

Formal steps in the doctoral procedure

Please send this application including sections A, B and, if applicable, C, via your department to the Division of Student Affairs and Teaching, 'Sachgebiet Bewerbung und Zulassung, Statistik' (post box 69)

A. Application for acceptance as a doctoral candidate

Pages 1 to 10


B. Application for enrolment as a doctoral candidate

Pages 11 and 12

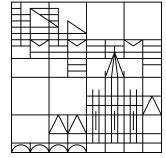
C. *Optional*: Application for exemption from mandatory enrolment

Page 13

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Important note:
 As stated in the Landeshochschulgesetz LHG (state law on higher education), enrolment is mandatory for doctoral candidates.
An exception is only possible if:
 1. Your main employment is, or will be, with the university (i.e. at least a 50-% position and contract for at least 6 months),
 2. you will complete your doctorate not in the context of a doctoral study programme
 3. and you apply for exemption from enrolment.



Please submit this application, including the doctoral supervision agreement, two copies of the notification of acceptance as a doctoral candidate, approved by the department and a mentor appointment, if already in place to the Division of Student Affairs and Teaching, Sachgebiet Bewerbung und Zulassung, Statistik (post box 69).

To the
Head of department

please select

▶ please name your department

Application received on:

▶ to be completed by the department

78457 Konstanz, GERMANY

A. Application for acceptance as a doctoral candidate

I hereby apply

▶ Name	▶ First name/s	▶ Title
▶ Post code, city	▶ Street, number	
▶ Phone	▶ Email address	▶ Date of birth (dd.mm.yyyy)
▶ Place of birth	▶ Country of birth	
▶ 1. Nationality	▶ 2nd nationality, if applicable	

female male ▶ undetermined/prefer not to say

▶ Gender

for acceptance as a doctoral candidate.

	X
▶ Place and date	▶ Signature of the applicant

The following documents are enclosed:

1. a. Certified copy of the degree certificate documenting successful completion of
 - a master's programme at a German university or
 - a study programme at a university, teacher training college or art academy with a standard period of study of at least four years or
 - a graduate study programme at a university, teacher training college or any other institution of higher education that has the right to award doctoral degrees
 - a bachelor's programme with a standard period of study of three years (admission to doctoral research possible under certain conditions, see number 9)
- b. copy of your higher education entrance qualification (HZB)
- c. curriculum vitae outlining personal and professional background and development
- d. a copy of the doctoral supervision agreement, signed by the candidate and the academic supervisor(s)
- e. Copy of a valid personal ID card or passport (normal, non-certified copy with a clearly recognizable photo, surname, first name and date of birth)
- f. if applicable, filled-in form on the appointment of mentors for doctoral researchers

▼ 2. Only for prospective doctoral students in the Department of Law:

2. A seminar paper graded "voll befriedigend" (fully satisfactory) or better by a professor.
3. Proposed topic of the doctoral thesis and choice of primary academic supervisor (see page 4).
4. Curriculum vitae outlining personal and professional background and development.
5. Declaration on past or ongoing applications for doctoral studies, and, if a doctoral degree has been awarded before, a certified copy of the degree certificate (see page 4).
6. Declaration whether, and to what extent, as part of a past degree examination, the candidate has submitted a written paper or parts of a written paper on a topic identical to the proposed topic of the doctoral thesis or a variation thereof (see page 4).

▼ 7. Only for international applicants who apply for a doctoral programme in the Department of Law:

7. Proof that you meet the university's language requirements, if your first language is not German and you did not graduate from a German secondary school.

▼ 8. Only for candidates applying for a doctoral programme in the Departments of Chemistry, Biology, Politics and Public Administration or in a department of the Faculty of Humanities:

8. Documentation of acceptance at a graduate school (Department of Chemistry and Biology) or to a doctoral study programme (Department of Politics and Public Administration, departments of the Faculty of Humanities, if applicable: request for exception, see explanations on page 3).

▼ 9. Only for graduates with a bachelor's degree applying for a doctoral programme who seek to pursue doctoral studies (so called "Fast Track"): Please also refer to the requirements set out in the discipline-specific doctoral regulations, Link: <https://www.uni-konstanz.de/en/study/while-you-study/examinations/examination-regulations/doctoral-regulations/>

9. Certified copy of the degree certificate documenting successful completion of
 - a. a subject-specific bachelor's programme or a comparable study programme completed at another university,
 - b. Proof of enrolment in a master's programme (enrolment certificate),
 - c. Documentation of coursework and academic performance assessments completed as part of the current master's programme,
 - d. For doctoral research in the Departments of Psychology and Law: Documentation of successful participation in a test assessing the applicant's aptitude

▼ 10. Only to candidates applying for a doctoral programme in the subjects of the Faculty of Humanities Humanities (philosophy, history, sociology, sports science, educational sciences and empirical education research as well as literature and linguistics)

10. A research proposal outlining your research project (5-10 pages)

▼ 11. Information about the assignment of additional persons for supervision including mentors, if applicable for subject-specific and supervisory issues as per § 5 para. 5 general Doctoral Regulations

11. a. for doctoral research in the Departments of Chemistry and Biology as well as all doctoral study programmes: Suggestion of a secondary supervisor, and, if applicable, a third supervisor (except GSBS). This proposal must be discussed with the first supervisor and requires his/her approval (see page 5),
- b. for all other doctoral research projects: see page 6

I apply for admission to a doctoral study programme.

Explanation: as of 01.10.2008, you must be enrolled in a doctoral study programme to earn a doctoral degree in the Faculty of Humanities as well as in the Department of Politics and Public Administration at the University of Konstanz. This means that, according to para. 2 of the discipline specific doctoral regulations for the humanities as well as in the Department of Politics and Public Administration, only candidates who have applied for admission to a doctoral study programme can be accepted as doctoral candidates. In humanities subjects exemptions from mandatory enrolment in a doctoral study programme may be granted on the grounds of extraordinary circumstances that are likely to otherwise severely impede the candidate's ability to successfully complete a doctoral study programme. You must submit adequate proof of your inability to take part in a doctoral study programme (proof of employment etc.) and provide detailed reasons (on a separate sheet), both of which you must hand in with your application form; exemptions are granted by the Doctoral Committee. Even if you have been exempted from mandatory enrolment in a doctoral study programme, you are still required by general university law to enrol at the University of Konstanz.

→ **Type of doctoral studies (to be filled in by the department!)** (▼ please select)

Doctoral studies at a university with the right to award doctoral degrees

- University of Konstanz
- Any other partnership agreement with a university that has the right to award doctoral degrees (▼ please name)
-

Doctoral studies at a university that has the right to award doctoral degrees in cooperation with a university abroad

- Cotutelle process
- Aix-Marseille-Konstanz-Strasbourg Doctoral Programme (Department of Economics)
- University of Singapore (Department of Biology or Chemistry)
- Any other partnership agreement with a university abroad (▼ please name)
-

Doctoral studies at a university that has the right to award doctoral degrees in cooperation with a Fachhochschule (University of applied sciences)

- Doctoral studies training group InViTe in cooperation with Albstadt-Sigmaringen University of Applied Sciences
- Hochschule Konstanz University of Applied Sciences (HTWG)
- Any other partnership agreement with a Fachhochschule (▼ please name)
-

Doctoral studies at a university that has the right to award doctoral degrees in cooperation with an external research institution

- Leibniz Institute for Economic Research at the University of Munich (ifo)
- Centre for European Economic Research (ZEW)
- Max Planck Institute for Animal Behavior (Radolfzell/Seewiesen)
- Any other partnership agreement with an external research institution (▼ please name)
-

Doctoral studies at a university with the right to award doctoral degrees in cooperation with a business or any other institution

- Partnership agreement with a business or other institution (▼ please name)
-

→ **On section 3 of this application form ("primary supervisor"):**

My signature confirms that I intend to assign to Mr/Ms

--	--

▶ First name(s)

▶ Last name

the following topic for the doctoral thesis:

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▶ Topic of doctoral thesis

The topic falls under the following academic discipline:

--

▶ Discipline

and belongs to the area of

--

▶ Subject area

I declare that I am willing to supervise

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▶ First name(s)

▶ Last name

	X
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▶ Place and date

▶ Signature of the primary supervisor and official stamp

→ **On sections 5 and 6 of the application:**

Declaration

I hereby declare that

- ▶ prior to this application (▼ please select)

I have not I have

submitted other applications for doctoral studies (if you have, you must include a separate declaration specifying the date and institution, the proposed topic, the outcome of your application and, if applicable, your doctoral certificate),

- ▶ at the time this application is made (▼ please select)

no a

application for doctoral studies at another university was submitted by me (if you have submitted another application, you must include a separate declaration),

- ▶ I have submitted, as part of my final degree examination, (▼ please select)

no a

written paper or parts of a written paper on a topic identical to the proposed topic of my doctoral thesis or a variation thereof.

I have **no** objections to my thesis being made available electronically.

I further confirm that the information I have provided is correct.

	X
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▶ Place and date

▶ Signature of the applicant

➔ regarding item 11a of the application ("additional supervisors"):

regarding item 11a.

This applies to **all doctoral study programmes and all doctoral researchers** enrolled in the **Department of Chemistry**, the **Department of Biology** and the **Faculty of Humanities**. A **secondary supervisor is obligatory** and a third supervisor is optional (not, however, in the case of the Graduate School of the Social and Behavioural Sciences (GSBS), see below):

I approve the suggestion by Mr/Ms/Mx

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▶ Given name(s) of the doctoral candidate

▶ Family name of the doctoral candidate

to appoint as secondary supervisor

Mr/Ms/Mx/Professor

▶ Name of supervisor

and (optional)

Mr/Ms/Mx/Professor

as third supervisor

▶ Name of supervisor

on this doctoral research project.

	X
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▶ Place and date

▶ Signature of the primary supervisor and official stamp

Please note: In the GSBS programme, an external advisor (= mentor) must be named and appointed within three years of acceptance as a doctoral researcher; a mentor instead of a third supervisor may be named and appointed for doctoral researchers in the doctoral study programme Psychology and for all doctoral researchers (enrolled or not enrolled in doctoral study programmes) in the Faculty of Humanities. If already decided, you may enter the name here:

I suggest

Mr/Ms/Professor

as a mentor.

▶ Name of the mentor

or:

Third supervisor or mentor will be suggested later. (Important: **Mentors** in the role of **third** supervisor must be named within three years of acceptance as a doctoral researcher)

Please note: No mentors can be appointed for doctoral researchers in the Department of Chemistry and the Department of Biology.

→ regarding section **11b of the application ("additional supervisors")**:

This applies to doctoral researchers who are not enrolled in a doctoral programme in all departments of the Faculty of Sciences, or in the Department of Economics or the Department of Law. The respective Doctoral Committee must appoint at least one additional supervisor within six months of the researcher's acceptance as a doctoral researcher.

Please note:

aa) Department of Computer and Information Science: Three additional persons acting as either a supervisor or mentor.

bb) Department of Psychology: At least one additional person acting as a supervisor or mentor.

cc) Department of Economics: One additional person acting as a secondary supervisor or mentor; a third person can be requested as mentor – no third supervisor possible!

If already decided, you may enter the name(s) here:

I approve the suggestion by Mr/Ms/Mx

--	--

▶ Given name(s) of the doctoral candidate

▶ -Family name of the doctoral candidate

to appoint as **secondary supervisor**

Mr/Ms/Mx/Professor

on this doctoral research project.

	X
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▶ Place and date

▶ Signature of the primary supervisor and official stamp

I (also) suggest

Mr/Ms/Mx/Professor

▶ Name

as a mentor

or

as a **third supervisor (not possible in the Department of Economics)**

dd) Department of Mathematics and Statistics, Department of Physics, Department of Law Only **one person acting as a mentor** is appointed within six months of acceptance as a doctoral researcher. If already decided, you may enter the name here:

Mr/Ms/Mx/Professor

as a mentor.

▶ Name of the mentor

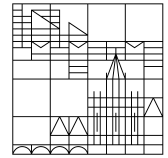
or

Secondary/third supervisor will be suggested later. (Note: Mentors as third supervisor must be named within three years of acceptance as a doctoral researcher)



Information

The following details for the university's doctoral candidates' statistics must be filled in by the applicant, the chair or department.



→ **Higher education entrance qualification (HZB):**

Date the first HZB was obtained (dd.mm.yyyy):

Type of first HZB:

- allgemeine Hochschulreife (aHR) (general higher education entrance qualification)
- fachgebundene Hochschulreife (fgHR) (subject-specific higher education entrance qualification)
- Fachhochschulreife (FHR) (qualification for study at a university of applied sciences)
- allgemeine Hochschulreife, im Ausland erworben (aHR) (general higher education entrance qualification earned abroad)

Grade you completed the Abitur with (HZB grade)

Place of your first HZB:

- Bundesland (federal state, if awarded in Germany) and
- Landkreis (administrative district, if awarded in Germany)
- or country (if awarded abroad)

→ **First enrolment (as a student):**

University:

Country:

Semester

(e.g. winter semester 2018/19):

→ **Details of your most recent university degree prior to the doctoral programme:**

University:

Country:

Degree/academic title (e.g. Master of Arts):

Field(s) of study:

Graduation date (dd.mm.yyyy)

Overall grade:

→ **Further degrees, if applicable:**

University:

Country:

Degree/academic title (e.g. Bachelor):

Field(s) of study:

Graduation date (dd.mm.yyyy)

Overall grade:

→ **The final examination conferring the right to register for doctoral studies** (▼ please select)

has not been taken yet has been taken and passed

▶ matriculation number (if the degree was awarded by the University of Konstanz; see UniCard or certificate of exmatriculation)

→ **Type of doctoral thesis:** (▼ please select)

Monograph publication-based/cumulative doctoral thesis

"Fast Track": Yes No

→ **Type of registration as a doctoral researcher** (▼ please select)

First time registration (first application for acceptance as a doctoral researcher at a university)


New registration (renewed application for acceptance, e.g. when changing universities)

(Please submit letter of acceptance issued by the other university)

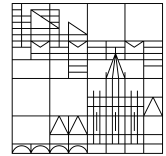
→ **Are you employed by the University of Konstanz?** (▼ please select)

Yes No

▶ Staff ID No. (see staff ID card)



Information
The following details for the university's doctoral candidates' statistics must be filled in by the applicant, the chair or department.



DFG-funded doctoral programmes: (▼ please select)

Please tick only if you are a **regular** member. Associate members are NOT regular members of the relevant doctoral programme.

- GSC 218: "Konstanz Research School Chemical Biology" (KoRS-CB)
- Integrated Research Training Group within the CRC 1432 „Fluctuations and Nonlinearities“ (FaN)
- Integrated research training group within TRR 161 "Quantitative Methods for Visual Computing"
- Integrated Research Training Group within TRR 353 „Regulation of cell death decisions“

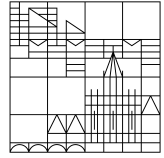
Doctoral programmes and graduate schools of the departments: (▼ please select)

- Graduate School Biological Sciences (GBS)
- Graduate School Chemistry (GCh)
- Graduate School Social and Behavioural Sciences (GSBS)
- Doctoral study programme in Anthropology
- Doctoral study programme in History
- Doctoral study programme in Clinical Psychology, Neuropsychology, and Psychotherapy
- Doctoral study programme in Literature (all subjects)
- Doctoral study programme in Philosophy
- Doctoral study programme in Politics and Public Administration
- Doctoral study programme in Sociology
- Doctoral study programme in Linguistics

More externally funded doctoral programmes: (▼ please select)

- Research Training Group “Changing Frames. Art History and Art Technology in Exchange”
- International Max Planck Research School for Quantitative Behaviour, Ecology and Evolution (IMPRS QBEE)
- Marie Curie ITN "Active Matter: From Fundamental Science to Technological Applications" (ActiveMatter)
- Marie Curie ITN "Drug repurposing and discovery multidisciplinary training network" (DRUGtrain)“
- Doctoral studies training group InViTe

▶ Student ID number of the University of Konstanz



B. Application for enrolment as a doctoral candidate

(You do not need to fill in this application if you can be and want to be exempted from compulsory enrolment; see section C on page 13).

at the University of Konstanz for the

winter semester 20 ____ / 20 ____ OR summer semester 20 ____

→ **Details on previous periods of study at German universities:**

Total number of semesters enrolled at a German university
(Hochschulsemester)

Number of semesters you took leave of absence (Urlaubssemester)

Number of internship semesters (Praxissemester)

Number of semesters at a German "Studienkolleg"

It is **absolutely mandatory** that you attach a certificate of exmatriculation to this application, unless you acquired your degree qualifying you for doctoral studies at the University of Konstanz.

→ **Studies in the previous semester:**

The previous semester was the

summer semester 20 ____ winter semester 20 ____ / ____

Name of the university if located in
Germany:

Name and country if located outside of
Germany:

Planned final examination you were
studying towards when you were last
enrolled (e.g. Bachelor/Master):

1. Subject:

2. Subject:

3. Subject:

→ **Practical work experience before studying:**

Have you already completed an apprenticeship/vocational training?

yes no

Have you completed an internship related to your study programme?

yes no

→ **Student health insurance:**

Doctoral researchers are not subject to statutory student health insurance (§ 5 para. 1 No. 9 clause 1 SGB V).

→ Data protection:

1. Responsible authority

University of Konstanz
represented by Rector
Professor Dr Katharina Holzinger
Universitaetsstr. 10
78464 Konstanz, Germany
Phone: +49 7531 88-0
Email: onlineredaktion@uni-konstanz.de

2. Data protection officer

DDSK GmbH
Miss Irina Weiß
Email: datenschutzbeauftragter@uni-konstanz.de

3. Legal basis

- Art. 6 para. 1 lit. e in connection with para. 3 of the EU's General Data Protection Regulation (GDPR) in connection with § 12 of the Landeshochschulgesetz LHG (state law on higher education) from 01.01.2005, whose Article 1 was last amended on 13.03.2018 (published in GBl. p. 85), and the Ministry of Science, Research and the Arts's legal regulation "Hochschul-Datenschutzverordnung" on the collection and processing of personal data of university applicants, students and examination candidates for administrative purposes of the institutions of higher education from 28.08.1992 (GBl. p. 667), whose Article 2 was last amended on 03.05.2012 (GBl. p. 276, 280),
- the "Hochschulstatistikgesetz" (law on university statistics) from 02.11.1990 (BGBl. I S. 2414), whose Article 3 was last amended on 07.12.2016 (BGBl. I p. 2826),
- the Landesdatenschutzgesetz (data protection act) from 12.06.2018 (GBl. p. 173) and
- § 4 of the "Studentenkrankenversicherungs-Meldeverordnung" (student health insurance registration provision) from 27.03.1996 (BGBl. I p. 568), whose Article 20 was last amended on 11.11.2016 (BGBl. I p. 2500).

4. Purpose and legal basis for data processing

It is mandatory that you fill in the form and provide the corresponding information for the acceptance as a doctoral researcher. Otherwise you **cannot** be accepted or enrolled!

5. Recipients

- The data will be forwarded to the following organizational units of the university:
Division of Student Affairs and Teaching, staff unit Controlling and your department.
- Passing on data to third parties:
Personal data may be passed on to third parties, particularly to other universities, public health insurances and offices for educational assistance if the legal requirements are fulfilled.

6. Storage duration

Basically, all data is saved until exmatriculation or the end of the examination procedure, then deleted. The following data is exempt from this regulation as it must be kept for 40 years after exmatriculation or the end of the examination procedures (§ 12 Hochschul-Datenschutzverordnung (university data protection regulation)):

- Last name, first name(s), birth name, date of birth, place of birth, gender,
- study programme, student ID number,
- internship semesters, leave of absence semesters, other interruptions,
- result and date of the preliminary (degree) examination,
- result and date of the final examination including the overall grade and the individual grades the overall grade is calculated from,
- date of enrolment and exmatriculation as well as the reason for exmatriculation.

7. Your rights

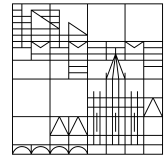
- In accordance with Article 15 GDPR, you have the right to request information from the University of Konstanz about any data it stores that is related to your person and/or to have incorrect data corrected as per Article 16 GDPR.
- You also have the right to demand that your data be deleted (Article 17 GDPR), that the processing and use thereof be restricted (Article 18 GDPR), as well as to object to the processing and use of your data (Article 21 GDPR), unless legal requirements stipulate otherwise.
- To better understand and exercise your rights, please contact our data protection officer by emailing datenschutzbeauftragter@uni-konstanz.de.
- You also have the right to file a complaint with the regulating authority if you believe that the processing and use of your personal data is in violation of the law (Art. 77 GDPR).

The responsible contact person at the regulating authority is the Landesbeauftragter für den Datenschutz und die Informationsfreiheit Baden-Württemberg (state commissioner for data protection and the freedom of information Baden-Württemberg).

	X
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► Place and date

► Signature of the applicant



C. Optionally: Application for exemption from mandatory enrolment

Enrolment (important for all applicants)

For the period of doctoral studies, **you are legally obliged to enrol** (see § 38 para. 5 sentence 1 clause 1 Landeshochschulgesetz LHG (state law on higher education)).

You can be **exempted from mandatory enrolment only** if your main employment is, or will be, with the university (i.e. at least a 50-% position and contract for at least 6 months), and you will complete your doctorate not in the context of a doctoral study programme.

I apply for exemption from the legal obligation to enrol:

Please attach to this application a copy of your work contract, or proof that you will shortly conclude a work contract.

Please note that enrolled doctoral researchers nevertheless have to pay **fees** for enrolment or re-registration every semester. These fees **must be paid in due time** (currently for the summer semester: by 15 February, for the winter semester: by 15 August). The re-registration fee is composed of the administrative fee, Seezeit student services fee and the student body fee.

Doctoral researchers who are not enrolled have **no right** to discounts and special university or Seezeit offers for students. Moreover they cannot take part in elections as other enrolled doctoral researchers can.

	X
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► Place and date

► Signature of the applicant