

# Medizinische Fakultät Heidelberg

## - Promotionsbüro -

Im Neuenheimer Feld 672 - D-69120 Heidelberg - Tel. 0049 (0)6221 56-22712/22709/6865

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### STEPS OF THE PROCEDURE FOR OBTAINING THE TITLE „Dr.sc.hum“

1. The **application for acceptance as a doctoral student** including **all documents** \* has to be filed before you begin to work on your doctoral project. On the application form you have to indicate the desired examination subjects (one major and two minors). If you have not been able to decide on the specific examiners by the time you file your application, you should inform us of their names as soon as possible, so you have the opportunity to attend lectures of these examiners in order to prepare for your exam.
2. The assessment of your dissertation can be officially started once you have submitted your thesis along with all the required documents (as indicated on our homepage). The submission is possible **2 to 5 years** after you have been accepted as a doctoral student.
3. **The entire assessment process takes about ½ year.**
4. Each semester, there are three meetings of the doctoral committee. The dates of the meetings are published on our homepage.
5. **Deadline for submitting** the application documents and dissertations is **three weeks** before each committee meeting. The dissertation will be sent to a member of the committee for analysis and preparing the discussion at the committee meeting. The **reviewers of your dissertation will be determined** in the committee meeting (for this purpose, you suggest possible reviewers).
6. The reviewers are to write their evaluation within six weeks, which means that they are usually ready within the timeframe of two committee meetings (the most convenient time for you to submit your thesis should be before the first or the last meeting of the semester, so that the process can be concluded within one semester, or so that the semester vacation can be used to for the preparation of evaluations).
7. When both evaluations have arrived, the doctoral committee rules in the next meeting on the acceptance of the written element of your doctoral studies. If the thesis can be accepted in the submitted form, the **board of examiners for the oral exam** is determined by the committee meeting. The chairman/chairwoman of this board is determined by the committee, the three examiners are to be suggested by the doctoral candidate.
8. After the meeting, there will be an internal time period in which the **dissertation will be open to inspection for the members of the faculty council with a voting right for 2 weeks**, after that you are free to make arrangements for the date of your oral examination (for more information please refer to notes for oral exam).
9. After you have successfully passed the oral exam and submitted all the required documents (as indicated on our homepage), we will print your **doctorate degree certificate**. You will receive a copy of this certificate which will carry the original signature of the dean and is sealed by our faculty. Therefore, it is an official document and you are entitled to bear **the title of doctor on receiving it**. The original certificate, which is printed on heavier cardboard paper, will be formally handed to you at the **Doctoral Ceremony** of our Medical Faculty. This ceremony is scheduled once a year and you will receive an invitation about 4 weeks before (please keep us informed in case you change your address). The participation is optional; of course you are free to receive your certificate also by mail.

**\*Certificates and diplomas from other countries have to be checked for equivalence** by the Central Office for Foreign Education (ZAB) in Bonn. This procedure might take a few months. Therefore you are kindly requested to forward copies of your documents to your supervisor **before** coming to Heidelberg. **Applicants from China** will additionally need the **APS-certificate** (see further information on our homepage).