



**Application for Admission to PhD studies at the
Faculty of Arts and Humanities at Humboldt-Universität zu Berlin**

Personal Details

Surname _____ First Name _____

Date of Birth _____ Place of Birth _____

Name at Birth _____ Sex _____

Family Status _____ Citizenship _____

Address _____

Email _____

Student ID No., if already existent _____

College or University Education

Duration _____ Name of institution _____ Course of Study _____

Degree _____

Date of Degree _____ Grade _____

Doctoral Field _____

Binational Doctoral Program:

No Yes (see attachment 3 below)

Are you part of a doctoral program? If yes, which? _____

Are you employed as a research assistant at HU Berlin? _____

I state that all information I have given are correct.

Declaration: I agree with processing my personal data according to *Satzung zur Erhebung von Daten über Abschluss- und Qualifikationsarbeiten*, published in the Official Gazette of Humboldt-Universität zu Berlin no. 63.2010.

Necessary Attachments:

1. Certified copies of your certificate and official documents of your academic degree
2. Supervision Agreement, see attachment

In case of a binational Doctoral Program:

3. Addition to the application for admission to a Cotutelle Doctoral Program

Date _____ Signature _____

I would like to sign up for the *Graduiertenzentrum's* mailing list to receive event notices and relevant information for PhD Candidates. I may revoke this authorization in writing at any time.

Date _____ Signature _____

Supervision agreement ¹

Between

_____ (Doctoral candidate),

_____ (First supervisor) and

_____ (Second supervisor; you must indicate the second supervisor within 12 months after admission).

For the purpose of a constructive and productive cooperation within the dissertation project, _____ (Doctoral candidate), _____ (First supervisor), and _____ (Second supervisor) comply with the following supervision agreement.

Dissertation project

1. _____ (Doctoral candidate) prepares a dissertation with the working title

“ _____

_____”.

The dissertation will be written in _____ (language).

2. In the case of a fast-track doctoral project, the project has been described in more detail in an exposé on _____ (date) and has been accepted by the supervisor and doctoral committee of the Faculty of Arts on _____ (date).²
3. The duration for the doctoral project is agreed from: _____ (semester, year) to _____ (semester, year). If there are good reasons (for example, family responsibilities, health restrictions), the duration of the doctoral project can be extended.
4. For the doctoral project, the agreed work / time plan by the doctoral candidate and the first supervisor listed in the appendix applies, as of _____ (date).
5. The agreement with its attachments shall be reviewed _____ (frequency, e.g. annually) by the involved parties and modified if necessary.
6. Both supervisors undertake to ensure that the period between the submission of the dissertation and the defense does not exceed _____ months (frequency, e.g. six months).

Supervision of the dissertation project

7. The doctoral candidate and both supervisors discuss the progress of the work on the basis of the exposé, interim reports and individual chapters (frequency: first supervisor at least once per semester, second supervisor at least once a year). The doctoral candidate will create a short report on the meetings, which will be signed by the first supervisor.
8. The first supervisor undertakes to regularly check the preparation of these interim results and the planned progress of the work and to comment on the delivered contributions comprehensively — verbally and / or in writing — on the agreed meeting dates.
9. In addition to the mentoring talks, the doctoral candidate will give an annual colloquium presentation on the status of the work and will receive feedback on the status and improvement possibilities of the dissertation project.

¹ Changes or adjustments to this supervision agreement must not be contrary to the "spirit" of the doctoral degree regulations.

² If a cumulative dissertation pursuant to §7(3) of the doctoral degree regulations is planned, this would have to be included here.



10. Both supervisors support the doctoral candidate in his / her publications. In particular, the two supervisors will do their utmost to ensure that publications by the doctoral candidate can be placed in reputable journals under specific required and justified authorship.

Accompanying training program

11. Between the parties, the obligatory attendance of professional events as well as interdisciplinary qualification events by the doctoral candidate will be agreed upon. Scope and content will be defined in the work plan.
12. In the course of the doctoral project, the doctoral candidate will undertake scholarly work (e.g. participation in a conference, submission of a journal article, organization of a conference, internship or performance of a course, stays abroad, etc.). These will be recorded in the work schedule in a timely manner.

Behavior in case of conflict

13. In case of conflict, the parties first turn to the relevant Examination Board or the Doctoral Committee of the Faculty. In the case of a dissolution of the supervision relationship, the relevant Examination Board will endeavor to find an alternative appropriate supervision relationship.
14. The doctoral candidate and both supervisors undertake to comply with the rules of good scientific practice, as set out in the "Statute of the Humboldt-Universität zu Berlin for the Securing of Good Scientific Practice and the Handling of Allegations of Scientific Misbehavior," 17 February 2014 („Satzung der Humboldt-Universität zu Berlin zur Sicherung guter wissenschaftlicher Praxis und über den Umgang mit Vorwürfen wissenschaftlichen Fehlverhaltens"). For the doctoral candidate, this includes consulting with both supervisors or other persons of trust in cases of doubt. For the supervisors, this expressly means the obligation to honor and name copyright regulations for texts or findings of the doctoral candidate.

Additional agreements

Date and signatures

(Date, doctoral candidate)

(Date, first supervisor)

(Date, second supervisor)