Starting the Ph.D. graduation process - (Doctoral degree regulations of July 10, 2003, § 7)

Please submit the following documents to Ms. Heinzelmann (igb@rub.de) electronically. Please use your RUB mail:

1. Official letter directed to the chairperson of the IGB Ph.D. examination board (Prof. Dr. R. Tollrian) stating your request for starting the Ph.D. graduation process. The letter should include the title of the research project, the name of the group providing the workplace, the date when you started working on your doctoral project and the doctoral degree (“Dr. rer. nat.” or “Ph.D.”) to be achieved. Please indicate your current private address including your mobile number and email address as sender. Please sign the letter.

2. The dissertation as pdf:
   – The dissertation may be written in German or English.
   – The title page must be in German and English. Please refer to the sample title page on the internet.
   – The summary must be written in German and English.
   – A curriculum vitae must be included.
   – An authorship clause in German must be included (see form sheet).
   – A list of publications must be included (not necessary for a cumulative thesis).
   – Please identify your contributions to co-authored publications (see § 10 (2)).

Before the oral examination, 5 printed copies are to be submitted, if possible. After the oral examination, you have to submit further printed copies (revised if necessary) for the university library and the faculty library.

3. Pdf’s of each scientific publication or accepted manuscript (not necessary for a cumulative thesis)

4. Proof of at least 12 CPs, which were obtained in courses from the IGB or in accepted courses of other bioscientific graduate schools with ECTS-conformity. The CPs have to be acquired from at least 2 different course options: e.g. seminars, lab courses, congress attendance. The acquisition of CPs is only possible during the Ph.D. program period. Please prepare a list of all attended courses signed by your first supervisor and sorted by LS/AG seminars, congress participation, course assistance (please indicate number of assisted hours), RUB-RS soft skill courses and other courses. For all events not attended in the working group, please submit additional certificates in electronic form.

5. Certificate of matriculation for a Ph.D. study program (§ 7 (1), 1)
6. Confirmation that you made no use of commercial agency services or like and/or any commercial contents advisory services or like and an official declaration concerning the use of commercial proofreading or editing services (see form sheet). This confirmation must also be signed originally and sent to Ms. Heinzelmann (Ruhr-Universität Bochum, Dekanat für Biologie und Biotechnologie, 44780 Bochum) by post.


After the oral examination you have to publish your thesis via the university library (see separate information sheet).