

Notification of acceptance of doctoral students of the Section of Medicine Cover letter

According to § 4 para. 6 of the doctoral regulations of the Section of Medicine, each supervising person should send a notification about the acceptance of doctoral students who are supervised to the Central Examination Office.

This notification does NOT constitute a doctoral contract. In this respect, it remains in the hands of the doctoral supervisor or doctoral candidate to withdraw from a dissertation (see also 5.).

1. Planned duration

The entry of a planned duration is to be understood as a guideline with which the doctoral candidate and doctoral supervisor agree on a certain time frame. It provides an opportunity for both to consider the feasibility of the planned study. In this respect, the assessment should be generous rather than restrictive. In general, the duration refers to the experimental phase of the work including the writing of a reviewable paper.

2. Specification of the topic

The research question to be addressed by the doctoral candidate should be only roughly outlined here. The short exposé should include the scientific question, the state of the art of the research, the aim of the work and the intended methodology. It is not necessary to define the final topic here. Nevertheless, the research question should be clearly outlined so that a differentiation from other doctoral students and other topics is possible.

3. Has this topic been assigned before?

"Yes" should be checked here if this topic has been assigned to a previous Ph.D. student, but the work was not carried out to the point of submitting a dissertation thesis, i.e., it was discontinued. Assigning the same topic for the second time usually does not pose a problem, in this respect there should be no false fear of ticking the box. On the contrary, if a thesis has already been assigned once, the doctoral supervisor and the potential doctoral candidate should talk together about the problems that have arisen. This can make the start much easier for the new doctoral student.

4. Are several doctoral students working on this topic?

"Yes" should be checked here if two doctoral students are working on one topic, for example an elaborate animal experimental study, i.e. they share the work. The doctoral students should be made aware that, despite working together, two different dissertations will have to be submitted at the end from which the respective, project-specific own contribution must be evident.

5. Discontinuation of a dissertation

If, for whatever reason, the doctoral candidate or the doctoral supervisor wishes to terminate the dissertation prematurely, this must be notified to the examination office with an enclosed letter ("Completion/ Termination") so that the chairman of the doctoral committee can arrange a mediation meeting after examining the facts.

6. Submission of the completed dissertation

Upon completion of the dissertation and submission of the thesis to the Central Examination Office, the enclosed "Completion/Discontinuation" letter to be attached to the documents.