



## Guidelines for Postgraduate Study Application with the Faculty of Natural Sciences (FNW)

The Faculty will approve each PhD applicant's status on a case-by-case basis. Applicants with a German Diplom or a Master's degree in relevant fields, with a minimum grade of "good" are typically accepted. According to the "University Law of Saxony-Anhalt"(Landeshochschulgesetz Sachsen-Anhalt), a Bachelor's degree is insufficient for admission into this PhD program.

International degrees will be evaluated to determine their German equivalency. The Faculty of Natural Sciences will evaluate international degrees according to guidelines set by the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen). Therefore the Otto-von-Guericke University's office for "Doctorate Studies and Long-Term Study Fees" (Sachgebiet Promotion/Langzeitstudiengebühren, K31) will assess the equivalence of foreign certificates. All copies of foreign certificates must be authenticated.

After that, please submit the following documents to the dean's office:

- „Antrag zur Aufnahme als Doktorand/in an der Otto-von-Guericke-UniversitätMagdeburg“, contains:
  - a written statement of confirmation from your program supervisor
  - the working title and intended date of submission for your PhD project
- equivalence check with copies of certificates qualifying you for dissertation
- form "Registration as a doctoral candidate", according to the amendment of the German university statistics law 2017
- detailed information about recent scientific projects and related contact data
- matriculation form (if applicable)

PhD students from other faculties (FME, LIN, DZNE, etc.) are asked to submit an "Application for Admission at FNW" (Antrag auf Zulassung zur Promotion an der FNW), in addition to the aforementioned documents.

The Faculty Board may decide to subject the PhD applicant to further screening. Normally, the PhD program is in the same field as the Diplom or Master's degree. If this is not the case, the Faculty Board will stipulate which additional exams must be taken before admission can be granted. (§ 3 PhD regulations/ §3 Promotionsordnung)At this time, please submit the following documents:

- current CV
- list of publications
- abstract of the Master's thesis (or equivalent) in German or English
- a printed copy or PDF of the Master's thesis (or equivalent), if available

Formally, the doctoral project begins with the recognition as a doctoral candidate at the FNW. Only with this doctoral candidate status you can begin matriculation as a PhD student at Otto-von-Guericke University (via the Office of Student Affairs, K3).

Please note: For the Continuance of your PhD Program it is necessary to know, if there are any changes in your supervision situation (e.g. departure of your program supervisor) for the duration of your doctoral process. Please indicate this in good time.