



Memorandum/Instruction Sheet FOR DOCTORAL STUDENTS

This Information sheet is based on the new version of the General Regulations for Doctoral Studies at Darmstadt Technical University, which were effective March 1, 2018, as amended by the 8th Amendment by resolution of the Presidential Board on February 8, 2018, and - the Special Regulations of the Department of Chemistry dated May 18, 2011, which govern the structure of the Doctoral Program in Chemistry (not mandatory).

The doctoral procedure (at the latest 6 weeks before the date of the doctorate; the date and time must be agreed with the lecturers!) is opened by a written application of the applicant (see annex) to the Dean of the Department of Chemistry. With this letter the following documents are to be submitted to the examination office (contact person Mrs. Dimitrov):

- 1) External applicant, i.e. those who have completed their doctoral degree at another university the following **certified** copies of the degrees are required:
 - Proof of the acquired university access qualification - School leaving certificate
 - Certificate and transcript of the Bachelor's degree or the intermediate diploma degree
 - Certificate and transcript of the Master's degree or the diploma degree
- 2) Curriculum vitae with an overview of the educational path. The integration of the curriculum vitae into the dissertation is not mandatory.
- 3) Receipt/online banking for the doctoral fee paid (Euro 100; bank details see annex)
- 4) In the Doctoral program „Promotionskolleg Chemie“ the certificate of the performance records of the research phase as well as the subject of the minor subject
- 5) Proposal for the selection of the instructor and the co-referee(s) as well as subject examiners I and II (one subject examiner must be from the chemistry department) and their declaration of consent (see annex)

IMPORTANT: Please note that no more than two of the five professors (instructor, co-referee, two subject examiners and chairman) on the examination board should be from the subject area of the examinee! In addition, at least one examiner must belong to the department of chemistry.

- 6) **8 copies** of the dissertation in German or English [(Dr.-Ing.) or (Dr. rer. nat.)]. The applicant must provide a list of all sources used and a declaration (to be included) that he/she has prepared the dissertation independently and only with the aids indicated and that no attempt at a doctorate has yet been made and a declaration that the electronic version is identical to the written version must be signed and included (see annex).
- 7) For the examination office, one copy of the dissertation must be provided with an identical electronic version (USB-stick please label with surname, first name, subject area and date of doctorate).



8) A **cumulative dissertation** is possible on request before submission. (Documents for this can be obtained separately from the Examination Office!) A declaration (also to be included in the 8 copies) from the referees (speaker and co-referee) of the doctoral procedure that they were not involved in the review of the publication is required. In this declaration, please list the publications and include them in the dissertation. The share of the doctoral student or co-referee must be explicitly stated. Please also include this "Declaration of own contribution to publications" (see annex).

9) Preparation of the cover sheet and the dissertation in "Corporate Design" (see annex)

One printout each for the examination file and an additional one for the examination office:

- Cover sheet of the dissertation with a German title and an English title.
- Declaration of independence and doctoral thesis (signed)
- Declaration of conformity of the electronic version with the written version (signed)

In the case of a cumulative dissertation an additional extra print out for the examination office:

- Declaration on the assessment of the publication
- Declaration on the own contribution to the publications

Please contact our examination manager for all questions regarding the doctoral procedure!

Anna Dimitrov
Peter-Grünberg-Str. 4
Gebäude L202, Raum 28
64287 Darmstadt

Phone 06151-16-21005
E-Mail pruefung@chemie.tu-darmstadt.de



An den Dekan/die Dekanin
des Fachbereichs Chemie
z.Hd. Frau Dimitrov
Technische Universität Darmstadt
Peter-Grünberg-Str. 4
64287 Darmstadt

Application for PhD exam

First & last name, "[click and write]"

Address "[click and write]"

Postcode, residence "[click and write]"

E-Mail (TU) "[click and write]"

E-Mail (privat) "[click and write]"

Phone (mobil, on business) "[click and write]"

Matrikelnummer -if present- "[click and write]"

With the submission of my dissertation and the required documents I request admission to the PhD examination.

Dissertation topic: "[click and write]"

"[click and write]"

Supervisor: "[click and write]"



Suggestion and declaration of consent for the examination commission for my PhD examination

Date and time of the PhD examination: "[click and write]"

1. supervisor: "[click and write]"

Unterschrift 1. Gutachter*in

2. supervisor: "[click and write]"

Unterschrift 2. Gutachter*in

1. examiner: "[click and write]"

Unterschrift 1. Prüfer*in

2. examiner: "[click and write]"

Unterschrift 2. Prüfer*in

Chair: "[click and write]"

Unterschrift Vorsitz

Sincerely

(date and signature)



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DARMSTADT

With the request to transfer the promotion fee of € 100 as follows:

Beneficiary:

Promotionsgebühr TU Darmstadt

Credit Institution:

Stadt- und Kreissparkasse Darmstadt

IBAN:

DE36 508 501 500 000 704 300

Intended use:

Fachbereich 07 - Chemie

Projekt-Nr.: 40100191

Payer: Ihr Name und Vorname

Erklärungen

(declarations are to be given in German and included in the dissertation)



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§8 Abs. 1 lit. c der Promotionsordnung der TU Darmstadt

Ich versichere hiermit, dass die elektronische Version meiner Dissertation mit der schriftlichen Version übereinstimmt und für die Durchführung des Promotionsverfahrens vorliegt.

§8 Abs. 1 lit. d der Promotionsordnung der TU Darmstadt

Ich versichere hiermit, dass zu einem vorherrigen Zeitpunkt noch keine Promotion versucht wurde und zu keinem früheren Zeitpunkt an einer in- oder ausländischen Hochschule eingereicht wurde. In diesem Fall sind nähere Angaben über Zeitpunkt, Hochschule, Dissertationsthema und Ergebnis dieses Versuchs mitzuteilen.

§9 Abs. 1 der Promotionsordnung der TU Darmstadt

Ich versichere hiermit, dass die vorliegende Dissertation selbstständig und nur unter Verwendung der angegebenen Quellen verfasst wurde.

§9 Abs. 2 der Promotionsordnung der TU Darmstadt

Die Arbeit hat bisher noch nicht zu Prüfungszwecken gedient.

Darmstadt, den

(name and signature)

Preparation of the cover sheet of the dissertation



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„Title of the dissertation“

**From the Department of Chemistry
at the Technischen Universität Darmstadt**

to obtain the degree

Doktor of Engineering
(Dr.-Ing.)

oder

Doctor rerum naturalium
(Dr. rer. nat.)

Dissertation

from first name last name

First reviewer: Prof. Dr. first name and last name

Second reviewer: Prof. Dr. first name and last name

Darmstadt 20..... (year of the oral examination)

On the back of the cover page:

Date of submission: (please write out the month)

Day of the oral examination: (please write out the month)

last name; first name
Address
Mail address
Telephone number/Fon number



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To the Chairman of the PhD Committee
Prof. Dr. Michael Reggelin
Department of Chemistry
TU-Darmstadt
Peter-Grünberg-Straße 4
64287 Darmstadt

APPLICATION FOR THE SUBMISSION OF A CUMULATIVE DISSERTATION

Dear Professor Reggelin,

since the xx. month year I am working as a doctoral student in the working group of Prof. Dr. xxxxx.

Within the scope of my work "Titel der Arbeit" I was able to produce three publications and one manuscript in review so far.

According to the doctoral regulations of the Department of Chemistry, a cumulative dissertation is possible according to §9 Abs. 4.

I therefore ask you to approve my application to submit my dissertation as a cumulative dissertation.

With kind regards

Signature of applicant

Annex: List of publications (including the percentage of own contribution to the listed publications)

DECLARATION ON OWN CONTRIBUTION TO PUBLICATIONS



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In the following you will find a list of the percentage of publications I have been involved in.

My share in the following publication is xxx%.

[1]

My share in the following publication is xx%.

[2]

My share in the following publication is xx%.

[3]

My share in the following publication is xx% (accepted for publication).

[4]

.....

Date _____

Signature of applicant



DECLARATION ON THE REVIEW OF PUBLICATIONS

_____ Speaker

_____ Coordinator * in date

Neither referee (Prof. Dr. xxxxx) nor co-referee (Prof. Dr. xxxx) of this cumulative doctoral thesis were involved in the review of the following publications:

[1]

[2]

[3] List of publications

[4]

[5]

[6]

[7]

....

Date _____

Speaker Assistant (Prof. Dr. xxxxx)

Co-Referee (Prof. Dr. xxxxx)



LEAVING THE TU DARMSTADT

last, first name: "[click and write]".....

Address: "[click and write]".....

"[click and write]".....

Phone: "[click and write]".....

Mobile: "[click and write]".....

E-Mail: "[click and write]".....

Fachbereich Chemie

Der Dekan
Prof. Dr. Gerd Buntkowsky

Peter-Grünberg-Straße 4
64287 Darmstadt

Tel. +49 6151 16 - 3773

Fax +49 6151 16 - 4073

dekan@chemie.tu-darmstadt.de

Date "[click and write]"

I have no obligations towards:

Work group leader:
signature

Key/Transponder:
signature

Transponders are to be handed in to the working group leader, keys for the buildings L2 02, L2 03 and L2 04 as well as for the gas cylinder store are to be handed in to Mr. Huber and for the building L2 05 to Dr. Engstler.

After receipt of all signatures the form must be submitted to the dean's office (Mrs. Dimitrov, L2 | 02 room 28) of the Department of Chemistry.