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:
https://www.graduiertenzentrum-medizin.hhu.de/kontaktformular