

Check list: pursuing a doctoral degree with diplomas obtained abroad

According to the regulations of the faculty 4 for obtaining doctoral degrees (Dr. rer. nat., Dr. phil. or Dr. rer. pol.), persons pursuing a doctoral degree must present proof that they have successfully completed previous studies qualifying for doctoral studies. Therefore documents must be submitted to the Dean's Office when applying for acceptance as doctoral candidate or admission to a doctoral degree that proof the following:

- Successful completion of previous studies with at least grade 2,5 or "good"
- Proof of completion of studies in the form of a diploma, "magister" or master certificate or a certificate of successful completion of the first teachers' state examination
- Studies (consecutive studies if applicable) must comprise at least 300 ECTS credit points until completion or be comparable to that scope of studies
- Academic achievements mainly in an area matching the doctoral degree pursued – see individual check lists for the degrees Dr. rer. nat, Dr. phil. and Dr. rer. pol., respectively. Academic achievements mainly in an area exist if least 95 ECTS credit points (excluding theses) were obtained in that area

This list of documents is mainly targeted at studies done in Germany or within the European Union (and additional Bologna agreement signature states). For studies conducted abroad the requirements must be fulfilled in principle by judging if the study achievements are comparable to above requirements. This will be verified by the Dean's Office and may be finally decided by the faculty council in cases of doubt.

When applying for acceptance as doctoral candidate or admission to a doctoral degree with studies mastered abroad the Dean's Office needs the following documents:

- Certificate(s) that proof successful completion of previous studies (in original)**
(in case of two-stage studies both certificates are needed!)
(depending on the language of the certificates they might need to be translated first, see below)

- Transcript(s) of records listing the ECTS credit points obtained (in original)**
(in case of two-stage studies both transcripts are needed!)
(depending on the language of the transcripts they might need to be translated first, see below)

If no credits have been awarded or if it is unclear if the credits awarded are ECTS credits then a transcript of records (in original) is needed that shows the norm duration of studies (not the actual duration of studies!). Again, in case of two-stage studies, records for both studies are needed.

If no transcript or certificate exists that lists the norm duration of studies, any other official document showing the norm duration will suffice, e. g. study regulations, courses of study marketing material etc. If exactly your course of study is listed in the Anabin database (see below), these documents are not needed.

The norm duration of studies must be at least 9 semesters in cases of one-stage studies or 10 semesters in cases of two-stage studies in order be considered principally equivalent to 300 ECTS credits.

- Before submitting any documents to the Dean's Office please check the Anabin database (<http://www.anabin.de>) *upfront* if both the university/universities and course(s) of study are listed.

The university must be listed as „H+“. If it is listed as “H-“, your previous studies do *not* qualify to pursue a doctoral degree.

If it is listed as „H+/H-“, please see Anabin for more information. The Dean's Office will in this case (or in case the university is not listed at all)

need more information about the university to judge if it is a recognised and properly accredited university and the courses of studies meet scientific standards.

Your course of study must be listed in Anabin as „A5“, in case of two-stage studies as at least „A2“ plus „A3“.

If any of the requirements remain unclear or your Anabin searches return no or unclear results (or if the Anabin website, which is available in German only, poses problems) please do not hesitate to contact the Dean's Office for assistance.

Further Explanations:

One-stage studies: e. g. Diploma or „Magister“ studies

Two-stage studies: e. g. Bachelor plus Master studies (no matter if your Master studies have been consecutive or non-consecutive)

Originals and Copies: We strongly recommend to present your documents to the Dean's Office in original. If you present copies they must be legalised by a public office in Germany. Alternatively, they may be legalised or apostilled when the copies have been legalised abroad.

For details please see

http://www.auswaertiges-amt.de/EN/Laenderinformationen/01-Laender/Konsularisches/UrkundenverkehrAllgemeines_node.html

All details, including information on specific countries are available in German only. Please see the below website and contact the Dean's Office for assistance:

http://www.konsularinfo.diplo.de/Vertretung/konsularinfo/de/05/Urkundenverkehr_Allgemein/Urkundenverkehr.html section „Ausländische öffentliche Urkunden zur Verwendung in Deutschland“

Translations: If the documents presented are not in German or English, they must be translated upfront. (For most other Germanic or Romanic languages, e. g. Dutch, Swedish, Danish, Norwegian, Italian, Spanish, Portuguese or French, we will also not need a translation. Please inquire at the Dean's Office.)

If translations are necessary, they must be done by a translator officially appointed and sworn in Germany. Translations done abroad must stem from an institution that is authorised to produce sworn translations (or the country-

specific equivalent). This autorisation must be acknowledged by the German embassy in that country and depending on the country the translation must be additionally legalised or apostilled.

Please contact the Dean's Office with all remaining questions you may have.