Check list: Admission as doctoral candidate

(Applies to Dr. rer. nat./Dr. phil./ Dr. rer. pol.)

☐ **Application** for admission as a doctoral candidate, to be addressed to the Dean of Faculty 4 (informal letter)

(If you were admitted as a doctoral candidate before 28 August 2024, please indicate in your application for admission whether you wish to continue your doctoral studies under the old doctoral regulations dated 8 February 2016 or under the new doctoral regulations dated 28 August 2024.)

Prof. Dr. Julia Rieck
Dekanin des Fachbereichs 4
Dekanat 4

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31141 Hildesheim
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☐ **Six printed copies** of a scientific paper **(dissertation),** usually written in German or English. In the case of Dr. rer. nat. and Dr. phil., the document **should include a statement of the focus area (specialisation)**

(Please indicate the focus area (specialisation) in the copies of the thesis. The focus area (specialisation) must match that stated in the letter of acceptance.)

☐ An **electronic version** of the same paper in a standard university format (the data shall be provided, if possible, on a USB stick or via Cloudlink)

☐ Certified copies of the **diplomas** that entitle you to pursue the doctoral degree (see below), or alternatively simple copies are sufficient as long as the originals are presentet to the Dean's Office of Faculty 4; **unless these are already on file at the Dean's Office of Faculty 4**

*(For consecutive studies - Bachelor's and Master's - please also submit your Bachelor's certificate. **Please provide your certificate, diploma and transcript of records (ToR) for all qualifications.** If you hold a foreign educational qualification, please refer to the separate checklist on this topic.)*

☐ **Short CV** including your educational background

☐ If applicable: Proof of fulfilment of post-qualification requirements that were made upon acceptance as doctoral candidate

☐ If you submitted an application for acceptance as a doctoral candidate before 28 August 2024, the Dean's Office also requires the fully completed **higher education statistics questionnaire**

You can find this on the website: https://www.uni-hildesheim.de/en/fb4/promotion

☐ A **statement on scientific practice** (attached)

☐ **Affirmation** about previous attempts to obtain a doctoral degree in accordance with §7 (2), point 4 of the Doctoral Regulations (attached)

(This must be submitted in any case, even if it has already been submitted with the application for acceptance as doctoral candidate.)

☐ **Affirmation according to §7 (2) e)** point 6 of the Doctoral Regulations (attached)

(independent writing, use of aids, correct citation, prior submission)

Important: *The two affirmations must be signed personally and by hand.*

Allowed focus areas (specialisations) for doctoral degrees are:

• **For Dr. rer. nat.:** Mathematics, natural sciences (to be specified: Biology, Chemistry, Geography, Physics or Environmental Sciences), Computer Science or Technology (Education)

• **For Dr. phil:** Mathematics, natural sciences (to be specified: Biology, Chemistry, Geography, Physics or Environmental Sciences), Computer Science or Technology (Education), as well as Didactics of Mathematics, Didactics of Natural Sciences (to be specified: Biology, Chemistry, Geography, Physics or Environmental Sciences), Didactics of Computer Science or Didactics of Technology (Education). The decision on the admissibility (and designation) of other specialisations or specialisations in educational, humanities or social science subjects is made by the Faculty.

• **For Dr. rer. pol.:** No indication of focus area is required.

Degree(s) Requirements: Proof of completion of one or more degree programme(s) with a grade of at least 2.5 or "good" in the form of a “Diplom” (diploma), “magister” or Master's certificate or a certificate of successful completion of the first state examination for a teaching profession. The degree should be based on a (possibly consecutive) degree programme totalling at least 300 ECTS credits or a comparable number of credits. The faculty council decides on exceptions and any necessary subsequent qualifications.

Prerequisites for the doctorate degree:

- **For Dr. rer. nat.:** The topic of the dissertation must have a subject-related focus in the field of Mathematics, in one of the natural science subjects represented at the faculty (Biology, Chemistry, Geography, Physics, Environmental Sciences), in Computer Science or Technology (Education).
- **For Dr. phil.:** The topic of the dissertation must have a didactic, educational, humanities or social science focus in regard of Mathematics, the natural science subjects represented at the faculty (Biology, Chemistry, Geography, Physics, Environmental Sciences), Computer Science, Economics or Technology (Education) or the didactics of these subjects.
- **For Dr. rer. pol.:** For the doctoral degree Dr. rer. pol. a previous degree in economics (in particular business administration, political economics, business studies and business informatics) or in a study programme closely related to economics (in particular business mathematics, industrial engineering, actuarial mathematics, information management/information technology (IMIT) and degree

programmes with an economical science focus) is required. The topic of the dissertation must also have an economic focus.

- **Exceptions:** The faculty council decides on exceptions.

Instruction before submitting an affirmation in lieu of an oath

The University of Hildesheim requires an affirmation in lieu of an oath about any previous doctoral attempts as well as an affirmation in lieu of an oath about the independence of the academic work performed in order to credibly assure itself that the doctoral candidate has performed the academic work independently.

Because the legislator attaches particular importance to the affirmation in lieu of an oath and it can have considerable consequences, the legislator has made it a criminal offense to make a false affirmation in lieu of an oath.

If a false declaration is made intentionally (i.e. knowingly), a prison sentence of up to 3 years or a fine may be imposed.

Negligent submission - i.e. submitting a declaration although you should have realized that the declaration does not correspond to the facts - can result in a prison sentence of up to one year or a fine.

Die entsprechenden Strafvorschriften sind in § 156 StGB (falsche Versicherungen an Eides Statt) und in § 161 StGB (fahrlässiger Falscheid, fahrlässige falsche Versicherung an Eides Statt) wiedergegeben:

§156 StGB: False Affirmation in lieu of an oath

Whoever falsely makes a declaration in lieu of an oath before an authority which is competent to administer such declarations or falsely testifies whilst referring to such a declaration incurs a penalty of imprisonment for a term not exceeding three years or a fine.

§161 StGB: Negligent false declaration or negligent false affirmation in lieu of an oath

Whoever commits one of the offences referred to in sections 154 to 156 by negligence incurs a penalty of imprisonment for a term not exceeding one year or a fine.

No penalty is incurred if the offender corrects the false statement in time. The provisions of section 158 (2) and (3) apply accordingly.

Affirmation in lieu of an oath about previous attempts to obtain a doctoral degree in accordance with §7 (2), point 4 of the Doctoral Regulations

Full name: _____

Place of birth: _____

Date of birth: _____

I hereby confirm that

(Please check applicable box.)

□ I have made no previous attempts to obtain a doctoral degree.

□ I have made the following previous attempts to obtain a doctoral degree:

_____

_____

_____

_____

_____

_____

(Please state at least the start date of the doctorate/application for a doctorate, the end date/rejection date of the doctorate, the university and faculty as well as the topic of the attempt(s) made. Please also outline the course of the procedure – doctoral attempt, acceptance, admission, rejection of the dissertation, ... – beyond doubt.)

_____ _____

(Place, Date) (Signature)

I have taken note of the instructions before submitting an affirmation and understand that submitting a false declaration is punishable by law:

_____ _____

(Place, Date) (Signature)

Affirmation in lieu of an oath
according to §7 (2) point 6 of the Doctoral Regulations

Full name: _____

Place of birth: _____

Date of birth: _____

I hereby confirm that

- that I have written the paper independently and without unauthorized help,
- I have fully cited the resources used and
- the citations and sources are scientifically correct and
- that I have neither directly nor indirectly given or promised any money or benefits in kind to third parties in return for acting as an intermediary or for drafting the content of the dissertation or parts thereof.

_____ _____

(Place, Date) (Signature)

I have taken note of the instructions before submitting an affirmation and understand that submitting a false declaration is punishable by law:

_____ _____

(Place, Date) (Signature)

Statement on Scientific Practice

Full name: _____

Place of birth: _____

Date of birth: _____

I hereby confirm that

- that I am familiar with and have complied with the 'Regulations for Safeguarding Good Scientific Practice at the University of Hildesheim',
- that I am familiar with and have complied with the rules set out in the current doctoral regulations, and
- my consent to the use of electronic data processing programmes to verify that the dissertation complies with generally accepted academic standards.

_____ _____

(Place, Date) (Signature)