



## Checklist

**For admission to the PhD or MD / PhD study programme according to § 3 of the PhD or MD/PhD-regulation of 2nd May 2017**

Name, first name: \_\_\_\_\_

Title: \_\_\_\_\_

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

### PhD

Completed studies at a German university	Graduated at a foreign university
<input type="checkbox"/> Informal Application Suitability, motivation, areas of interest, presentation to the career path	<input type="checkbox"/> Informal Application Suitability, motivation, areas of interest, presentation to the career path
<input type="checkbox"/> CV with photograph (dated and signed, in German or English)	<input type="checkbox"/> CV with photograph (dated and signed, in German or English)
<input type="checkbox"/> Original or officially certified copy of the school certificate (university entrance qualification)	<input type="checkbox"/> Original or officially certified copy of the school certificate (university entrance qualification)
<input type="checkbox"/> Original or officially certified copy of the Study certificate (Diploma, master, state exams)	<input type="checkbox"/> Original or officially certified copy of the Study certificate (Diploma, master, state exams)
	<input type="checkbox"/> Proof of sufficient English skills (Level B2 CEFR or comparable - see § 3 (2) d, of the regulation of 2 May 2017)
<input type="checkbox"/> Letter of recommendation from the supervisor (Subject, acceptance, support and funding)	<input type="checkbox"/> Letter of recommendation from the supervisor (Subject, acceptance, support and funding)
<input type="checkbox"/> Description of the planned research project (= Exposé as in § 2 supervision agreement) (Including work plan, current state of research, expected contribution to the scientific field/project)	<input type="checkbox"/> Description of the planned research project (= Exposé as in § 2 supervision agreement) (Including work plan, current state of research, expected contribution to the scientific field/project)
<input type="checkbox"/> Proposal list for teaching hours <b>or</b> Proof of the application for the Graduate School	<input type="checkbox"/> Proposal list for teaching hours <b>or</b> Proof of the application for the Graduate School
<input type="checkbox"/> Certificate of matriculation (will be submitted after enrollment)	<input type="checkbox"/> Certificate of matriculation (will be submitted after enrollment)
<input type="checkbox"/> Application for admission to the PhD program incl. <input type="checkbox"/> Supervision agreement <input type="checkbox"/> Declaration on "Good scientific practice" <input type="checkbox"/> Instruction sheet for statutory provisions <input type="checkbox"/> Form "Prüfung der Notwendigkeit eines Ethikvotums" (Examining the necessity for an ethics committee vote) <input type="checkbox"/> Form "Einverständniserklärung zur Aufnahme in den Mailverteiler" (consent for registration in mailing list in accordance with EU-GDPR)	<input type="checkbox"/> Application for admission to the PhD program incl. <input type="checkbox"/> Supervision agreement <input type="checkbox"/> Declaration on "Good scientific practice" <input type="checkbox"/> Instruction sheet for statutory provisions <input type="checkbox"/> Form "Prüfung der Notwendigkeit eines Ethikvotums" (Examining the necessity for an ethics committee vote) <input type="checkbox"/> Form "Einverständniserklärung zur Aufnahme in den Mailverteiler" (consent for registration in mailing list in accordance with EU-GDPR)

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