

**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

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

**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

**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)	

Heinrich Heine University  
Düsseldorf  
Universitätsstraße 1  
40225 Düsseldorf

www.hhu.de

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

### 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](http://www.philgrad.hhu.de).

### 4. 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

### 5. 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

### 6. Failed doctoral procedures

I hereby declare that prior to this application I have

<input type="checkbox"/>	never	<input type="checkbox"/>	already on (date):	
			at the (university):	
			in the subject:	

undergone a failed doctoral procedure.

## 7. 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

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.

## 8. Information on personal data collection and processing

I have taken note of the information on data protection for doctoral students (see appendix).

## 9. 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.

## Privacy Policy

### Information on data processing and data protection for doctoral researchers

Dear doctoral researchers,

Below in this document, you will find information about personal data processing at the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf pursuant to Article 13 of the EU General Data Protection Regulation (GDPR).

Your personal data are required and must be processed for the purposes of your application as doctoral researcher, provisional acceptance as doctoral researcher, final acceptance as doctoral researcher, conclusion of the Supervision Agreement, the actual supervision, administration and implementation of your doctoral project and your further education and qualification as doctoral researcher at the Faculty of Arts and Humanities of Heinrich Heine University.

<b>Controller</b> pursuant to Article 4 (7) of the GDPR	Heinrich Heine University Düsseldorf Dean's Office Faculty of Arts and Humanities Doctoral Studies Office and Graduate Academy philGRAD Universitätsstr. 1 40225 Düsseldorf Phone No.: +49 211 81-12937 - 13134 Fax No.: +49 211 81-12244 Email: julia.siep@phil.hhu.de, simone.brandes@hhu.de
<b>Data Protection Officer</b>	Heinrich Heine University Düsseldorf, Data Protection Officer Universitätsstr. 1 40225 Düsseldorf Phone No.: 0211/81-13060 Email: datenschutz@hhu.de

Version: March 2021

<b>Purposes of processing</b> Data that are processed about you	<ul style="list-style-type: none"> <li>- Keeping a central registry of doctoral researchers</li> <li>- Decentralised administration of the doctoral examination procedures</li> <li>- Fulfilment of central and decentralised documentation and reporting obligations</li> <li>- Data collection within the university-wide doctoral studies quality assurance system</li> <li>- Evaluations of research projects at Heinrich Heine University</li> </ul>
<b>Use for other purposes</b>	<ul style="list-style-type: none"> <li>- None</li> </ul>
<b>Legal basis</b>	<ul style="list-style-type: none"> <li>- Article 6 (1)(e) of the GDPR, in conjunction with Article 6 (3)(b) of the GDPR and Article 6 (1)(b) of the GDPR</li> <li>- Sections 3, 48, 60 and 67 of the NRW Universities Act (HG NRW) in conjunction with the enrolment regulations and the doctoral regulations of the Faculty of Arts and Humanities</li> <li>- Sections 7, 8 of the NRW Universities Act (HG NRW) in conjunction with the university's evaluation regulations</li> <li>- Article 17 of the NRW Data Protection Act (DSG NRW) (for research data)</li> <li>- Article 18 of the NRW Data Protection Act (DSG NRW) (for employee data)</li> <li>- If you apply for admission of external mentors and experts, the transfer of your personal data to these persons is based in legal terms on your supervision agreement/supervision contract in accordance with Article 6 (1)(b) of the GDPR.</li> <li>- If you subscribe for the Graduate Academy philGRAD newsletter or register for an event held by the philGRAD Graduate Academy, the processing is carried out on the legal basis of your consent.</li> </ul>
<b>Data</b> Categories of your data that are being processed, in each case as far as necessary for the relevant purposes	<ul style="list-style-type: none"> <li>- Personal details</li> <li>- Contact details</li> <li>- Details of the supervision/doctoral researcher agreement</li> <li>- Details of the university degree qualifying the researcher for a doctorate</li> <li>- Further university degrees</li> <li>- Highest school-leaving qualification</li> <li>- Information on the acceptance decision</li> <li>- Doctorate profile</li> <li>- General conditions of the doctorate</li> <li>- Information on qualification measures</li> <li>- Information on closing date / extension</li> <li>- Information on suspension</li> <li>- Information on the examination procedure</li> <li>- Information on the examination result</li> <li>- Assignment to department</li> </ul>

	<ul style="list-style-type: none"> <li>- Publication details</li> <li>- Data on the file being closed</li> <li>- User data of the doctoral researcher</li> <li>- User data of the employees</li> <li>- Log data (access data and change data)</li> </ul>
<b>Categories of recipients</b> Persons to whom the data required for the respective purpose must be disclosed (by means of transmission or granting of access; this applies only when the relevant activities are impossible without linking them with a specific person)	<b>Internal</b> <ul style="list-style-type: none"> <li>- Doctoral Studies Office, Graduate Academy philGRAD and Dean's Office of the Faculty of Arts and Humanities</li> <li>- University library</li> <li>- University administration</li> <li>- University Computer Centre</li> <li>- Quality Management</li> <li>- University Archives</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>- State Statistical Office</li> <li>- Parties and support bodies in the defence of claims and legal proceedings</li> <li>- We will transfer your personal data to external mentors and experts where you have personally applied for their admission.</li> </ul>
Transfer to <b>third countries</b> (outside the EU or countries accepted by the EU with an equivalent level of data protection)	We also transfer your personal data to external mentors and experts in third countries outside the EU in accordance with your supervision agreement.
<b>Storage periods</b>	<p>After completion of your doctoral examination procedure (discontinuation due to incomplete registration, rejected acceptance, termination, failed examination or successful award of the degree), your data will be stored for different periods of time depending on the purpose of use before they are finally deleted.</p> <p>The relevant storage periods are governed by the university's Guidelines on storing, sorting, archiving and destruction of documents of 28 September 2018 (Official HHU Publication No. 43/2018)</p>
<b>Data origin</b>	The data are collected from you
<b>Your rights</b>	<p>Access to information about the personal data concerning you (Article 15 of the GDPR)</p> <ul style="list-style-type: none"> <li>- Rectification of your data (Article 16 of the GDPR)</li> <li>- Erasure of your data (Article 17 of the GDPR)</li> </ul> <p>provided that there are no obligations to keep the data</p> <ul style="list-style-type: none"> <li>- Restriction of processing (Article 18 of the GDPR)</li> <li>- Right to data portability (Article 20 of the GDPR)</li> <li>- Complaint with the competent State officer for data protection</li> </ul>