INTERNATIONAL
GRADUATE SCHOOL OF
BIOSCIENCES (IGB)

Starting the Ph.D. graduation process (Doctoral degree regulations of June 15, 2023, § 8)
(Status: 06.10.2026)

Please submit the following documents to the dean´s office (Ms. Schwanebeck-Lepski, ND 03/133):

1. Official letter directed "To the chairperson of the 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 your first supervisor and the name of the group providing the workplace. Please indicate which doctoral degree ("Dr. rer. nat." or "Ph.D.") you like to achieve. Please include your e-mail address and private mobile number in the return address of your letter.
2. 5 copies of the dissertation (single- or double-side printed, DIN A4):
   - The dissertation may be written in German or English.
   - The title page must be in English and German. Please refer to the sample title page on the internet.
   - The summary must be written in English and German.
   - A curriculum vitae must be included.
   - A declaration/authorship clause in English or German must be included (see s. text template on the internet).
   - A list of publications must be included.
   - Please identify your contributions to co-authored publications (see § 10 (5)).

   4 copies of an electronic version of your dissertation saved on a CD as PDF file are also required and must be attached to four hard copies of your dissertation (using a CD envelope).
3. One copy 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 list all events in the template (see Internet) and have it signed by your first supervisor. Please send the signed list including supplementary certificates (see list) by email to igb@rub.de; if you like before the submission deadline.
5. Additional for a cumulative thesis: A statement from your first Ph.D. supervisor confirming that your dissertation meets the requirements of a self-reliant scientific doctor´s thesis, as stated in the doctoral degree regulations § 10 (see form sheet on the internet).

After the oral examination you have to submit one additional **CD** (Dissertation first name family name, month year), **another copy of your dissertation for the faculty library** and **the copies for the university library** (see separate information sheet). These copies have to be revised versions given that a revision is requested by your Ph.D. committee. You will be informed after the oral examination if you have to revise your dissertation.