

**Application for provisional admission as doctoral researcher at the
Faculty of Arts and Humanities of Heinrich Heine University
Düsseldorf in accordance with the Doctoral Regulations of
the Faculty of Arts and Humanities of 16 October 2017
(new publication: 31 May 2023)**

Please complete the form and submit it to the Doctoral Office of the Faculty of Arts and Humanities, **signed by all the parties involved and with all the documents (see paragraph 10):**

To the chairperson of the doctoral committee

Heinrich Heine University Düsseldorf
Building 23.21, Floor 01, Room 76
Universitätsstr. 1
40225 Düsseldorf

Faculty of Arts and
Humanities

Dean's Office

Doctoral Office

Dr. Julia Siep

Phone: +49 (0)211 81-12937

promotionsbuero.phil@hhu.de

Universitätsstraße 1
40225 Düsseldorf
Building 23.21
Floor 01 Room 76



**philGRAD Graduate
Academy**

Dr. Simone Brandes
Managing Director

Phone: +49 (0)211 81-13134

E-mail: simone.brandes@hhu.de

Universitätsstraße 1
40225 Düsseldorf
Building 23.21
Floor 01 Room 78

1. Personal details: Doctoral researcher:

<input type="checkbox"/> Ms <input type="checkbox"/> Mr	
Name(s)	First name(s)
Street	Postal Code, City
Phone number	E-mail
Date of birth	Place of birth
Nationality (nationalities)	
2. Doctoral subject (pursuant to Annex 1 to the Doctoral Regulations on dissertation and oral defence)	

3. Application for provisional admission as doctoral researcher

I hereby apply for **provisional admission as doctoral researcher** at the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf in the doctoral subject specified above.

By signing this document, I certify that the information I have provided is correct and complete. I undertake to inform the Doctoral Office of any changes to my personal details (for example, in case of change of the place of residence).

Date, place	Signature

4. Good scientific practice

I hereby declare that I have taken due note of the **“Regulations on the Principles for Safeguarding Good Scientific Practice at Heinrich Heine University Düsseldorf”** and that I will follow the principles laid down therein.

Date, place	Signature

5. Failed doctoral examination procedure

I hereby declare that prior to this application

- I have never undergone
 I have already **undergone** on (date) at a higher education institution in the subject

an **unsuccessful doctoral examination procedure**.

Date, place	Signature

6. Confirmation of supervision

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 specified in paragraph 2, and to support him/her in the development of the doctoral project.

Name of the first supervisor	Date, place	Signature

7. Annex, explanatory notes on the collection of personal data

In the course of the doctoral studies, personal data may be collected by the Dean's Office of the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf, they may be stored automatically and processed with a view to the performance of legal duties as well as for the 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 doctoral examination procedure. The type and scope of the personal data are listed in the following paragraphs.

The data are regularly transferred or forwarded to the NRW State Office for Data Processing and Statistics with regard to the variables of interest under the applicable Higher Education Statistics Act as well as to the statistics department of the administration of Heinrich Heine University Düsseldorf for the purpose of presenting the higher education statistics. The privacy policy can be found on the homepage.

The following personal data will be processed throughout the period from the notification of the doctoral project at the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf until the completion of the doctoral studies:

- a) Personal details (academic degree, name, date and place of birth, country of birth, gender, nationality, enrolment number, contact address, e-mail address, telephone number);
- b) Information on educational background (e.g. acquisition of higher education entrance qualification, type/name/State of higher education institution, periods of study, enrolment/exmatriculation, subject(s) studied, type and grade of degree or final examinations);
- c) Information on the dissertation (e.g. type/name/State of the higher education institution, subject of the dissertation, type of dissertation, overall grade of the dissertation, topic, first supervisor, second supervisor, degree).
- d) Periods of employment at the higher education institution, scholarships, co-operation (with universities of applied sciences, binational doctorates, etc.), international study visits.

8. Annex, i.e. enclosures 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 all certificates and diplomas of academic examinations or State examinations as certified photocopies;
- if applicable, proof of the language skills required in accordance with Annex 2 to the Doctoral Regulations;
- if applicable, proof of sufficient knowledge of German or English if German or English is not the native language (in accordance with Section 3 (2));

Unless already confirmed in paragraph 8:

- a declaration made by the designated supervisor in writing, stating that the latter is prepared, in principle, to take on the supervision and that the latter is prepared to support the applicant in the development of the dissertation project.