

Regulations for PhD students at the Faculty of Chemistry and Pharmacy

(documents marked * can be downloaded at: <http://www.cup.uni-muenchen.de/promotion/index.php>)

Step I

Finding an advisor / supervisor:

First you are responsible for identifying and contacting a professor who will supervise your thesis (in other words a "Doktorvater" or "Doktormutter")

Step II

Applying for admission to the doctoral office:

Contact by phone the Promotions- und Habilitationsbuero der Fakultaet für Chemie und Pharmazie (PhD Office of the Faculty of Chemistry and Pharmacy), Ludwig-Maximilians-Universitaet Muenchen, Butenandtstrasse 5 - 13, Haus F Room 2.060, D - 81377 Muenchen Tel.: 089 / 21 80 – 77 001 Email: Promotion@cup.uni-muenchen.de (office hours: Monday, Tuesday, Thursday, Friday 9:00 to 11:30 a.m. closed Wednesdays).

*Registration must be completed no later than three months
after starting your PhD undertaking*

Required documents for students whose supervisor is a member of our faculty and with a foreign university degree:

1. Complete the **online form "registration"** carefully. By clicking on «Submit/Send» the file will be saved and sent. Before you leave the webpage, please print out the form (Button „Bewerbungsdaten als PDF“), sign and bring it with all the necessary documents (see below) to the appointment
2. An informal **short cover letter** to the dean stating your intention to apply for admission to the PhD program at LMU Munich (in German or English)
3. A **curriculum vitae** in German or English with contact information (address, nationality, place and date of birth, place and duration of study, etc.)
4. Your **university degree certificate** (original + 1 simple copy or certified copy) verifying a total of a five-year official length of program (for example three year Bachelor and two year Master). The five year study regulation will not be applied to the state examination system. The certificate should include your final grade and the grading scale. Information on course content and all results leading to the degree award should be provided in the form of an official transcript of records. The transcript should show information about grade distribution at the master level. The applicant's final average mark of master degree after at least 6 Semester Bachelor (please submit it only in copy) or of diploma degree (at least 9 Semesters) must be "very good" (= up to 2.5 on the marking scale from 1 to 4 ("last passing grade")) or an official written confirmation that the candidate belongs to the top 30 % of his class and in his discipline at his university (no technical college). Other rules are valid for fast-track students. For People's

Republic of China, Vietnam and Mongolia is also requested the **APS-Certificate** from the German Consulate

5. An **official translation** in German or English of the documents mentioned above (original or certified copy + 1 simple copy)
6. Written **confirmation** which qualifies you for admission to a PhD program at your "home university" (may be included in your student transcript e.g. "Access to further studies: PhD programs")
7. The form „**Registration for the PhD Program.pdf**“ * , filled out online, and, where appropriate, also a letter of recommendation from your supervisor (Doktorvater/ Doktormutter)

Students (external PhD-students) whose *supervisor is not member of our Faculty* also require the forms:

- „**External PhD candidate in Chemistry or Pharmacy.pdf**“ * for Chemistry and Pharmacy
- *or* „**External PhD candidate in Biochemistry.pdf**“ * for Biochemistry

If your application is successful, you will receive an official letter from the Dean confirming your acceptance for admission to the PhD program (Zulassung zur Promotion) and a written notification of your admission (Bescheinigung ueber die Zulassung zur Promotion). With these documents you could (if you want) enrol at the Office of International Affairs (Referat fuer Internationale Angelegenheiten, Referat II A 3) Ludwigstr. 27, 80539 Muenchen (<http://www.lmu.de/international>) Email: zulassung.international@lmu.de.

Application deadlines:

January 15 for admission to the summer semester
July 15 for admission to the winter semester

There is no time limit on completing your PhD thesis. Enrolment, however, is restricted to 6 semesters.

Step III

Submitting your thesis:

When you have finished your PhD thesis you should make an appointment by phone and submit it to the Promotions- und Habilitationsbuero der Fakultaet fuer Chemie und Pharmazie, Ludwig-Maximilians-Universitaet Muenchen, Butenandtstrasse 5 - 13, Haus F Room 2.060, D - 81377 Muenchen Tel. 089 / 21 80 – 77 001 Email: Promotion@cup.uni-muenchen.de (office hours: Monday, Tuesday, Thursday, Friday 9:00 to 11:30 a.m. Wednesday closed). Your PhD thesis can be submitted only if all of the above-mentioned documents are enclosed.

Please bring the following documents:

1. Complete the **online form "thesis submission"** carefully. By clicking on «Submit/Send» the file will be saved and sent. Before you leave the webpage, please print out the form (Button „Bewerbungsdaten als PDF“), sign and bring it with all the necessary documents (see below) to the appointment:

2. **CV** in English or German with contact details (address, nationality, place and date of birth, place and duration of study, etc.)
3. **Two bound copies of your thesis** (DIN A 4, no spiral binding). They have to be similar to the copies the two-evaluators (Gutachter) receive from you. Your thesis must contain a "Table of Contents" and a "Summary" of the entire thesis and form Nr. 9 *. A CV at the end is optional
4. *either* Your **contract** of employment in an academic activity as a public sector employee (**original and copy**). The contract should not have expired more than 3 months before submission. Scholarships are not accepted as employment contracts. A contract in the public sector implies that at the beginning of the employment a certificate of good conduct was submitted to the employer, *or a certificate of good conduct* ("Fuehrungszeugnis zur Vorlage bei einer Behoerde § 30 Abs. 5 BZRG") available at the local administration office (KVR Kreisverwaltungsreferat), *sent to the Promotionsbuero (Attn. Frau Wuehrer) and arrived before an appointment for the thesis submission will be fixed*
5. Download and fill out online the following files at <http://www.cup.uni-muenchen.de/promotion/index.php>): **forms Nr. 4 * - Nr. 9 *** and have Nr. 7 * signed by your supervisor and Nr. 8 * signed by your (internal) supervisor / Fachvertreter. Form Nr. 9 * should be integrated into your thesis
6. If you have *ever* been enrolled at the LMU, an enrollment attestation like „**Immatrikulationsbescheinigung**" which was sent at the beginning of each semester with your student ID-card.

Step IV

The oral examination (Rigorosum):

The examination board is composed of six members and at least four of them must be professors. Only two may be assistant professors (Privatdozent, PD) or a group leader, but only after he / she has been accepted by the Faculty Council as an authorised member of doctoral boards.

Only two may be "external" (not a member of the Faculty of Chemistry and Pharmacy).

The circulation of the dissertation to all members of the board ("Umlauf") can begin only **after** the two evaluators (Gutachter) (the first being your supervisor or, if you are an external student, the Fachvertreter) have sent their evaluations (Gutachten) to the Promotionsbuero!!! The very last date for sending the evaluations is 2 weeks for the oral examination.

The circulation is complete when your dissertation has been signed by the four remaining members of the board. In order to accelerate the procedure, you can give a copy of your thesis to each member of the board.

The circulation must be completed, at the latest, one week before your examination, so that the official invitations to you and the board members can be posted on time.

Please note, also, the invitation can be sent only when the dissertation has been circulated to all members of the examination board and returned to the Promotionsbuero!!

You should arrange the date of your oral examination (Rigorosum) with all the 6 members of your examination board.

Then, please send an e-mail as soon as possible to: Promotion@cup.uni-muenchen.de indicating your oral examination date, time (beginning of the exam) and place (house and room number and complete address if not on campus).

You are responsible for reserving a room for the exam.

After the oral defence, the dissertation which was circulated among the examination board will be returned to you for any necessary corrections. Your supervisor will sign the form "After the oral defence.pdf" * after your corrections have been completed.

Step V

Depositary copies of your thesis and certificate of the granting of a Doctoral Degree:

In order to receive your final degree, please submit to the University library, Publikationsdienste Dissertationen, following documents:

- Form No. 10 "**After the oral defence.pdf**" * signed by your supervisor
- Six corrected copies of your thesis signed by you (DIN A4 or DIN A5)
- An upload your electronic thesis (<http://edoc.ub.uni-muenchen.de>)
- Additionally fill out, sign and submit the official form (in two copies): (<http://edoc.ub.uni-muenchen.de/hinweise/formblt.pdf>)

moreover if you have a blocking note:

- Fill out, sign and submit the official form for the issue of a blocking note:
 - for patents for patent applications: <http://edoc.ub.uni-muenchen.de/hinweise/spv.pdf>
 - for publications in a journal: https://edoc.ub.uni-muenchen.de/hinweise/spv_pub.pdf.

Four up to eight weeks after delivering the depositary copies you can send an email to the Promotions- und Habilitationsbuero, (Promotion@cup.uni-muenchen.de) asking if your degree certificate is available for collection.

Office hours for the Degree collection only: Tuesday and Thursday: 11:30 – 12:30 a.m.
PhDs themselves or authorized representatives (only with signed authorization and identity card of both PhD (in copy) and representative person) may collect the certificates in person.
Only after receiving your degree certificate are you lawfully allowed to use the title "Dr. rer. nat."