

Regulations for PhD students at the Faculty of Chemistry and Pharmacy

(documents marked * can be downloaded at:
<https://www.cup.uni-muenchen.de/en/promotion-habilitation/promotion/?lang=default>)

Step I

Finding an advisor / supervisor:

You are responsible for identifying and contacting an entitled supervisor for PhD procedures at the faculty who will supervise your thesis ("Doktorvater" / "Doktormutter")

Step II

Applying for admission to the doctoral office (Please contact the PhD Office before submitting the documents):

**Registration must be completed no later than 3 months
after starting your PhD undertaking**

- *Required documents for students with a foreign university degree and whose supervisor is a member of our faculty:*
- 1. Complete the **online form "registration"** carefully shortly before you will contact the PhD office for submitting your documents. The form should still be online by the documents submission. 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“) and *sign it by hand*
- 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.) and signature
- 4. Your **university degree certificates and supplements** (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 degree certificate should include your final grade in numbers 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 (ECTs) at the master level. The applicant's final average mark of master degree must be up to 2.5 on the German marking scale from 1 ("best grade") 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 in original (for CSC students: the original and copy of the CSC entrance letter is needed instead of the APS-Certificate)

5. An **official translation** in German or English of the documents mentioned above (original + 1 simple copy, or certified copy) if your university does not provide an English version
 6. Written **confirmation** of your university stating that your degree and grade qualifies you for admission to PhD programs there without restrictions (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 electronically and signed in original. Where appropriate, also a letter of recommendation from your supervisor (Doktorvater/ Doktormutter)
- *Additional required form for students whose supervisor is not member of our Faculty (“external PhD-students”) instead of the form “Registration for the PhD Program.pdf” *:*
- „**External PhD candidate in Chemistry or Pharmacy.pdf**“ * signed in original by your external and internal (member of the Faculty/Fachvertreter) supervisors
- or
- „**External PhD candidate in Biochemistry.pdf**“ * (only for the PhD major Biochemistry) signed in original by your external and internal (member of the Faculty/Fachvertreter) supervisors. Specifically, for PhDs at the Biochemistry Department: you are required to assist the faculty members with certain teaching activities (please contact Mrs. Dr. Turck at the Genecenter turck@genzentrum.lmu.de).

Enrolment (voluntary!):

If your application is successful, you will receive via mail / internal post (Hauspost: mailbox of your group) an official letter from the Dean confirming your acceptance for admission to the PhD program and a written notification of your admission (Bescheinigung ueber die Zulassung zur Promotion). With these documents you could (if you want) enrol at the LMU International Office. Please get informed about application deadlines and documents at its webpage.

There is no time limit on completing your PhD thesis. The enrolment, however, is restricted to 8 semesters.

Step III

Submitting your thesis:

When you have finished your PhD thesis you should contact the Promotions- und Habilitationsbuero der Fakultaet fuer Chemie und Pharmazie **ONLY** when you have all bellow-mentioned documents:

1. Complete the online form “thesis submission” carefully shortly before you will contact the PhD office by phone for submitting your documents. The form should still be online by the documents submission. 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 it by hand*

2. **A CV** in English or German with contact details (address, nationality, place and date of birth, place and duration of study, etc.) and signature
3. **Two bound copies of your thesis** (DIN A4, no spiral binding). Your thesis must contain a "Table of Contents" and a "Summary" of the entire thesis as well as the form Nr. 9 *. Please do not forget to sign in original at the second page. A CV at the end is optional. The entire title should not be written in capital letters
4. either Your **contract** of employment in an academic activity in a public sector (**original and copy**). The contract should not have been expired more than 3 months before submission. Scholarships are not accepted as employment contracts. or a criminal record certificate ("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 your thesis submission will be fixed.* Please apply for it at the KVR timely (validity: 3 months)
5. Download, fill out electronically and sign the following files (s. <https://www.cup.uni-muenchen.de/en/promotion-habilitation/promotion/end/>): **forms Nr. 4 * till Nr. 9 *** and let Nr. 7 * be signed by your supervisor and Nr. 8 * 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 enrolment attestation with your Student-ID like „**Immatrikulationsbescheinigung**".

The examination board is composed of six members of the Faculty for Chemistry and Pharmacy. Only two of them could be "external" (not member of our Faculty) and belong to another LMU faculty or to another university in Germany or in a foreign country. In case of external members above all abroad, a confirmation by the supervisor could be necessary, stating the *current* position of the person, if the committee member's title corresponds to a German title W2 / W3 (full professorship) or at least to a German PD position (depending on your committee composition!). At least four members must be full-professors (W2 / W3). The remaining two members may be selected from the groups of: associate / extraordinary professors (Apl.-Prof.), honorary professors (Hon.-Prof.), retired professors (Prof. i.R.), Privatdozent (PD) or group leaders authorized by our Faculty Council.

ONLY valid for the Dep. Chemistry: According to the 55th Dep. Directors Board on 16/01/2013 among the first four committee members of the PDF No. 8 list must be a „Fachfremde*r“, it means someone whose field of research is different than yours.

Step IV

The oral examination (Rigorosum):

The circulation of the thesis to all board members ("Umlauf") can begin only **after** the two evaluators (Gutachter) have sent their evaluations (Gutachten) to the Promotionsbuero!!!

The circulation is complete when your thesis has been accepted by the four remaining committee members.

This procedural must be completed, at the latest, eight days before your defence, so that the official invitation can be sent to you and the board members a week before, but only if the Umlauf will finish on time.

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

Then, please send an email as soon as possible to: Promotion@cup.uni-muenchen.de indicating your defence 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 examination, the chairperson will hand you out your thesis for any necessary corrections and a provisional certificate.

Step V

Depository 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 in original by your internal supervisor / Fachvertreter
- Six signed and corrected copies of your thesis (DIN A4 or DIN A5)
- An upload of your electronic thesis (<https://edoc.ub.uni-muenchen.de/>)

moreover, if you have a blocking note:

- Fill out, sign and submit the form for the issue of a blocking note:
 - for patent applications: https://edoc.ub.uni-muenchen.de/hinweise/spv_patent_en.pdf
 - for publications in a journal: https://edoc.ub.uni-muenchen.de/hinweise/spv_pub_en.pdf

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

PhDs themselves or authorized representatives (only with original 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 bear the title "Dr. rer. nat."