

Supervision agreement (paragraphs 1–6) and application for final admission as doctoral researcher (paragraph 7) at the Faculty of Arts and Humanities in accordance with the Doctoral Regulations of the Faculty of Arts and Humanities of 16 October 2017 (last amendment 10 March 2022) (in particular Section 6).

Please complete the form and submit it to the PhD Office of the Faculty of Arts and Humanities, **signed by all the parties involved and with all the documents (see paragraph 9):**

To the chairperson of the doctoral committee

Heinrich Heine University Düsseldorf
Building 23.21, Floor 01, Room 76
Universitätsstr. 1
40255 Düsseldorf

Faculty of Arts and Humanities

Dean's Office

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Universitätsstraße 1

40225 Düsseldorf

Building 23.21

1. Personal details: Doctoral researcher:

☐

Ms

☐

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. Details of the doctoral studies

3.1 Working title of the dissertation project

3.2 Date of provisional admission as doctoral researcher

3.3 Expected completion of the dissertation (month/year)

3.4 Employment relationship and funding

- ☐ outside the University
- ☐ at University
- ☐ third-party funding / scholarship
- ☐ not specified

Percentage of working time spent on the dissertation:

 %

4. Specific contents and agreements on the doctoral project

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

4.2 How do you balance your doctorate with your job, family and other things?

4.3 What career plans do you pursue?

5. philGRAD Graduate Academy

As from the time of your provisional admission as doctoral researcher at the Faculty of Arts and Humanities, you can use all event and advisory services offered by the **philGRAD Graduate Academy**. Along with the PhD Office, philGRAD serves as the central contact for you in all matters concerning your doctorate. The Graduate Academy accompanies and supports you from the very beginning with an extensive workshop programme, individual advisory services and interesting networking events. Detailed information can be found on our [website](#).

5.1 Planned participation in qualification measures (in accordance with Section 7 (2) of the Doctoral Regulations)

5.2 List of work objectives for the first 12 months after final admission

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

Notes

In terms of personal and professional support, it is the responsibility of the first supervisor to provide appropriate supervision services. It is the responsibility of the doctoral researcher to take actively advantage of these services (cf. **Section 7 (1)** of the Doctoral Regulations).

Equally crucial for supervision are the requirements of the **Regulations on the Principles for Safeguarding Good Scientific Practice at Heinrich Heine University Düsseldorf**.

In cases of any conflict and disregard of rights and duties, the matter can be referred to the **Vice Dean's Office** as well as to the **Ombudspersons** for good scientific practice at the Faculty. **philGRAD** also offers a low-threshold counselling service for supervisors and doctoral students in cases of conflict.

6. Signature of the supervision agreement

6.1. Name of the doctoral researcher			
Date, place		Signature	
6.2. Name of the first supervisor			
Date, place		Signature	
6.3. Name of the second supervisor			
Date, place		Signature	
6.4. Name of another person involved (optional):			
Date, place		Signature	

7. Application for final admission as doctoral researcher

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

Note: Pursuant to Section 6 (4) of the 2017 Doctoral Regulations (last amended on 10 March 2022), the final admission entails the obligation to enrol as a doctoral student or guest doctoral student.

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

Place, date		Signature	
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8. Annex, i.e. enclosures to be attached to the application (checklist)

☐ Presentation of the doctoral project (signed by the first supervisor)

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

I acknowledge that 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 law-making 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 paragraph 9.

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 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:

- Personal details (academic degree, name, date and place of birth, country of birth, gender, nationality, enrolment number, contact address, e-mail address, telephone number);
- 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);
- 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).
- Periods of employment at the higher education institution, scholarships, co-operation (with universities of applied sciences, binational doctorates, etc.), international study visits.