

**Supervision agreement (paras. 1-6) and application for  
final acceptance as doctoral candidate (para. 7)  
in accordance with the doctoral regulations of the Faculty of  
Arts and Humanities dated 16.10.2017 (in particular § 4 Para. 8)**

Please complete the form and submit it to the doctoral office signed by all participants and submit it with all documents (see section 9) to the doctoral office of the Faculty of Arts and Humanities:

**To the Chairperson of the Doctoral Committee**  
**Faculty of Arts and Humanities**  
Heinrich Heine University Düsseldorf  
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 form and all documents (see para. 9) also as a scan by email to: [siep@phil.hhu.de](mailto: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](mailto: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](mailto:philgrad@phil.hhu.de)

Building 24.51

Level 01 Room 24

**Heinrich Heine University  
Düsseldorf**  
Universitätsstraße 1  
40225 Düsseldorf  
Building  
Level Room  
[www.hhu.de](http://www.hhu.de)

**1. Personal details of the doctoral student**

Ms.       Mr.

Surname(s)	First name(s)
Street	Postal code, 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

Since your provisional acceptance as a doctoral candidate at the Faculty of Arts and Humanities, you can take advantage of all the events and advisory services offered by the Graduate Academy philGRAD 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 counselling offers and interesting networking events. You can find detailed information on our website at [www.philgrad.hhu.de](http://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. Details of the doctorate

5.1 Working title of the dissertation project

5.2 Date of provisional acceptance as a doctoral candidate

5.3 Expected completion of the dissertation (month/year)

### General notes on filling in

The given field sizes are for illustrative purposes only. Use as much space as you need for your presentation. It is up to you whether you prefer to use continuous text or bullet points (e.g. with indents). If there is not enough space, you are welcome to add a separate document to this application.

### 6. Specific contents and agreements on the doctoral project

6.1 Brief outline of the doctoral project (can be completed in advance)

(continued 6.1.)

6.2 List of the qualification measures to be completed within the framework of the doctoral studies  
(according to § 7 of the doctoral regulations)

6.3 Timetable for the preparation of the dissertation

6.4 Planned participation in qualification offers (for the coming calendar year)

6.5 List of work objectives for the first 12 months after final acceptance

6.6 Possible additional agreements, comments, further goals, etc.

### 7. Signatories of the supervision agreement

7.1. Name of the doctoral candidate:	
Date, place	Signature
7.2 Name of the supervisor:	
Date, place	Signature
7.3 Name of the mentor	
Date, place	Signature
7.4. Name of another person (optional):	
Date, place	Signature

### 8. Application for final acceptance for doctoral studies

I hereby apply for final 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 certify that the information I have provided is correct and complete. I undertake to inform the PhD Office of any changes in my personal data (e.g. if I move house).

Date, place	Signature
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### 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) 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. attachments to be attached to the application (checklist)

- Exposé on the doctoral project (signed by the supervisor)