

**Guidelines for your Doctoral Studies at the Faculty of  
Mathematics and Natural Sciences at Heinrich Heine  
University Düsseldorf**

Mathematisch-  
Naturwissenschaftliche  
Fakultät

**A new set of regulations for doctoral studies took effect on the 15<sup>th</sup> of June, 2018.**

You can find them under: [Doctorate Regulations](#)

If you are a doctoral researcher and it is your first day, you need to take the following steps:

Step	Done?
<p><b>1 Register</b> as a doctoral researcher under the section "<b>1. Registration</b>" on our website. For this purpose the following documents are required:</p> <p>a. <b>Curriculum Vitae</b> (signed by hand and dated)</p> <p>b. Discuss and complete the <b>Supervision Agreement</b> with your supervisor and mentor.</p> <p>c. If your <b>first supervisor</b> (§3 (2) Doctorate Regulations as of 15.06.2018) <b>is not member</b> of the Faculty of Mathematics and Natural Sciences: Complete the form <a href="#">Exception permit external first supervisor</a></p> <p>d. If your <b>mentor</b> (§3 (4) Doctorate Regulations as of 15.06.2018) <b>is not member</b> of the Faculty of Mathematics and Natural Sciences: Complete the form <a href="#">Exception permit external mentor</a></p>	
<p><b>2</b> You will receive <b>written confirmation</b> by email that your registration for doctoral studies is complete. Once you receive this email, please send a <b>reply confirmation by email</b> by return.</p>	
<p><b>3</b> Print out this confirmation plus your electronic registration and keep a <b>copy for your records</b> together with your other documents.</p>	
<p><b>4</b> Once you have received the confirmation email from the Dean's office, you <b>may</b> register officially as a doctoral researcher at the <b>Student Secretariat</b>.</p>	
<p><b>5</b> Register at iGrad and attend the compulsory course on "<b>Good Scientific Practice</b>".</p>	

If you are already enrolled as a doctoral researcher under the previous regulations and wish to switch to the new regulations, you may use the checklist above and submit the Supervision Agreement. If the switching process is completed you will receive a letter of confirmation.

Important forms, links and additional information can be found under:

<http://www.math-nat-fak.hhu.de/en/doctoral-research.html>

**For correspondence with the Dean's office, please use the following email adress:**

[promotionmf@hhu.de](mailto:promotionmf@hhu.de)