

Information for foreign students starting doctoral studies at TUM

- Requirements and procedures necessary for obtaining a doctoral degree at TU München are described here at the webpages of the TUM Graduate School:

<http://www.gs.tum.de/en/information-for-applicants/application/>

- Their legal basis are the “Regulations for Doctoral Programs” of TUM:

<http://portal.mytum.de/kompass/rechtsicherheitswesen/promotionsordnung>

General note: All students, German or foreign, have to fulfill the criteria specified here. However, in case of foreign students, nostrification of their master or equivalent degree is required: their degree has to be officially acknowledged as being equivalent to the German M.Sc. The process may take time (weeks to months), and is subject to a handling fee.

Requirements for doctoral studies at the faculty of chemistry at the TUM

1. You need a master, magister or diploma certificate in chemistry or a chemistry related subject, obtained from a scientifically/academically oriented and governmentally acknowledged university. Your master studies must also include a written and graded scientific master thesis.

Note: whether a degree from your specific university is considered equivalent to a German degree is not decided by TUM, but by a central institution for all of Germany (the *Zentralstelle für ausländisches Bildungswesen*, <http://www.kmk.org/zab.html>).

2. Your study records must be above average after conversion into the German grading system (i.e., < 2.5 on a scale from 1 = excellent to 4 = passed), according to the “Bavarian formula”.

Bavarian formula: $x = 1 + 3 \cdot (N_{\max} - N_d / N_{\max} - N_{\min})$

[x = grade in German system; N_{\max} = highest foreign grade; N_d = your grade; N_{\min} = grade required for passing].

3. A faculty member has to agree to act as your Ph.D. supervisor. By regulation of the Graduate School (mandatory membership), a second advisor holding a PhD in chemistry or a related subject is also required.

The process of nostrification

If the above-mentioned requirements are fulfilled, and you want to start your PhD studies at TUM, you must apply for nostrification of your foreign degree. The process may take 1–3 months. Check this link for detailed information on the nostrification process (section 6 on linked web-page):

<http://www.gs.tum.de/en/information-for-applicants/application/recognition-of-foreign-degrees/>

Steps of the procedure:

1. Apply for registration to the doctoral list online via the [DocGS portal](http://www.tum.de/doc-gs) (www.tum.de/doc-gs). Check the box on the form indicating that you hold a foreign degree.
2. Print out the application form; combine it with the other documents mentioned in the **next section**.
3. Make an appointment at the dean's office and turn in the documents in person. You will have to present a valid ID (usually a passport).
4. Your documents will be checked for completeness and then forwarded to the matriculation office.
5. The matriculation office will send you an invoice for a recognition fee of EUR 75. Please pay the recognition fee to the account specified on the invoice. Follow the instructions on the invoice to provide further information on the transfer.
6. You are not directly involved in the following steps: Once the payment has been received, the matriculation office will perform a formal verification of your degree (this may take several days to several weeks) and then report to the dean's office. The dean's office will consult the departmental commission which validates your academic qualifications specifically to the requirements of the doctoral program. Once this review has been completed, you will receive a written notice of recognition from the admissions office.

The following documents must be presented:

1. Application form (printed and signed; the supervision agreement template can be found at the website of your Graduate Center).
2. Supervision agreement (printed and signed).
3. Identification document (passport).
4. "Curriculum Vitae" detailing your education and other (academic) qualifications.
5. Officially certified copy of your degree certificate (no original documents). Also provide a certified translation, if the document is not written in either English or German.
6. Officially certified copy of your degree transcript (no original documents). Also provide a certified translation, if the document is not written in either English or German.
7. Abstract of your final Master's thesis in English (or German)

The degree certificates (point 5, 6) should contain the following information: subjects and grades of the examinations taken as a regular requirement leading to the degree; minimum passing grade. If this is not the case, provide a document from your foreign higher education institution, stating that information (certified copy/translation to English/German, if applicable). *Note:* A diploma supplement alone is not sufficient!

What happens if the requirements for nostrification are not met?

In case the requirements for nostrification are not fully met, a committee at the faculty of chemistry will decide how to handle the application on a case-to-case basis. Candidates may be asked to pass oral or written exams to assess their state of knowledge. Candidates may also be asked to visit lectures and pass exams from the master course of TUM to improve their state of knowledge. ***In case requirements are clearly not met, nostrification may be refused; then admission to the Ph.D. program at TUM is not possible.***