

**Application for provisional acceptance as a doctoral candidate
at the Faculty of Arts and Humanities of the
Heinrich Heine University Düsseldorf
according to the doctoral regulations of 16.10.2017**

Please complete the form and submit it to the doctoral office, signed by all participants and submit it with all documents (see para. 10) to the PhD office of the Faculty of Arts and Humanities:

To the Chairperson of the Doctoral Committee

Heinrich Heine University Düsseldorf
Faculty of Arts and Humanities
Building 24.51, Level 01, Room 21
Universitätsstr. 1
40225 Düsseldorf

Remark:

Due to the COVID-19 pandemic you are welcome to send the signed form and all documents (see para. 10) also as a scan by email to: siep@phil.hhu.de

Faculty of
Arts and Humanities
Dean's Office

PhD Office

Dr. Julia Siep

Phone: +49 (0)211 81-12937

E-Mail: siep@phil.hhu.de

Building 24.51

Level 01 Room 21



Graduate Academy philGRAD

Dr. Simone Brandes

Managing Director

Phone: +49 (0)211 81-13134

E-Mail: philgrad@phil.hhu.de

Building 24.51

Level 01 Room 24

**Heinrich Heine University
Düsseldorf**
Universitätsstraße 1
40225 Düsseldorf

www.hhu.de

1. Personal details of the doctoral candidate

Ms

Mr

Surname(n)	First name(s)
Street	Postcode, place
Phone	E-mail
Date of birth	Birthplace
Nationality(ies)	

2. Doctoral subject (according to Annex 1 of the doctoral regulations for dissertation and disputation)

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3. Graduate Academy philGRAD

As soon as you have been provisionally accepted as a doctoral student at the Faculty of Arts and Humanities, we welcome you to the community of the **Graduate Academy philGRAD**. From now on, you can take advantage of all philGRAD's events and counselling offers **free of charge**. philGRAD is the central point of contact for you in all matters relating to your doctorate, alongside the PhD office. We accompany and support you from the very beginning with an extensive workshop programme, individual advisory services and interesting networking events. You can find detailed information on our website at www.philgrad.hhu.de.

4. Declaration of consent

I agree that in the course of the doctorate, personal data will be collected by the Dean's Office of the Faculty of Arts and Humanities of the Heinrich Heine University Düsseldorf, stored automatically and processed for the fulfilment of legal tasks and for purposes of legislation and planning in the higher education sector in accordance with the provisions of the applicable Higher Education Statistics Act within the framework of the doctorate procedure. The type and scope of personal data are listed under point 9.

Regular transmission or forwarding takes place to the NRW State Office for Data Processing and Statistics in relation to the survey characteristics of the applicable Higher Education Statistics Act as well as to the statistics department of the administration of the Heinrich Heine University Düsseldorf for the purpose of presenting the higher education statistics.

5. Application for provisional acceptance for doctoral studies

I hereby apply for provisional acceptance as a doctoral candidate at the Faculty of Arts and Humanities of the Heinrich Heine University Düsseldorf in the above-mentioned doctoral subject.

By signing this form, I confirm that the information I have provided is correct and complete. I undertake to inform the doctoral office of any changes in my personal data (e.g. if I move house).

Date, place	Signature

6. Good Scientific Practice

I confirm that I have taken note of the "**Regulations on the Principles for Safeguarding Good Scientific Practice at Heinrich Heine University**" and that I will follow the principles laid down therein.

Date, place	Signature

7. Failed doctoral procedures

I hereby declare that prior to this application I have

never already on (date):
 at the (university):
 in the subject:

undergone a failed doctoral procedure.

Date, place	Signature
<input type="text"/>	<input type="text"/>

8. Supervision agreement

I hereby confirm that I am in principle prepared to supervise the doctoral studies of the applicant named in paragraph 1 in the doctoral subject named in paragraph 2 and to support him/her in the development of the doctoral project.

Name of the supervisor	Date, place	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

If your supervisor is unable to sign this confirmation of supervision (due to absence or similar), it is also sufficient if you submit an informal confirmation of supervision (e.g. a printed confirmation by email) together with the application.

9. Annex, Explanations on the collection of personal data

From the notification of the doctoral project in the Faculty of Arts and Humanities of the Heinrich Heine University Düsseldorf until the completion of the doctorate, the following personal data will be processed over the entire period:

- a) Personal details (title, name, date and place of birth, country of birth, gender, nationality, matriculation number, contact address, e-mail address, telephone number);
- b) Information on the educational background (e.g. acquisition of higher education entrance qualification, type/name/state of higher education institution, periods of study, matriculation/subjects, type and grade of degree or final examinations).
- c) Information on the dissertation (e.g. type/name/state of the university, doctoral subject, type of dissertation, overall grade of the doctorate, topic, supervisor, mentor, degree).
- d) Periods of employment at the university, scholarships, cooperations (with universities of applied sciences, bi-national doctorates, etc.), international study visits.

10. Annex, i.e. appendices to be attached to the application (checklist)

- Curriculum vitae in German or English with details of school education;
- Certificates of previous school education and studies, in particular the school leaving certificate and certificates of academic examinations or state examinations as certified photocopies;
- If applicable, proof of the language skills required in accordance with Appendix 2 of the doctoral regulations;

Unless already confirmed under para. 8:

- a written statement by the designated supervisor that he or she is willing to take on the supervision and that he or she is prepared to support the applicant in the development of the dissertation project.