

U N I K A S S E L V E R S I T Ä T

Tips for your PhD application form at the University of Kassel

- Only complete application documents can be accepted and processed (cf. checklist).
- The complete application documents may only be submitted via post/inhouse mail or in person during office hours.
- Do not staple your application documents
- Please print clearly (no block lettering)

Postal address:

Universität Kassel
Promotionsgeschäftsstelle
Mönchebergstraße 19
34125 Kassel
Germany

Visitors:

Campus Center
Moritzstr. 18
3rd floor
(Please get a number from the information desk.
You will be called up.)

Phone: +49 (0)561/804 2170

Office hours: Monday – Thursday 1-3 pm

Please call outside of our office hours.

PhD Application Form

This application will not be processed unless all information has been provided.
PLEASE PRINT CLEARLY!
The completed application form may be submitted at any time. There are no deadlines.
Yet, if you decide to enroll at our University, you have to consider the general registration period.
Please note that the handling time for your application is at least 6-8 weeks.

1. Personal Data

Personal Details

Title (Dr, Mr, Mrs etc.) _____

Family/Last Name _____

First Name _____

Previous Family Name _____

Date of Birth _____

Country & Place of Birth _____

Gender Female Male

Country of Citizenship _____

Contact Details

Street and Number _____

Zip Code and Town/City _____

State _____

Country _____

Phone _____
(p.r.n. include Country Code)

Email Address _____

2. Education

Educational Training

Secondary School _____

Qualification (e.g. Abitur) _____

Country (e.g. Germany) _____

State (e.g. Hesse) _____

Graduation (dd/mm/yyyy) _____

Academic Training

University _____

(e.g. University of Kassel) _____

Country (e.g. Germany) _____

State (e.g. Hesse) _____

Study Commenced (date) _____

Completion Date _____

Qualification (e.g. Master) _____

Overall Grade (GPA) _____

Major Field of Studies _____

3. Application Information

Aspired Doctoral Degree

- | | | | |
|--|--|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Dr. phil. | Doctor of Philosophy | <input type="checkbox"/> Dr. agr. | Doctor of Agricultural Sciences |
| <input type="checkbox"/> Dr. rer. nat. | Doctor of Natural Sciences | <input type="checkbox"/> Dr.-Ing. | Doctor of Engineering |
| <input type="checkbox"/> Dr. rer. pol. | Doctor of Economic and Social Sciences | <input type="checkbox"/> Dr. jur. | Doctor of Laws |

In the Faculty of

- | | |
|---|---|
| <input type="checkbox"/> 01 Human Sciences | <input type="checkbox"/> 02 Humanities |
| <input type="checkbox"/> 05 Social Sciences | <input type="checkbox"/> 06 Architecture, Urban Planning and Landscape Planning |
| <input type="checkbox"/> 07 Economics and Management | <input type="checkbox"/> 10 Mathematics and Natural Sciences |
| <input type="checkbox"/> 11 Organic Agricultural Sciences | <input type="checkbox"/> 14 Civil and Environmental Engineering |
| <input type="checkbox"/> 15 Mechanical Engineering | <input type="checkbox"/> 16 Electrical Engineering and Computer Sciences |
| <input type="checkbox"/> 20 School of Art and Design | |

Field of Doctoral Research (Please cf. the list "Dokortitel" on our website)

Supervisor

(Print name clearly)

(Signature of your Supervisor)

Research Topic

4. Declarations

I have consulted a professional (commercial) PhD consultant.

Yes No

I am employed at the University of Kassel in faculty _____
since (month/year) _____

Yes No

I have already obtained a doctoral degree or applied for doctoral studies at another university.

(If applicable, attach certified (notarized) copies of your doctoral certificate[s].)

Yes No

Inclusion into the email distribution list of the PhD office

(The University of Kassel would like to intensify the communication with you in order to support young academics. Therefore, an email distribution list was established. The list will be used by the PhD office, the research office and the dean's office.).

Yes No

Disclosure of information to the iFQ

(The Institute for Research Information and Quality Assurance [iFQ, Schützenstraße 6a, 10117 Berlin] conducts an accompanying, multi-stage survey on postgraduates, on behalf of the University of Kassel. Your personal data will be treated confidentially and an analysis or publication will only take place in an anonymous form by the iFQ. Your participation is optional; there will be no disadvantages in case of non-participation. You may withdraw your approval at any time. For further information to this research project, as well as details on data privacy, visit the following website: <http://www.research-information.de/>)

Yes No

I hereby declare that I agree to the inclusion of my personal and PhD related data into the PhD data base. Furthermore, I certify that all information and documentation supplied by me to the University are true, accurate and complete.

(Place, Date and Signature)

5. Checklist

In order to process your application, enclose the following documents to the application form (cf. § 5 par. 2 AB-PromO / 18.05.16):

Complete all sections of this application.

- Application Form** Fully completed (pages 1-4), with original signatures
- Supervision Agenda** Fully completed, 1st page is sufficient
Refer to <http://www.uni-kassel.de/go/betreuungsagenda>
- Elicitation Sheet** Fully completed, refer to <http://www.uni-kassel.de/go/elicitationsheet>
- Certificates and Transcripts** Enclose certified (notarized) copies of all previous qualifications (certificates and transcripts): Master and Bachelor or Diplom I and Diplom II or Magister or Diplom or Staatsexamen.
- Exposé (Research Proposal)** Working title and written description of proposed research (incl. a timetable!) at this University. (Dr.-Ing.: Please enclose the timetable also in form of a bar chart.) From 5-10 pages is often suitable, depending on the area of research.
- Curriculum Vitae** Enclose a C.V. (detailing relevant experience and employment) in table form.
- ID card** Enclose a simple photocopy of the personal details page of your I.D. or passport (and visa if applicable).
- Secondary School Certificate** Enclose a certified (notarized) copy of your university entrance qualifications, e.g. Allgemeine Hochschulreife (Abitur), GCE A-levels, high school diploma etc.
- Certified Copies** All qualifications and transcripts **have to be** officially certified (notarized) copies! Notarizations (for our purposes) can be obtained: at the dean's office of any faculty of the University of Kassel, from a Notary Public, from the German Embassy, from the city hall, from a municipal corporation, from a church and in exceptional cases (e.g. in Berlin) from a health insurance.

If applicable, enclose the following documents:

- Change of Name** Where qualifications have been obtained under a different name, evidence of change of name must be provided (e.g. Marriage Certificate).
- Translations** If your certificates or transcripts are in another language than German or English, enclose certified (notarized) English or German translations.
- Grading System** If you have not obtained your degree at a German university, enclose a copy of the grading systems' descriptions (of each university).
- Knowledge of Foreign Languages** Consult your faculty's specific regulations (Besonderen Bestimmungen) to learn, if and which knowledge of foreign languages you have to enclose. As proof you can e.g. enclose a copy of your graduation diploma.
Refer to <http://www.uni-kassel.de/go/promotionsordnungen>
- Scientific Publications** Enclose a list of all your scientific publications.
- PhD Consultation** Enclose proof of type and length of the contract with the professional (commercial) PhD consultant.
- Doctoral Studies** Enclose certified (notarized) copies of your doctoral certificates or of your acceptance notification from another university.