

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

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 by two offices 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). Additionally, 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.

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
- transcript of records
- abstract of the Master's thesis (or equivalent) in German or English
- a printed copy or CD of the Master's thesis (or equivalent), if available

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 PhD project formally begins when you are offered a position as a PhD student. After you accept this offer, and with it your PhD student status, you will begin matriculation as a PhD student at Otto-von-Guericke University (via the Office of Student Affairs, K3).

Once you have been admitted by the FNW, please submit the following documents to the dean's office:

- a written statement of confirmation from your program supervisor
- the working title and intended date of submission for your PhD project
- 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