

**Application for provisional acceptance as doctoral researcher at the  
Faculty of Arts and Humanities  
of Heinrich Heine University Düsseldorf  
in accordance with the Doctoral Regulations of 16.10.2017**

Please complete and **sign** this form and submit it together with **all the required documents (see Section 9)** to the Doctoral Studies Office of the Faculty of Arts and Humanities:

**Doctoral Studies Office of the Faculty of Arts and Humanities**  
**To the chairperson of the Doctoral Studies Committee**  
Heinrich Heine University Düsseldorf  
Bldg. 24.51, Floor 01, Room 21  
Universitätsstr. 1  
40225 Düsseldorf

Dean's Office of the Faculty of Arts  
and Humanities

**Dr. Julia Siep**  
Doctoral Studies Office  
Tel. +49 211 81-12937  
Fax +49 211 81-12244  
Email siep@phil.hhu.de

Building 24.51  
Floor 01 Room 21

**1. Personal details**

Doctoral researcher

Ms       Mr

Last name(s)	First name(s)

Street	Postcode/Town or city

Telephone	Email

Date of birth	Place of birth

**2. Doctoral subject (in accordance with Appendix 1 of the Doctoral Regulations for the dissertation and the oral defence)**

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**philGRAD**   
Faculty of Arts and Humanities  
Graduate Academy Düsseldorf

**Dr. Simone Brandes**  
philGRAD Graduate Academy  
Tel. +49 211 81-13134  
Fax +49 211 81-12244  
Email philgrad@phil.hhu.de  
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Building 24.51  
Floor 01 Room 24

**Heinrich Heine University  
Düsseldorf**  
Universitätsstr. 1  
40225 Düsseldorf

www.uni-duesseldorf.de

**3. Membership of the philGRAD Graduate Academy**

The **philGRAD Graduate Academy** is a central facility of the Faculty of Arts and Humanities. Its purpose is to support early career researchers during their doctoral studies and help them with career-related training in key skills as well as individual advice. **All philGRAD services are free of charge** and described in detail on the website.

I wish to apply for membership of the philGRAD Graduate Academy.

Yes       No, I do not wish to become a member.

**(Membership is possible at any time later)**

**Declaration of Consent:**

I consent to the collection, automatic storage and processing of my personal data by the Dean's Office of the Faculty of Arts and Humanities in conjunction with my acceptance as a member of the

philGRAD Graduate Academy as well as during the course of my doctoral studies in order to fulfil statutory duties and for legislation purposes and planning at the University in accordance with the provisions of the applicable University Statistics Act in the framework of the doctoral examination procedure. Nature and scale of such personal data are listed in Section 8.

Data are transmitted or forwarded at regular intervals to the Federal State Office for Data Administration and Statistics in relation to the data collection characteristics of the applicable University Statistics Act as well as to the Statistics Department of Heinrich Heine University Düsseldorf's Central Administration Department for the purpose of producing university statistics.

#### 4. Application for provisional acceptance as doctoral researcher (and philGRAD membership)

I herewith apply for **provisional acceptance as doctoral researcher** at the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf in the doctoral subject stated above as well as my **acceptance as member of the philGRAD Graduate Academy**, if applicable (optional, see Section 3).

With my signature I affirm that the information I have provided is accurate and complete. I undertake to notify the Doctoral Studies Office of any changes to my personal details (e.g. change of address).

Place/Date	Signature

#### 5. Good scientific practice

I confirm that I have acknowledged the **“Rules on the Principles for Safeguarding Good Scientific Practice at Heinrich Heine University”** and that I will comply with the principles set out therein.

Place/Date	Signature

#### 6. Unsuccessful attempts at doctoral examination procedures

I herewith declare that prior to this application I have

never       already

(date/university/subject)

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undertaken an **unsuccessful attempt at a doctoral examination procedure**.

Place/Date	Signature

#### 7. Confirmation of academic supervision

I herewith confirm that I am fundamentally willing to supervise the doctoral studies of the applicant named in Section 2 in the subject stated above and to support him/her in the development of his/her doctoral research project.

Supervisor's name	Place/Date	Signature

If your supervisor is unable (e.g. due to absence) to sign this confirmation of academic supervision, it is sufficient if you submit informal confirmation (e.g. a print-out of his/her confirmation by email) together with your application.

#### 8. Appendix, instructions on the collection of personal data

The following personal data are processed over the entire duration of the doctoral procedure, starting from the announcement of the doctoral research project at the Faculty of Arts and Humanities at Heinrich Heine University Düsseldorf until the end of the procedure:

- a) Personal details (title, name, date of birth, place and country of birth, gender, nationality, enrolment number, contact address, email address, telephone number);
- b) Educational background (e.g. higher education entrance qualification, the higher education institution's type/name/place, periods of study, enrolment/de-registration, subject(s), type and grade of the final higher education qualification or final examinations);
- c) Details of the dissertation (e.g. the higher education institution's type/name/place, doctoral subject, type of dissertation, overall grade of the doctoral degree, theme, supervisor, mentor, final qualification).
- d) Employment at the university, scholarships, cooperation (e.g. with universities of applied sciences, binational doctoral programmes etc.), study visits abroad.

#### 9. Attachments to be included with your application (checklist)

- Curriculum vitae** in German or English including details of school education;
- Certified copies of certificates** of previous school education and studies, in particular school-leaving certificate and certificates of academic examinations or state examinations;
- If applicable, evidence of the **language skills** required in accordance with Appendix 2 of the Doctoral Regulations;
- Insofar as **not** already confirmed in Section 7: a **written declaration** by the designated supervisor that he/she is fundamentally **willing to function as supervisor** and that he/she is prepared to support the applicant in the development of his/her doctoral research project.