

## APPLICATION INSTRUCTIONS

**The Ph.D. students are requested to read these notes and, if applicable, the doctoral degree regulations.**

1. Complete the application form. Submit the application with the documents to your department office. The application is forwarded to the Dean's office and the doctoral committee. After examining the documents, the committee opens the procedure, appoints the reviewers and determines the members of the doctoral committee. Afterwards, the doctoral committee will continue the procedure. The chairman of this commission is usually the supervisor of the doctoral thesis. The Commission is giving the oral test.

2. As a rule, you will propose two reviewers, who are also members of the doctoral committee, and two other members of the doctoral committee. It is recommended that this proposal is made in agreement with the supervisor of the dissertation and the other participating university teachers. The final decision on the reviewers and the members of the commission is made by the doctoral committee.

(in Chemistry the reviewers should be from 2 courses)

3. Formal regulations for the dissertation:

- Title page: according to the attached sample.
- Two summaries in German and English (about 1500 characters)
- For the copies required to be delivered after the oral examination: On the page behind the title page the names of the reviewers and the date of the oral examination are to be entered.
- Information for the publication of your dissertation can be found on the website of the University Library at <http://www.ub.uni-siegen.de/cms/index.php?id=1182>.
- Tabular resumé at the end of the dissertation (starting at birth and then continuing in chronological order).

4. Registrierlicher Nachweis (formerly "Police Certificate of Good Conduct"): Apply for this proof in good time; it must be submitted with the application. However, it may not be older than three months at the opening of the procedure.

5. Times:

- Opening of the procedure: The doctoral committee usually meets on the first or second Wednesday of each month. However, a meeting will only be convened if at least one application has been submitted to the chairman of the doctoral committee on the Monday of the previous week.
- Preparation of the reports: Depends on the reviewers. Usually two to four weeks.
- Display period: 12 working days (18 working days during the lecture-free period).
- Objection period: 7 days.

6. Further details can be found in the doctoral regulations of June 8, 2017, which can be found on the faculty website or in your department office or dean's office.