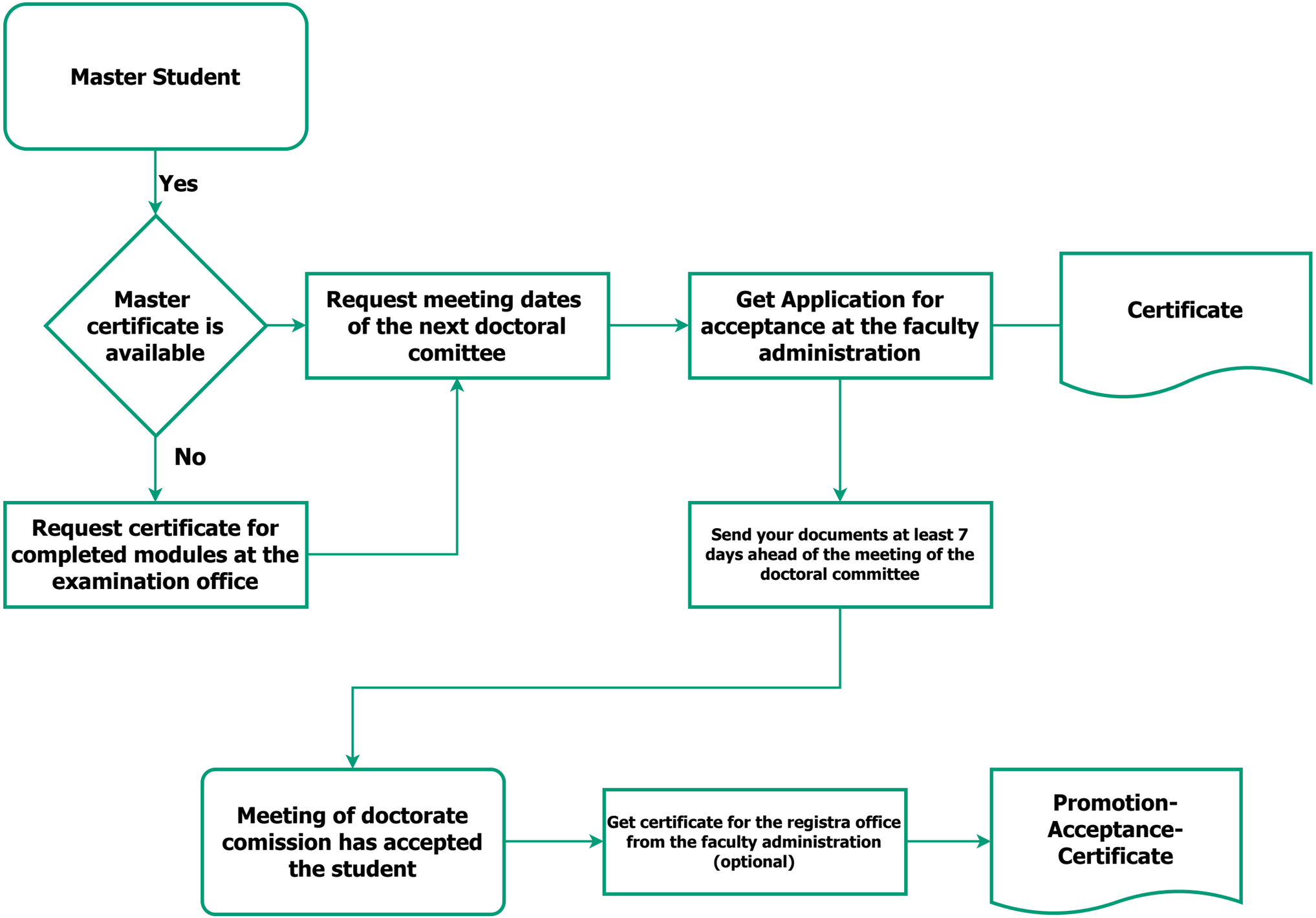
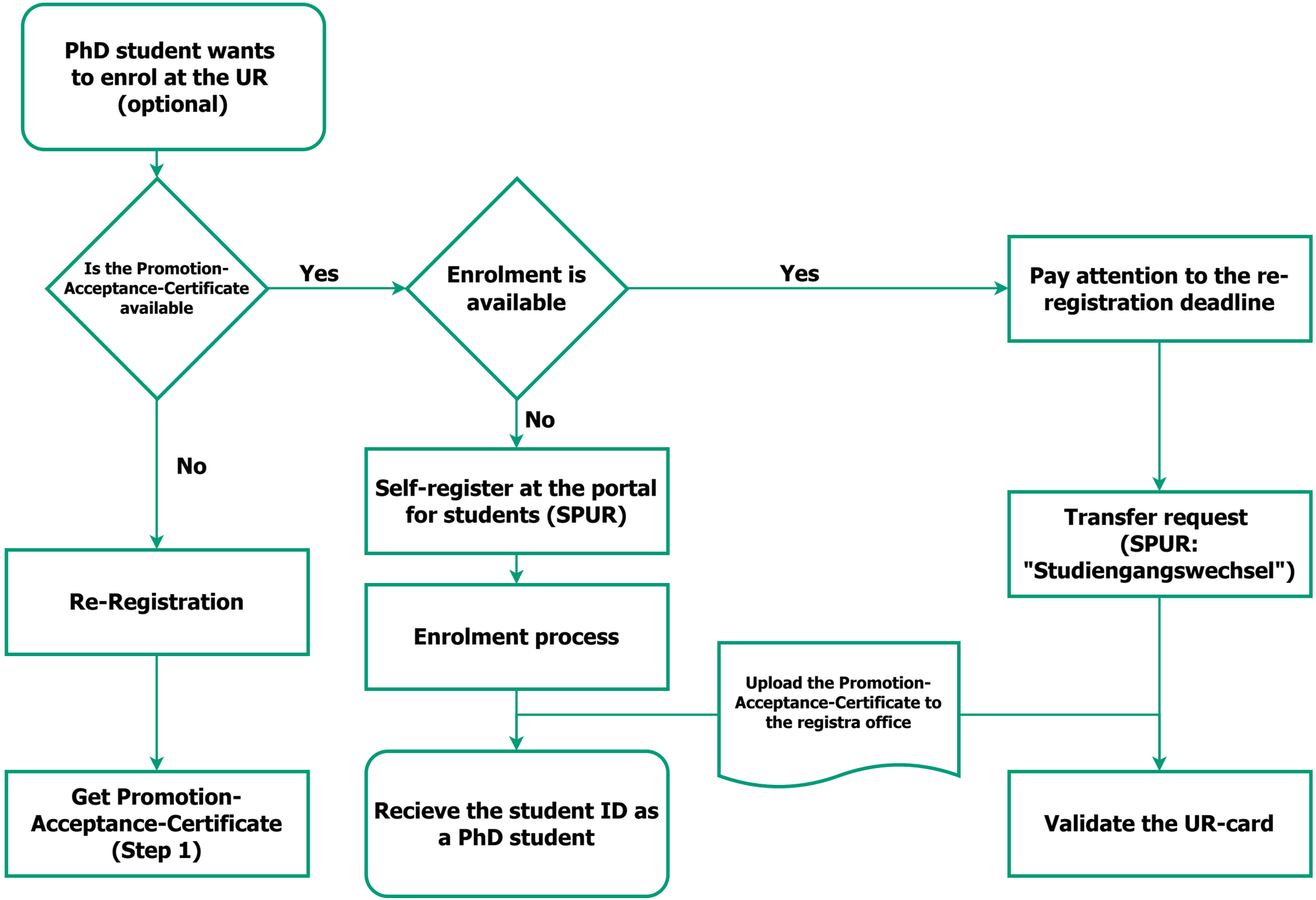
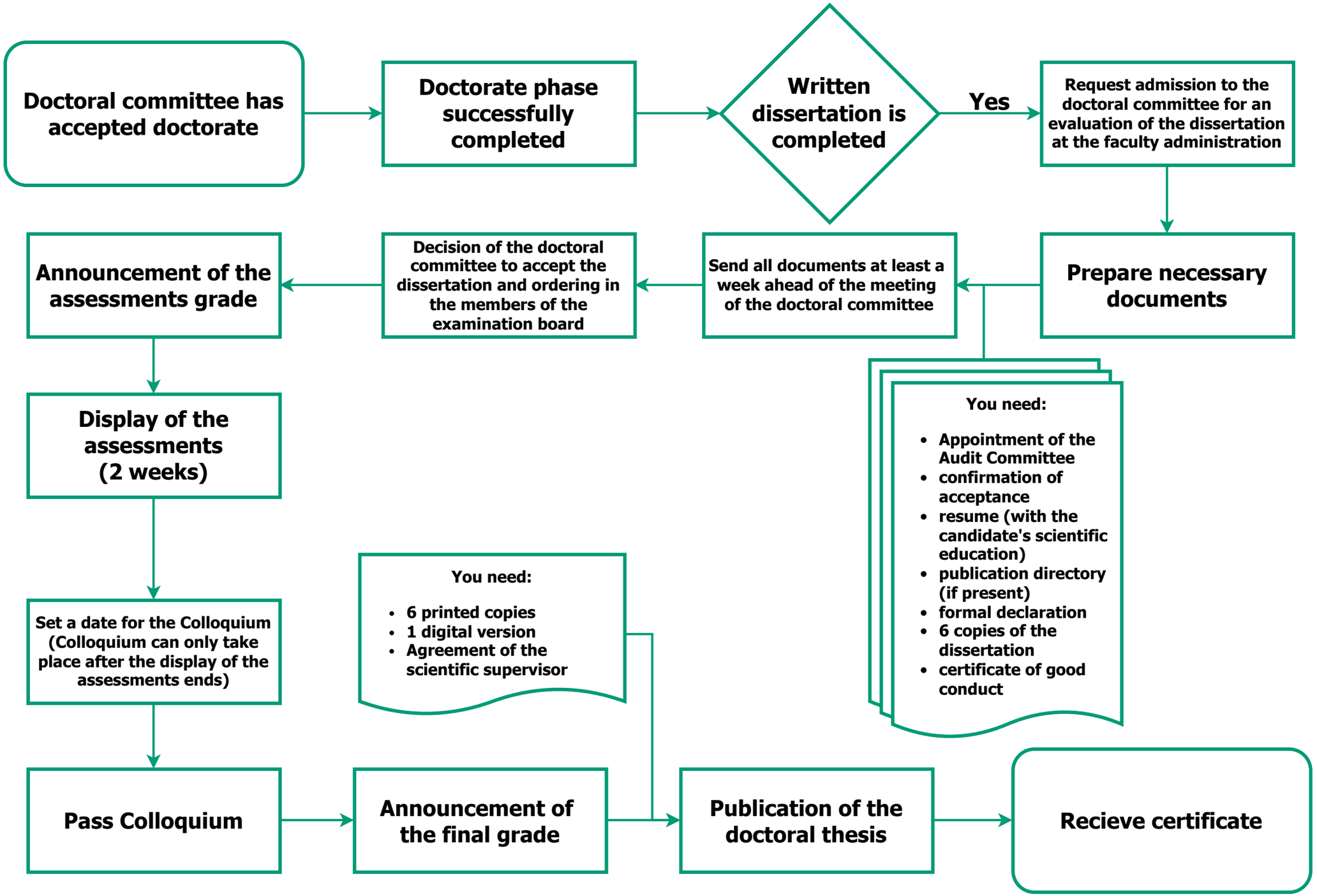

Master Student
Yes
Master certificate is available
No
Request meeting dates of the next doctoral comittee
Request certificate for completed modules at the examination office
Get Application for acceptance at the faculty administration
Certificate
Send your documents at least 7 days ahead of the meeting of the doctoral committee
Meeting of doctorate comission has accepted the student
Get certificate for the registra office from the faculty administration (optional)
Promotion-Acceptance-Certificate


PhD student wants to enrol at the UR (optional)
Is the Promotion-Acceptance-Certificate available
Yes
No
Re-Registration
Get Promotion-Acceptance-Certificate (Step 1)
Enrolment is available
Yes
No
Self-register at the portal for students (SPUR)
Enrolment process
Recieve the student ID as a PhD student
Upload the Promotion-Acceptance-Certificate to the registra office
Pay attention to the re-registration deadline
Transfer request (SPUR: "Studiengangswechsel")
Validate the UR-card


Doctoral committee has accepted doctorate
Doctorate phase successfully completed
Written dissertation is completed
Yes
Request admission to the doctoral committee for an evaluation of the dissertation at the faculty administration
Prepare necessary documents
Send all documents at least a week ahead of the meeting of the doctoral committee
Decision of the doctoral committee to accept the dissertation and ordering in the members of the examination board
Announcement of the assessments grade
Display of the assessments (2 weeks)
Set a date for the Colloquium (Colloquium can only take place after the display of the assessments ends)
Pass Colloquium
Announcement of the final grade
Publication of the doctoral thesis
Recieve certificate
You need:
• Appointment of the Audit Committee
• confirmation of acceptance
• resume (with the candidate's scientific education)
• publication directory (if present)
• formal declaration
• 6 copies of the dissertation
• certificate of good conduct
You need:
• 6 printed copies
• 1 digital version
• Agreement of the scientific supervisor