führungszeugnis*)
Printed copies of your dissertation

You will have to submit/show the following documents as originals or certified copies before receipt of your doctoral certificate:

Certificate of birth or marriage
Examination/Graduation certificate of your qualifying university degree

What happens next?

1. Go to the online form *Antrag auf Zulassung zur Promotion* and choose the form with the degree that shall be awarded, fill in your details and upload all necessary documents. You can save the form and resume later.
2. You will receive a confirmation by e-mail after submission of the form. This e-mail includes information on the next steps, e.g. check of your identity via skype.
3. We will contact you in case of questions.
4. You will receive a notification of admission by e-mail, once your application has been approved of and the reviewers have been chosen.

Please contact the office *Promotionsangelegenheiten* for questions:
promotion@med.uni-duesseldorf.de