Check list: Acceptance as doctoral candidate faculty 4

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

☐ **Application** for acceptance as a doctoral candidate, stating the area of **focus** (see below, not necessary for economics / Dr. rer. pol.), the **working title** and the **supervisor** of the planned thesis, to be addressed to the Dean of Faculty 4 (see appendix for a sample)

☐ Copies or scans of **degree certificates** that entitle you to pursue the doctoral degree (see below)

(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.)*

Tip: You must submit the originals (or certified copies) of your certificates, diploma and transcripts to the Dean's Office when applying for admission as doctoral candidate (i. e. when submitting your dissertation) at the latest. They must match the above-mentioned copies or scans exactly. If it is more convenient for you, you are of course welcome to do this at this stage.

☐ **Short CV** including your educational background and your school career

☐ **A declaration of any previous doctoral attempts** (attached)

☐ **Supervision agreement** of Faculty 4 signed by supervisor, mentor and doctoral candidate stating the **focus area** (see below, not necessary for Dr. rer. pol.) and the **working title** of the thesis

(If there is no working title yet, a rough subject area within the focus area should be named.)

You can find the supervision agreement on the website below.

Important: You must name a mentor, as this is mandatory. You may name additional co-supervisors, but you do not have to, as they are optional. Exception: If the doctoral project is in cooperation with another university, a supervisor from the other university must usually be named as a secondary supervisor.

Caveat: The dean's office must be notified of any reasons that may justify mistrust of unbiased supervision immediately - e. g. family, personal or economic ties, see §20 Verwaltungs-verfahrensgesetz (VwVfG).

☐ **University statistics** form, fully completed

You can find the form on the website below.

☐ If necessary, an overview of **planned post-qualifications** in consultation with the main supervisor

See the separate list of pre- and post-qualification options on the website below.

Do you have any questions?

Please visit the website https://www.uni-hildesheim.de/en/fb4/promotion
or contact the dean's office of the faculty at
phone: +49 (0) 5121 883 40000 or e-mail dekanat4@uni-hildesheim.de

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.

Please note: It is not permitted to submit more than one application for acceptance as a doctoral candidate at the University of Hildesheim at the same time, not even for different doctoral degrees or at other faculties. After having been accepted as a doctoral candidate, it is not permitted to submit another application for acceptance as a doctoral candidate unless the validity period of a previous application has expired or the application has been revoked.

Acceptance as a doctoral candidate and admission to doctoral studies is not possible if commercial doctoral placement services have been or are used.

Cover letter for acceptance as a doctoral candidate

(fits in window envelope B4/C4 or DIN long)

or by email to dekanat4@uni-hildesheim.de

Dekanat 4
Die Dekanin
Universitätsplatz 1
31141 Hildesheim
Germany

To the Dean of Faculty 4, Prof Dr Julia Rieck

I hereby apply for acceptance as a doctoral candidate at Faculty 4.

I pursue a doctoral degree of

☐ Dr. rer. nat ☐ Dr. phil. ☐ Dr. rer. pol.

The focus area (specialisation) of the work is[1]:

_____

The working title (if not available: the topic area) of the thesis is:

_____

_____

Full name:

Date and place:

Signature:

[1] For allowed focus areas (specialisations), see list on page 3.

Assurance of previous doctoral attempts

Full name: _____

Place of birth: _____

Date of birth: _____

I hereby affirm,

(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)