

**Application for Admission to doctoral studies and supervision agreement  
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 at HU	

**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

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**Supervision agreement<sup>1</sup>:**

In the spirit of constructive and productive cooperation within the framework of the dissertation project

Doctoral candidate: \_\_\_\_\_

First Supervisor: \_\_\_\_\_

Second Supervisor: \_\_\_\_\_

Institution of second Supervisor: \_\_\_\_\_

conclude the following supervision agreement.

The second supervisor must be named no later than 12 months after admission.

**Dissertation project:**

1. the doctoral candidate prepares a dissertation with the working title:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

as monograph/cumulative. (Delete as appropriate)<sup>2</sup>

The dissertation will be written in \_\_\_\_\_ (language).

2. in the case of fast-track doctoral projects, the project is described in more detail in an exposé dated \_\_\_\_\_ (date) and has been accepted by the supervisors and the doctoral committee of the Faculty of Arts and Humanities on \_\_\_\_\_ (date).

3. it is agreed that the period for completing the doctoral project shall be \_\_\_\_\_ (semester) to \_\_\_\_\_ (semester). If there are valid reasons (e.g. assumption of family obligations, health restrictions), the duration of the doctoral project can be extended.

4. the work/time schedule agreed by the doctoral candidate and the first supervisor and listed in the appendix, as of \_\_\_\_\_ (date), applies to the doctoral project.

5. the agreement and its annexes are reviewed and, if necessary, modified by the parties at \_\_\_\_\_ (frequency, e.g. annually).

6. both supervisors undertake to ensure that the period between submission of the dissertation and the disputation \_\_\_\_\_ (e.g. six) months is not exceeded.

**Supervision of the dissertation project:**

7. The doctoral candidate and both supervisors discuss the progress of the thesis on the basis of the exposé, interim reports and individual chapters (frequency, first supervision at least once per semester; second supervision at least once a year) on the progress of the thesis. The doctoral candidate draws up a brief record of the meetings, which is signed by the supervisors.

8. the first supervisor undertakes to regularly check the preparation of these interim results and the progress of the work as planned and to comment comprehensively - in oral and/or written form - on the contributions delivered at the agreed meeting dates.

9. in addition to the supervisory meetings, the doctoral candidate presents the status of the work once a year in a colloquium and receives feedback on the status and potential for improvement of the dissertation project.

10. both supervisors support the doctoral candidate in his/her publications. In particular, both supervisors will make reasonable efforts to ensure that publications by the doctoral candidate can be placed in reputable journals under subject-specific and justified authorship.

<sup>1</sup> Changes or adjustments to this supervision agreement must not conflict with the "spirit" of the doctoral regulations.

<sup>2</sup> If a cumulative dissertation is planned in accordance with Section 7 (3) of the doctoral degree regulations, this should be included here. Admission to a cumulative doctorate requires the approval of the responsible examination board and the doctoral committee of the Faculty of Arts and Humanities as well as further documents/applications.

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**Accompanying training programme:**

11 The parties agree that the doctoral candidate is obliged to attend specialised events and interdisciplinary qualification events. The scope and content shall be specified in the work plan.

12. in the course of the doctorate, the doctoral candidate shall make his/her own academic contributions (e.g. participation in a conference, submission of a journal article, organisation of a conference, internship or implementation of a course, stays abroad, etc.). These are promptly recorded in the work plan.

**Behaviour in cases of conflict:**

13 In cases of conflict, the parties shall first contact the Examination Board responsible for the subject area or the Faculty's Doctoral Committee. In the event of the dissolution of the supervisory relationship, the examination board responsible for the subject area shall endeavour to find an alternative, appropriate supervisory relationship.

14. the doctoral candidate and both supervisors undertake to comply with the rules of good scientific practice as laid down in the "Statutes of Humboldt-Universität zu Berlin on Safeguarding Good Scientific Practice and Dealing with Allegations of Scientific Misconduct" of 31 March 2023. This includes the doctoral candidate consulting with both supervisors or other persons of trust in cases of doubt. For the supervisors, this expressly means the obligation to respect and name the copyright provisions for texts or findings of the doctoral candidate.

**Additional agreements:**

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**Date and signatures:**

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(date, signature PhD candidate)

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(date, signature first supervisor)

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(date, signature second supervisor)