

## Q&A Doctorate

### - What is the doctoral procedure?

1. Once you have finished writing your dissertation, have received the approval of your doctoral supervisor and have sent us the completed dissertation once by e-mail for a formal check, you can submit the application for admission to the examination phase.
2. As soon as all the necessary documents have been submitted to us and we have positively reviewed your application, we will now initiate the doctoral procedure. You will receive an e-mail from us confirming the initiation and your doctoral number. The dissertation will then go through the review phase.
3. Once we have received both reviews, your dissertation will be assessed by the doctoral committee. The committee usually meets every 2 weeks.
- 4 After the doctoral committee has reviewed your thesis, there are 2 options:

Case 1: The doctoral committee asks you to make corrections. In this case, you will receive a letter by e-mail listing which corrections are required.

Case 2: The committee does not wish to make any changes. You will also receive a letter by e-mail asking you to inform us of an elective subject in which you would like to take your oral examination."

5. As soon as you have notified us of the elective subject, we will send you the admission to the oral examinations by e-mail. You will be informed of the examiners in this letter.
6. When you have completed the oral examinations, we will receive the transcript with your examination results from the examiners.
7. You will receive permission to print from us. This will also tell you who your second assessor was.
8. In order to be able to participate in the doctoral award ceremony, a few more documents must be submitted. These will be listed in our e-mail.
9. As soon as you have submitted all the required documents, you will be invited to the doctoral award ceremony with the presentation of the certificate by the acting dean.
10. From this day onwards, you are entitled to use your Dr.

### - How should the abstract attached to the supervision agreement be structured?

First of all, you should make sure that the abstract is closely coordinated with your doctoral supervisor. Care will be taken to ensure that the research question is scientifically significant. The doctoral committee will review the abstract before your admission to the qualification phase and, if necessary, send it back to you for clarifications or improvements. The abstract should not exceed 1-2 pages and must be structured, i.e. you should briefly describe the clinical/scientific background and state of knowledge and derive relevant questions and objectives from this. A brief description of the methods to be used makes it easier for the doctoral committee to assess

the expected requirements when preparing your dissertation. Make sure that it is clear that your proposed topic will “expand existing knowledge about the theory, course, diagnosis or therapy of a disease or basic medical research through new results”.

- **Who is my contact person for academic problems?**

If you have any problems, always ask your doctoral supervisor first, or your second supervisor if necessary.

- **Who is my contact person in the event of problems with the doctoral supervisor and non-compliance with the supervision agreement?**

If you encounter this problem, please contact our doctoral office. We will then get in touch with the doctoral committee.

- **What do I have to consider if I have studied abroad and have not been granted a German license to practice medicine?**

If you did not study in Germany and therefore did not obtain a German state examination and/or a German license to practice medicine, your documents (diplomas etc.) must be checked for equivalence by the Conference of Ministers of Education and Cultural Affairs or the Central Office for Foreign Education (<https://www.kmk.org/>). Please send us a short e-mail for this purpose. We will then send you the relevant documents.

**ATTENTION:** This must be done before you start your doctoral project. You should also make sure that the examination has been completed and a **positive decision has been made before you arrive in Germany.**

- **How can I take a leave of absence for my doctoral thesis?**

In order to be able to issue you with a leave of absence, you must have already been admitted to the qualification phase (supervision agreement) by the doctoral committee. Only then can you apply for a leave of absence. To do so, please submit the following PDF document by e-mail only:

1. an official letter (on letterhead/clinic sheet) from your doctoral supervisor requesting a leave of absence from studies for a defined period with signature. The letter must contain the following: The reason for the leave of absence and the period (semester) for which you are to be granted leave of absence. If you already have a matriculation number, please include this as well.

After checking the documents submitted, we will send you the leave of absence by e-mail as soon as possible. You can then use this to apply for leave of absence at the Registrar's Office. You will also need the “Beurlaubungsantrag” from the University of Bonn. You can download the template

for this under the following link: <https://www.uni-bonn.de/de/studium/beratung-und-service/studierendensekretariat/beurlaubung>

Please note that the leave of absence is always limited to a maximum of one semester. If you need another leave of absence, you can apply to us again as described above.

- **How many supervision agreements can I submit to the doctoral office?**

There may only ever be one supervision agreement. Unless it is a supervision agreement for a Dr. med. and additionally a supervision agreement for a Dr. med. dent. Please note that if you change your supervision relationship to another university, you must first terminate the contract (supervision agreement) with the Faculty of Medicine. This must be done by mutual agreement with the doctoral supervisor.

- **I would like to terminate my supervision agreement - how do I do that?**

If you would like to terminate your care agreement, we need the application for termination of the care agreement completed in full. You can either send it to us as a PDF document by e-mail or send us the original by post. Please use the corresponding form on our homepage.

- **I would like to extend my supervision agreement - how do I do that?**

If you find that the end date specified in the childcare agreement cannot be met or has already passed, you must apply for an extension. Please use the appropriate form on our homepage for this purpose. Please ensure that your supervision agreement is active during the entire qualification phase. Otherwise we will not be able to issue you with a doctoral certificate or admit you to the examination phase.

- **How long should my dissertation be?**

There are no binding regulations regarding the length of a dissertation. You should determine this in close consultation with your doctoral supervisor. In general, the maximum length of a monograph is 100 pages. Explicit regulations apply to a dissertation for publication, which can be found on our homepage. There are also explicit regulations for the monograph with regard to structure and formatting, which you can also view on our homepage. Please adhere strictly to these guidelines.

- **When can I use the doctorate title?**

The doctoral candidate receives the right to use the title of doctor upon receipt of the doctoral certificate (§ 14 para. 2 Doctoral Degree Regulations).

- **I would like to change my doctoral supervisor - how does that work?**

If there has been a change of doctoral supervisor, we require the completed application form to take over the supervision agreement. You can either submit the original form to us by post or leave it in our letterbox. Please use the corresponding form on our homepage.

- My doctoral supervisor is leaving the faculty/is no longer a habilitated member of the Faculty of Medicine Bonn - what now?

Your doctoral supervisor can continue to supervise you for up to two years after your departure. If a longer period is necessary, this can be requested from the doctoral committee. If this is not approved, a change of doctoral supervisor must be applied for.

- **I have finished my dissertation - what now?**

Once you have completed your dissertation, the next step is to obtain confirmation of publication from your doctoral supervisor. You can then submit the dissertation to the doctoral office with the relevant documents from the checklist. Discuss three possible second reviewers with your doctoral supervisor, but they must not come from the same institute/clinic. Likewise, there must be no close cooperation documented by publications. Furthermore, one of the reviewers must be a full-time professor for life at the Faculty of Medicine. However, before you finally submit the dissertation, we recommend that you send us the dissertation once by e-mail for a form check. You can read about the further procedure under the letter "A".

- **I receive support from a technical assistant. I plan and analyze the experiments, and we take turns carrying out the experiments, as they run over several days. To what extent can I use data in the monograph that was not collected exclusively by me?**

If you receive technical help, but are able to instruct them and carry out the experiments yourself, handle this in the same way as in a publication. Here you name the helping hands in the acknowledgements.

- **Do I need an ethics vote?**

You should put this question to the ethics committee as the responsible body. You can find information on this here: <http://ethik.meb.uni-bonn.de/index.html>

- **Who issues an ethics vote?**

Please submit applications for an ethics vote to the Ethics Committee. The committee will process applications submitted by members of our faculty. If an ethics vote is required for work that takes place outside the UKB but is supervised by members of our faculty, please fill out the form "Application for the Ethics Committee of the Medical Faculty of the University of Bonn (Dr.

med. & Dr. med. dent.) to take over the consultation of the following doctoral project", which you can find on our homepage.

- **Is shared first authorship permissible for a published dissertation?**

The doctoral candidate must be listed as the first author in the published work. Shared first authorship is equivalent, provided it is ensured that the authors with equal rights are not working on the same doctoral thesis. A corresponding written certificate must be submitted. In addition, a written statement on the doctoral candidate's own work must be prepared. Please use the appropriate form on our homepage for this purpose.

■ - **Can a shared first authorship be used by my supervisor for his/her habilitation and by me for my doctorate?**

In the case of shared first authorship, the publication can be used for both the doctorate and the habilitation by one of the two equal authors. The doctoral application must be accompanied by a letter setting out the doctoral candidate's own contribution and distinguishing it from that of the habilitation candidate.

- **I would like to apply for an embargo. How can I do this?**

■ A blocking period/embargo must be applied for via the doctoral committee. For this purpose, you can send an e-mail with the following content together with your supervisor (please always put supervisor in CC):

I would like to request, insert full name, an embargo for my dissertation with the title "insert title" for XX months. Justification: Insert justification.

- **Which certificate of good conduct must be applied for?**

Please apply for a private certificate of good conduct, not an official certificate of good conduct. This will then be sent directly to you personally.

- **When do I have to apply for and submit the certificate of good conduct?**

The certificate of good conduct must be enclosed with the application for admission to the examination phase.

- **Who has to attend the lecture "Scientific work"/Wissenschaftliches Arbeiten?**

Attendance of the lecture is mandatory for all doctoral candidates of the Faculty of Medicine if you have submitted the supervision agreement to the doctoral office from October 9, 2017. The doctoral committee will decide on exceptions if, for example, evidence of attendance of an

equivalent course at another university can be provided (certificate of attendance, content of the course, semester hours per week).

- **Is the second reviewer also the examiner for the oral elective examination?**

No, the second reviewer will not be the examiner for the oral elective examination. The elective examiner will be appointed separately by the doctoral committee.

- **Who sets the dates for the oral examinations?**

You make the appointments yourself. You can either contact the examiners by email or call the secretary's office.

- **Can the oral examinations take place on different days?**

Yes - the exams can either take place on one day or you can arrange appointments on different days.

- **Who appoints the examiner for the oral elective examination?**

The examiner for the oral elective examination is appointed by the doctoral committee.

- **What do I have to pay attention to when naming the institute\*clinic where the work was completed (template page 2)?**

"From the clinic for ...": The decisive factor here is the clinic or institute at which the dissertation was completed and whose infrastructure was used. This is independent of the current place of work of the doctoral supervisor. In the case of external dissertations supervised by a doctoral supervisor from the faculty, the external place of work must be named accordingly.

- **How often does the graduation ceremony take place each year? Am I obliged to attend? Is the number of participants limited? What is the procedure?**

The doctoral award ceremonies usually take place twice a year. The dates and deadlines can be found on our homepage. Doctoral candidates must receive the certificate in person. This handover takes place during the doctoral award ceremony and is mandatory. You may only call yourself Dr. med. / Dr. med. dent. after receiving the certificate. (§ 14 para.)

The Doctoral Committee will decide on exceptions to the awarding of certificates upon written application. If the application is approved, the doctoral certificate can be sent by registered mail. In exceptional cases, the certificate can also be handed over via consulates. The number of participants for the doctoral award ceremony is not limited. The graduation ceremony begins on the designated Saturday at 9:15 a.m. and lasts approximately 2 hours. However, you will be informed of the exact dates and times. You are welcome to be surprised by the program.

- **Do I have to enroll as a doctoral student?**

§ Section 4 (3) of the 2017 Doctoral Degree Regulations: Doctoral candidates who have completed their university studies are required to enroll for doctoral studies in accordance with Section 67 (5) HG. If you have submitted your supervision agreement to the doctoral office from October 9, 2017 and have already completed your studies at this time, you are required to enroll for a two-semester doctoral program.

§ Section 4 (4) of the Doctoral Degree Regulations 2021: Doctoral candidates who have completed a university degree and are not employed full-time at the University of Bonn or the University Hospital Bonn are required to enroll for a two-semester doctoral program in accordance with Section 67 (5) HG. The doctoral committee decides on exceptions.

If you have submitted your supervision agreement to the Doctoral Office from December 17, 2021 and have already completed your studies by this date and are not working full-time at the University of Bonn or the University Hospital Bonn, you are required to enroll for a two-semester doctoral program.

- **How can I register as a doctoral student?**

In order to be able to issue you with a doctoral certificate, you must have already been admitted to the qualification phase (supervision agreement) by the doctoral committee. Only then can you apply for a doctoral certificate. For this purpose, please submit the following PDF documents by e-mail only:

1. The completed and signed form "Antrag auf Ausstellung einer Promotionsbestätigung (Antrag auf Ausstellung einer Promotionsbestätigung)" (please use the corresponding form on our homepage for this) including the proof mentioned therein.

After checking the documents submitted, we will send you the doctoral certificate by e-mail as soon as possible. You can then use this to register as a doctoral student at the Registrar's Office. Please note that the doctoral confirmation is always limited to a maximum of one semester. If you need a new doctoral certificate, you can apply for it again. A short email including your matriculation number is sufficient.

- **What is a publication dissertation?**

A publication dissertation is a German summary of a publication on which you have signed as first author or joint first author. This publication must have been accepted for printing by the editor. In the German abstract, you briefly describe the background to your work, the objectives, the methods used and the results obtained. You may refer to the publication. The discussion of the publication dissertation should critically examine your data based on current literature. Please note that the German summary must NOT be a translation of the publication, as this could be regarded as self-plagiarism (translation plagiarism) and could lead to your

doctorate being revoked. You can find information on the form of the publication dissertation on our homepage.

- **In the publication dissertation, I may also use (and cite) graphics that were used in the publication. What happens if the publication is delayed and I decide to write a monograph? Is there a way to use the graphics/data from the dissertation in the publication so that it does not constitute plagiarism?**

If you submit a German-language monograph, the graphics in the publication will be translated into English and thus modified. This is not considered plagiarism under the current interpretation.

- **I would like to do my doctorate with 2 publications - how do I structure my dissertation for publication?**

Several publications are then summarized in a publication dissertation if they fit together in terms of content. If this is the case, attach your two publications as an appendix (Publication 1, Publication 2) and describe them in the summary. If the contents are so far apart that this is not possible, the question is whether you should concentrate on one publication and integrate the second work into the CV. This could play a role in the grading.

- **As part of my doctoral thesis, I want to summarize previously published studies in the form of a meta-analysis. What do I have to consider?**

Meta-analyses must follow the criteria and specifications of the "PRISMA Statement" and, if applicable, its extensions. The necessary information can be found on the "PRISMA" homepage (<http://prisma-statement.org/>) or in corresponding publications (e.g: Moher et al. Preferred reporting items for systematic reviews and meta-analyses: the PRISMA Statement. Open Med. 2009; 3: e123-30; Rethlefsen et al. PRISMA-S: an extension to the PRISMA Statement for Reporting Literature Searches in Systematic Reviews. Syst Rev. 2021; 10: 39).

- **Can I submit my dissertation before completing my studies?**

Yes - you can initiate the assessment procedure once you have passed the 1st state examination. As soon as we have received the 3rd state examination, we can admit you to the oral examinations.

- **Where can I find out which topics are still available for my dissertation?**

There are three options here:

Option 1: You ask the medical student council.

Option 2: You contact the clinics / institutes directly where you are interested in writing a dissertation.



Option 3: Doctoral exchange (however, this offer is preferably aimed at applicants who have successfully completed the Pre-SciMed): <https://www.scimed.uni-bonn.de/promotionsboerse>

- **I have a degree in veterinary medicine. Can I do a doctorate at the University of Bonn?**

No - In order to be able to do a doctorate at the Faculty of Medicine, a degree in medicine (Dr. med.) or dentistry (Dr. med. dent.) is mandatory.

- **How long can the title of my dissertation be?**

The title may not be longer than 150 characters including spaces.

- **What electives can I choose from for the oral examination?**

- General, visceral, thoracic and vascular surgery
- Anesthesiology and surgical intensive care medicine
- Anatomy
- Ophthalmology
- Biochemistry and Molecular Biology
- Dermatology and Allergology
- Diagnostic and interventional radiology/neuroradiology
- Epileptology
- Experimental Hematology and Transfusion Medicine
- Gynecology
- Cardiac surgery
- Ear, nose and throat medicine
- Human Genetics
- Hygiene and Public Health/Public Health
- Internal Medicine
- Orthodontics
- Pediatrics
- Clinical Chemistry and Clinical Pharmacology
- Medical Biometry, Informatics and Epidemiology
- Medical Microbiology, Immunology and Parasitology
- Molecular Medicine and Experimental Immunology
- Oral and Maxillofacial Plastic Surgery
- Neurosurgery
- Neurodegenerative diseases and gerontopsychiatry
- Neurology
- Neuropathology
- Orthopaedics and Trauma Surgery
- Periodontology, tooth preservation and preventive dentistry
- Pathology

Reconstructive neurobiology  
Urology and pediatric urology  
Dental prosthetics, propaedeutics and materials science

- **Where can I look up the journal abbreviations according to “World Medical Periodicals”?**

“World Medical Periodicals” is an alphabetical list, first compiled in 1953 (L. T. Morton, Compiler. Prepared under the auspices of UNESCO and WHO. Geneva, WHO and UNESCO, 1953. xvi, 237 pp. 12s6d), in which medical and scientific journals are listed with official abbreviations. Journals are listed with official abbreviations. The abbreviations can also be found in the NLM catalog at <https://ncbi.nlm.nih.gov/nlmcatalog>

Please search for the journal and note the “NLM Title Abbreviation”

- **Who appoints the second examiner for my dissertation?**

Your doctoral supervisor must complete the form with 3 second assessor suggestions before registering for the doctorate. Please use the corresponding form on our homepage. The choice of the second reviewer is regulated in § 8 para. 1 of the doctoral degree regulations. According to this, one of the reviewers must be a full-time professor at the Faculty of Medicine, must not come from the same institute/clinic and must be academically independent. The second assessor is finally appointed by the doctoral committee.