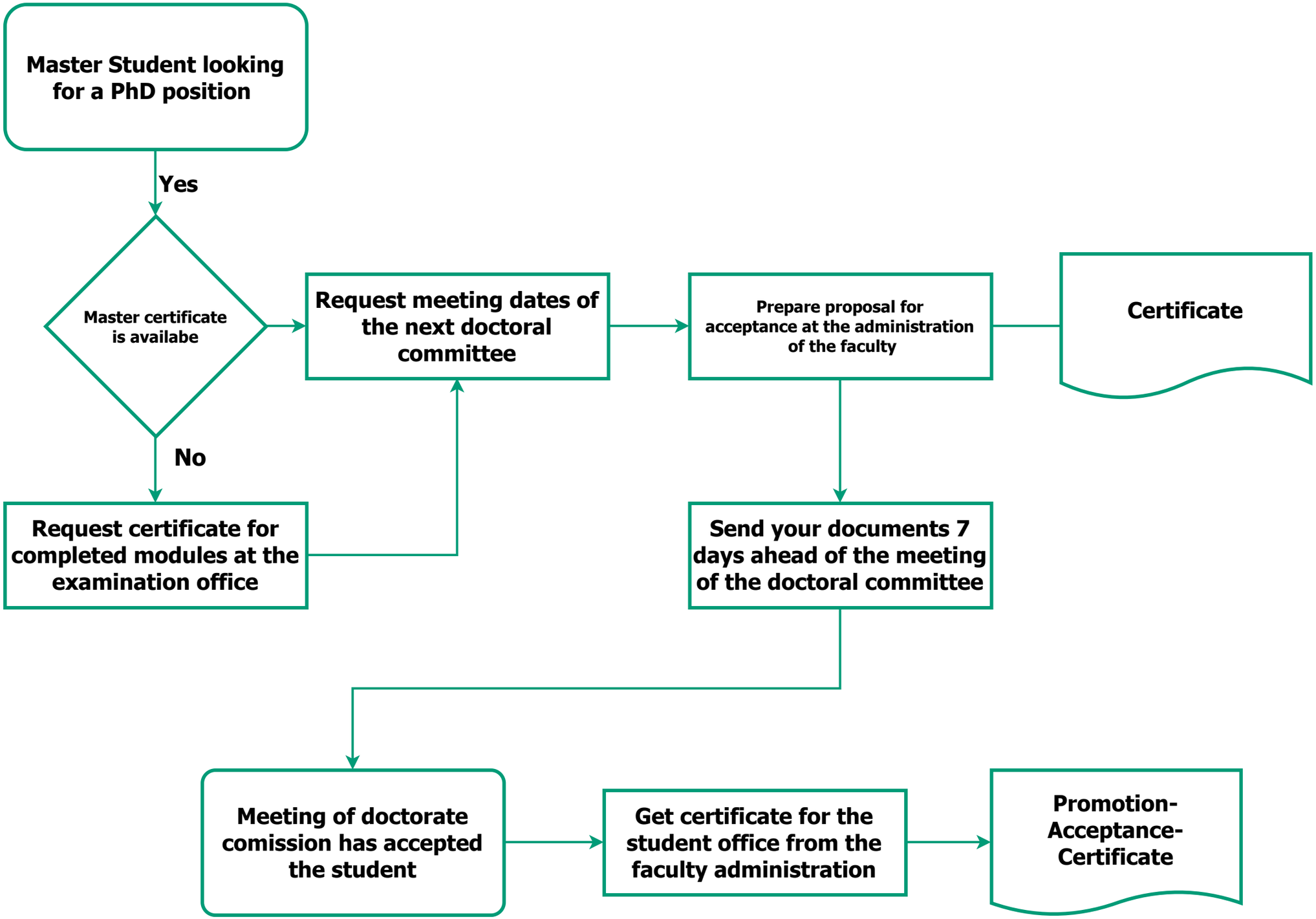
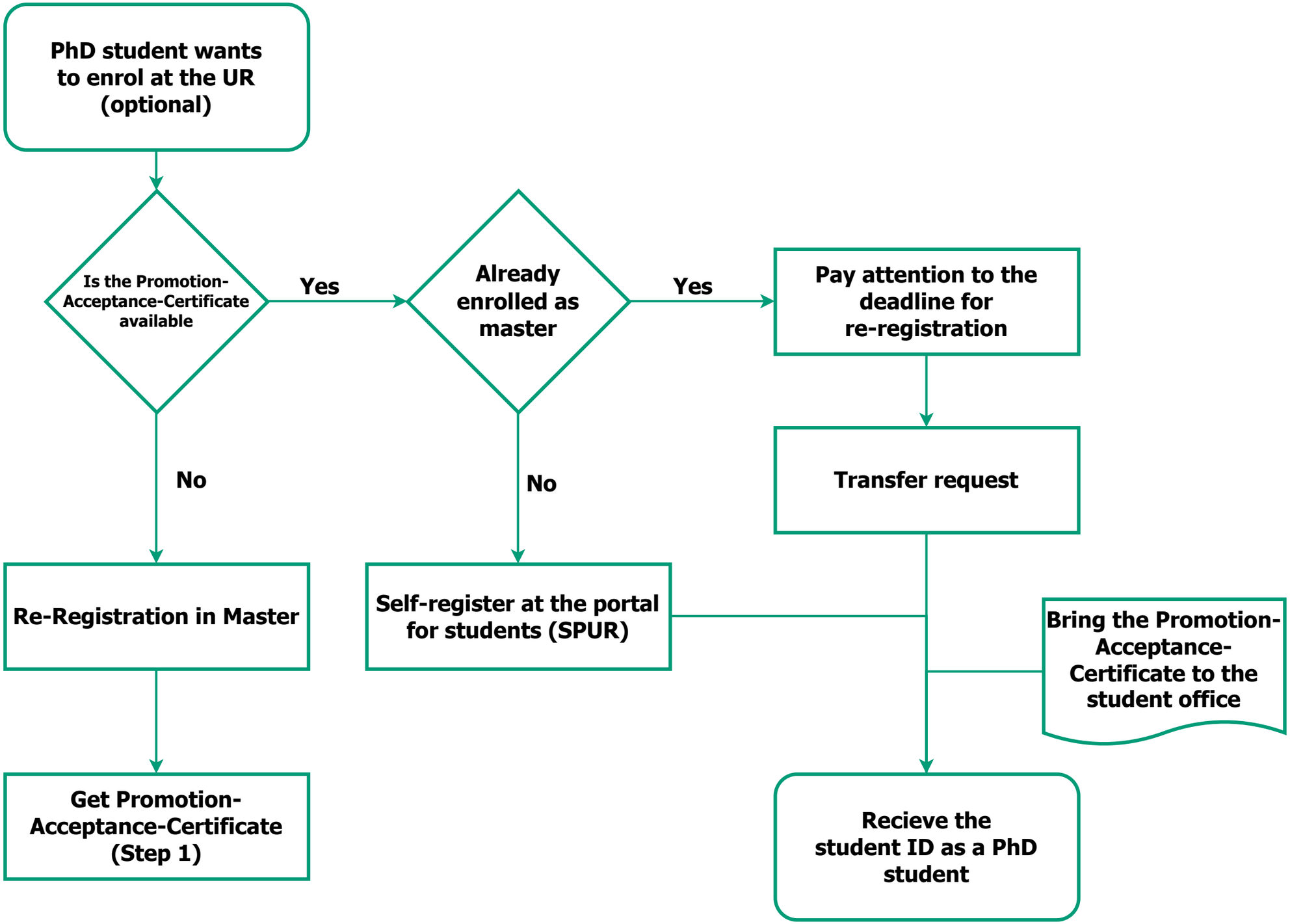
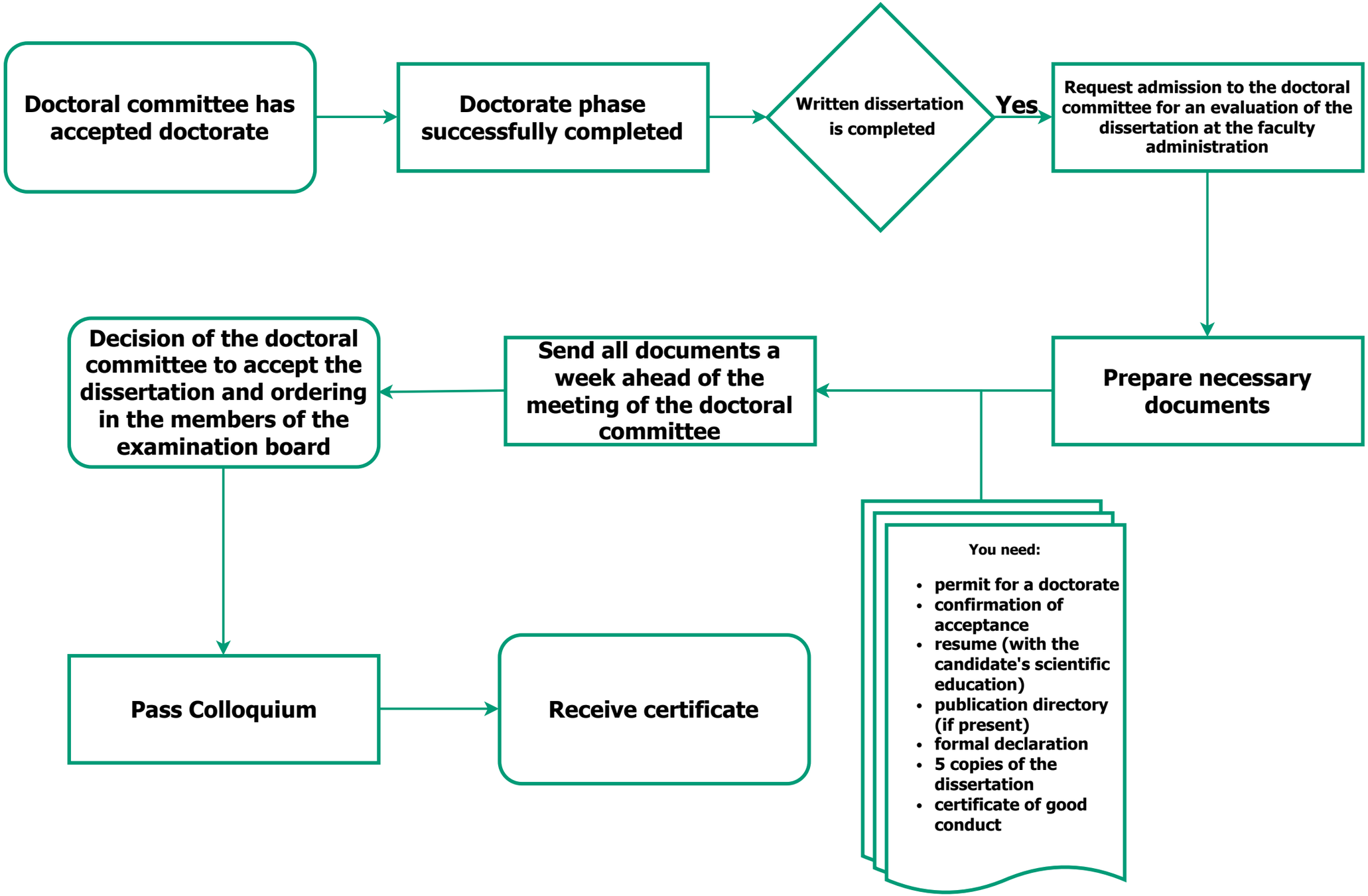

Master Student looking for a PhD position
Yes
Master certificate is availabe
No
Request meeting dates of the next doctoral committee
Request certificate for completed modules at the examination office
Prepare proposal for acceptance at the administration of the faculty
Certificate
Send your documents 7 days ahead of the meeting of the doctoral committee
Meeting of doctorate comission has accepted the student
Get certificate for the student office from the faculty administration
Promotion-Acceptance-Certificate


PhD student wants to enrol at the UR (optional)
Is the Promotion-Acceptance-Certificate available
Yes
No
Already enrolled as master
Yes
No
Pay attention to the deadline for re-registration
Transfer request
Re-Registration in Master
Self-register at the portal for students (SPUR)
Bring the Promotion-Acceptance-Certificate to the student office
Get Promotion-Acceptance-Certificate (Step 1)
Recieve the student ID as a PhD student


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 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
Pass Colloquium
Receive certificate
You need:
• permit for a doctorate
• confirmation of acceptance
• resume (with the candidate's scientific education)
• publication directory (if present)
• formal declaration
• 5 copies of the dissertation
• certificate of good conduct