

## Guidelines on Online Registration with Medical Research School

(Dr. PH)

Since in the field of Public Health the degrees qualifying for a doctorate can vary widely, it is necessary to check the admission requirements before registering the project. This results in a two-step registration process.

- 1) **Check for Equivalency:** For checking of fulfilment of admission requirements, please fill in the Online form “Äquivalenzprüfung im Fach Public Health” on our webpages.

The following documents are needed for the electronic application:

- **Letter of support of your future supervisor (*Doktorvater/Doktormutter*) to the Examination Board of the Master's programme in Public Health at the Faculty of Medicine**  
Official letter from your future supervisor with a recommendation for the doctorate  
PDF-File (max. 2 MB)  
Name of file: Last name, First name - Letter of support.pdf
- **CV / Resume**  
A tabular CV (D/E), focusing on your educational background  
PDF-File (max. 2 MB),  
Name of file: Last name, First name - CV.pdf
- **Project outline**  
a short description of your doctoral project  
PDF-File (max. 2 MB),  
Name of file: Last name, First name - Project outline.pdf
- **Certificate of Final examination**  
State examination or Certificate/Diploma, with complete listing of courses and Diploma Supplement.  
International documents have to be handed in as certified translation (German/English) together with the documents in original language  
PDF-File (max. 2 MB),  
Name of file: Last name, First name - Certificates.pdf
- **Proof of special scientific achievements linked to public health (2 years minimum)**  
Can be submitted later, if necessary  
PDF-File (max. 2 MB),  
Name of file: Last name, First name - Proof of Public Health achievements.pdf

You will receive feedback from us on the result of the check for equivalency. In case of a positive result, you can proceed and register your project with Medical Research School.

2) For **Registration** of your doctoral research project with medRSD, please prepare the following documents for electronic submission:

- **Project outline and Supervision agreement**

The template provided, signed by you and your supervisors

PDF-File (max. 2 MB)

Name of file: Last name, First name - Doctoral project.pdf

- **If applicable: Vote of ethics committee**

a copy of the letter on ethical clearance (including all amendments)

PDF-File (max. 2 MB),

Name of file: Last name, First name - Ethical clearance.pdf

- **Certificate of Final examination (Human medicine / Dentistry)**

Certificate for passing the German state medical exam or German state dentistry exam or the German license/occupation permit (*Approbationsurkunde*)

PDF-File (max. 2 MB),

Name of file: Last name, First name - Final Examination.pdf

**You will have to present the following documents as notarised copies/originals later when submitting your thesis:**

Certificate of birth or marriage

Examination certificates of university degree

### **What happens next?**

1. Go to the online application form first, 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. Please make sure to check your SPAM folder. Have you used the correct e-mail address?
3. The application documents will then be checked. We will contact you in case of questions.
4. Once you have received a confirmation of equivalency of your degree, you can proceed and register with medRSD.
5. You will receive a notification of successful registration by e-mail.

Please contact the office of Graduate Center Medicine for questions:

[medrsd@hhu.de](mailto:medrsd@hhu.de)