

Promotionsausschuss Fachausschuss Dr. rer. nat	Promotion Committee Technical Committee Dr. rer. nat
Vorsitzender	Chairman

Procedural instruction for the submission of doctoral and admission applications to the Ph.D. rer. nat. / Faculty IV

General:

\*All information about doctoral studies in Faculty IV can be found on the homepage of the University of Siegen at <http://www.uni-siegen.de/nt/promotion/?lang=en>, where the corresponding applications are also available for download

\* The doctoral committee usually meets on the second Wednesday of each month. However, a meeting will only be convened if at least one doctoral application has been submitted to the chairman of the doctoral committee on Monday of the previous week. If there are only applications for authorization, the chairman may postpone the meeting. The invitation to the meeting always takes place one week in advance

\* Submissions for applications for Ph.D. and admission are made exclusively via the respective department offices. The department offices check the applications for completeness (received stamp!) And then forward them to the chairman of the doctoral committee

\* The doctoral committee will only process applications submitted in full and in due time, with all documents required for the respective procedure

Special instructions for doctoral applications

\* When naming external reviewers or members of the doctoral committee, the name of the university (name, city, country, if applicable) should be indicated on the application in addition to the name.

\* Care must be taken that a confirmation of the approval is submitted. Likewise, all originals submitted for admission (certified documents, copies of certificates, etc.) must be enclosed, provided that these documents have been returned to the applicant.

Special instructions for approval applications

\* Evidence of 8 compulsory semesters must be provided by appropriate documentation. In the case of foreign (especially foreign) degrees, it is indispensable, in addition to the diploma / master's degree, also to enroll in previous degrees (e.g. bachelor's degree)

\* All certificates must be attached in the form of certified copies

\* In the case of foreign documents / certificates, both the original language documents and an English / German translation must be submitted for the equivalence check of the diplomas by the International Office