

### Guidelines for admission of international doctoral candidates to the Heidelberg Medical Faculty

The information below is a summarized and translated version of the document “*Merkblatt zur Promotionszulassung und Anerkennung von ausländischen Studienabschlüssen*”, from the Office for Doctoral Affairs of the Heidelberg Medical Faculty. The original document (in German) can be downloaded from the Office webpages<sup>1</sup>.

#### Type of doctoral degree

Admission to the Dr.sc.hum. degree is only possible for doctoral candidates who do NOT have a degree in (dental) medicine, equivalent to the German *Staatsexamen Medizin*, from a medical faculty.

At the Medical Faculty their first step is to check whether the doctoral candidate is eligible to be admitted for the Dr.med.(dent) degree and if not, then they will be considered for the Dr.sc.hum. degree.

This check of degree eligibility for international candidates is performed by the *Zentralstelle für Ausländisches Bildungswesen* (ZAB) in Bonn. For details about the verification process, please see below.

For candidates from China a certificate from the *Akademischen Prüfstelle* (APS)<sup>2</sup>, must also be provided. Following receipt of an APS certificate confirming that they may be admitted to a German University, candidates can directly apply for a visa to the APS.

Graduates of Tongji Medical Faculty in Wuhan are exempted from providing a statement from the ZAB.

The decision about whether a candidate is accepted by the Faculty or not is made by the respective Doctoral Committee.

#### Information about obtaining confirmation from the ZAB of eligibility to register for a doctoral degree

For holders of an international degree their eligibility to register for a doctoral degree (Dr.med. or Dr.sc.hum.) must be checked by the ZAB in Bonn. In some cases, the degree and university is listed in the ZAB's “Anabin” database<sup>3</sup>. If this is the case, for candidates holding a degree from a university within the EU (only), a print-out of the relevant page may be accepted in place of a letter from the ZAB.

The certificates of your candidates have to be sent to Bonn by you (or at some institutes by the Human Resources Department) and not by the candidate. This should take place during the initial recruitment steps, well **before** the candidate arrives. Currently there is a waiting time of several months until a reply is received (!) so the earlier you contact the authority the better.

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<sup>1</sup>Original information sheet from Medical Faculty: [http://www.medizinische-fakultaet-hd.uni-heidelberg.de/fileadmin/medizinische\\_fakultaet/Merkblatt\\_Betreuer\\_Ausland\\_2018\\_10\\_25.pdf](http://www.medizinische-fakultaet-hd.uni-heidelberg.de/fileadmin/medizinische_fakultaet/Merkblatt_Betreuer_Ausland_2018_10_25.pdf)

<sup>2</sup> Akademischen Prüfstelle (APS): <https://www.aps.org.cn/uber-uns>

<sup>3</sup> Anabin database (in German): <http://anabin.kmk.org/anabin-datenbank.html>

# Medizinische Fakultät Heidelberg

## - Promotionsbüro (Office for Doctoral Affairs) -

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In light of the large amount of time it takes for the ZAB to check the documents, the respective Doctoral Committee will consider applications submitted without this ZAB equivalence certificate, however candidates will only be accepted into the faculty **conditional** upon this certificate being provided within a year. If this is not submitted on time, then the acceptance to the Faculty will be revoked.

The ZAB requires copies of diploma as well as examination certificate resp. Bachelor and Master or a postgraduate degree (both certificates and transcripts) opt. including official translation of all documents in English or German.

### **When agreeing to supervise international doctoral candidates, please also note the following:**

- A Dr.med. degree has a duration of at least 18 months: a minimum of 12 months for completion of the dissertation plus about 6 months to obtain the examiner's reports and defend. The defense cannot take place before the second examination report has been submitted with a recommendation for the final grade.
- A Dr.sc.hum degree at the Medical Faculty has a duration of at least 30 months: a minimum of 24 months for completion of the dissertation (normally 3 years) plus about 6 months to obtain the examiners' reports and defend.
- The amount of time it takes for the evaluation of the dissertation varies according to the response of the examiners to the Faculty, the dates of the committee meetings and the time required for corrections of the thesis that could be required by the committee.
- PhD candidates should be advised at the start of their doctoral work that they may have to return to Germany to defend their thesis if it is not possible for this to take place before their funding ends.

### **Further information**

For questions relating to registration of doctoral candidates at the Heidelberg Medical Faculty, please contact the Office for Doctoral Affairs [med.promotion@med.uni-heidelberg.de](mailto:med.promotion@med.uni-heidelberg.de)