

Checklist: What documents do I need to submit to apply for admission to the examination phase?

1. Application for registration for a doctorate

- ☐ Please use the template on our homepage for this purpose

2. Passport photo

- ☐ The photo does not have to be biometric. A simple passport photo is sufficient

3. Curriculum vitae

- ☐ 1x loose sheet. This can be taken as a printout from the dissertation

4. Copy of identity card/passport

- ☐ 1x loose sheet

5. Marriage certificate (This document is only accepted as a certified copy from the marriage register)

- ☐ Only to be submitted or resubmitted in the event of a name change

- ☐ **MEDICINE** (These documents will only be accepted as officially certified copies)

6. Certificate of the first section of the medical examination (1st state examination)

7. Certificate of the medical examination (3rd state examination) - if already available

8. Abbrotation (If there is no German state examination)

- ☐ **DENTISTRY** (These documents will only be accepted as officially certified copies)

9. Preliminary dental examination

10. Dental examination – if already available

11. Approbation (if no German examination is available)

12. Doctoral Degree Certificate (These documents will only be accepted as officially certified copies)

- ☐ 1x loose sheet (if a doctorate has already been completed)

13. Publication. incl. any supplement

- ☐ 1x loose sheet

14. Second reviewer suggestions

- ☐ Please use the template on our homepage for this purpose

15. A detailed declaration signed by the applicant and the responsible supervisor regarding the applicant's contribution to the publication, if the dissertation has been published in whole or in part (Only necessary for publication dissertation)

- ☐ Please use the template on our homepage for this purpose

16. Waiver Declaration for shared first authorship (Only necessary for publication dissertation)

- ☐ Please use the template on our homepage for this purpose

- 17. A police clearance certificate, which must not be older than eight weeks on the day of submission**
☐ This will not be sent to us by the responsible office, but will be submitted by you together with the other listed documents
- 18. An electronic version of the dissertation**
☐ This will be sent as a PDF document to your contact person in the doctoral office on the same day as the other documents. Please make sure that the PDF document is not write-protected and that the search function has not been deactivated. *Please note* that all dissertations involving patients or patient data (including purely retrospective studies) must include information regarding the ethics approval or consultation with the ethics committee.
- 19. The applicant must also assure that all sources and aids have been properly cited**
☐ Please use the template on our homepage for this purpose
- 20. Proof of enrollment as a doctoral student for at least two semesters in the case of § 4 para. 3**
☐ Please submit your certificate of enrollment for this purpose
- 21. Proof of participation in a course in accordance with § 4 para. 3 in which the applicant has regularly participated**
☐ Please submit the certificate of attendance you received for the course "Scientific Work"

How do I apply for admission to the examination phase?

If you have all the documents listed and have the approval of your doctoral supervisor, you can submit the application as follows:

1. by post to the following address

Dekanat der Medizinischen Fakultät
Rheinische Friedrich-Wilhelms-Universität Bonn
Gebäude B33
- Promotionsbüro -
Venusberg-Campus 1
53127 Bonn

2. via the letterbox in front of the dean's office (Building B33)

3. ask your contact person for a personal appointment for delivery

Last name A-N: promotionsbuero.medfak@ukbonn.de or 0228-287-19203

Last name O-Z: promotionsbuero@ukbonn.de or 0228-287-19204

We also recommend that you take advantage of the form check. To do this, please send us the dissertation as a Word document to the above e-mail address.

Incomplete applications cannot be accepted/processed and will be returned to the sender by post immediately. As soon as we have checked your application and it is complete, you will receive a confirmation of receipt by e-mail.