

Surname, first name

Date

To the Chair
of the Doctorate Committee
of School I
of the University of Oldenburg
P.O. Box 2503

26111 Oldenburg

Application for admission as a doctoral candidate

I am hereby applying for admission as a doctoral candidate at School I – School of Educational and Social Sciences at the University of Oldenburg.

1. Personal details

Surname, first name:

Address: Street:

POST CODE/CITY:

Email address:

Student ID number (if known):*

Enrolled in the PhD programme:* Yes / No
(if yes, please state the name of the programme)*:

Personal telephone number:

Work telephone number:

Date of birth :

Place of birth:

Nationality (if applicable, the first and second nationality)*

Employed by the University of Oldenburg:* Yes / No
(if yes, please provide your employee number):

2. Details of the research project

2.1 Proposal for the thesis topic:

2.2 Needs to be referred to the Ethics Committee Yes / No
If referral required: Please submit a request to the Ethics Committee in consultation with your primary academic supervisor **well before you start collecting data.**
All the necessary information is available on the following website:
<https://uol.de/senat/forschungsfolgenabschaetzung-und-ethik/>

2.3 Doctorate pursued (Dr. phil. or Dr. rer. pol.):

2.4 Scholarly support provided by:

2.5 Supportive statement included: Yes / No

2.6 Supervision Agreement concluded: Yes / No

2.7 Other information:
I am interested in receiving information about further education/training programmes offered by the Graduate School Yes / No

3. Academic career

3.1 University degree

From	To	University	Subjects	Number of semesters

3.2 Of the above-mentioned, the following were obtained at the University of Oldenburg:

from to Semester number:

from to Semester number:

3.3 First university entrance qualification (type):

German federal state/district/city :
(or country, if not in Germany):

Date:

3.4 University of first enrolment:*
(after obtaining the university entrance qualification):
(or country, if the university is outside Germany):

Date:

3.5 Certificate that qualifies the recipient for doctoral studies (type):

Degree programme/subject:

Degree title:

German federal state/district/city:
(or country, if not in Germany):

Overall grade:

Date:

4. Additional information:

4.1 PhD project in cooperation with a University of Applied Science: Yes / No

4.2 Subject area of the doctoral thesis:

4.3 Type of doctoral thesis (monograph or collection of articles):

4.4 Expected number of semesters to be required for the PhD project:

* This information is provided voluntarily. The information supplied will be used by the University of Oldenburg to fulfil its obligations under the University Statistics Act by transferring data to the Lower Saxony State Office for Statistics (LSN).
If information regarding enrolment as a doctoral candidate and the employment relationship with the University is already available at other departments of the University (e.g., Division 1 – Personnel, Division 3 – Student and Academic Affairs), the provision of the corresponding student ID number and employee number is also voluntary. Providing the student ID number and the employee number facilitates a comparison with the existing information on file regarding an employment relationship and enrolment as a doctoral candidate, thereby eliminating the need to provide further information. This data is not transferred to the LSN.

Doctoral candidates are therefore urged to also provide this data (employee number, student ID number, etc.) in order to avoid duplication of information, etc.

By providing the abovementioned data, I consent to the processing of the requested data as well as the transmission thereof to the LSN. I am aware that I may refuse this consent and that I may revoke it at any time with effect for the future without suffering any disadvantages. I can revoke my consent by notifying the School.

The following documents are enclosed with this application:

(Please note: Only complete applications will be processed)

- a) Detailed description of the PhD project
(Research question, research methods, current academic discussions concerning the topic with regard to the provisions in Section 8.1 of the Doctoral Degree Regulations)
- b) Certified copies of certificates
- c) Supportive statement of the academic supervisor regarding admission to the PhD programme
(For criteria see page 5)
- d) Supervision Agreement
- e) Written declaration as to whether an application for admission to a PhD programme at another university was submitted at the same time and whether the applicant has already unsuccessfully taken part in another doctoral degree procedure.
- f) Written declaration that the proposed thesis has not been submitted, either in whole or in part, to another university.
- g) Written declaration that the applicant will adhere to the Guidelines for good academic practice at the University of Oldenburg.
- h) CV in table format

S i g n a t u r e / D a t e

**Appendix to the application for admission to a PhD programme at
School I:
Explanations regarding points e), f) and g) of the application form**

I declare that I have not submitted the proposed thesis, either in whole or in part, to any other university.

Date Signature

I declare that I have not submitted an application for admission to a PhD programme at another university at the same time and that I have not already unsuccessfully taken part in another doctoral degree procedure.

Date Signature

I declare that I will adhere to the Guidelines for good academic practice at the University of Oldenburg.

Date Signature

Criteria drawn up by the Doctorate Committee of School I to be used as guidelines for the mandatory supportive statement by academic supervisors regarding applications for admission to PhD programmes:

The statement should briefly confirm

1. the scientific relevance of the question,
2. that the research question will be investigated on the basis of current academic literature on the subject, and
3. that the research design is appropriate for investigating the research question.
4. Furthermore, it should be made clear that the PhD project will be supervised by the assessor, and that the topic of the proposed PhD project is appropriate for the School.

**Appendix to the application for admission to a PhD programme at
School I:
Form for point d):**



Supervision Agreement

The doctoral candidate and the following professor have agreed to conclude a Supervision Agreement for the PhD project, which is intended to guarantee the scholarly support needed for the success of the project:

Ms/Mr _____ [doctoral candidate]
and
Ms/Mr _____ [First supervisor]

1. School: _____

Doctoral subject/area: _____

If applicable, name of PhD programme or Graduate School:

2. Intended thesis topic (working title):

_____ -

Start of the PhD project (month/year): _____

3. At the beginning, the doctoral candidate will draw up a timeline for the project, which is to be regularly updated and discussed with the supervisor. The doctoral candidate will report regularly, but at least once a year, to the supervisor on the preparation, development and implementation of the PhD project (progress report) and present preliminary work or parts of the thesis in the following colloquia or in comparable places.

4. Academic supervision takes place in particular through regular one-on-one discussions as well as through regular participation in events organised as part of PhD programmes and/or in School and subject-related doctoral colloquia. The first supervisor will monitor the quality of the doctoral thesis and support the independent scientific development of the doctoral candidate by providing advice and practical support. To the extent required, they will comment orally or in writing on the contributions delivered during the agreed meetings.

5. The doctoral candidate must notify the first supervisor of changes to the topic of the doctoral thesis and any changes of address.

6. All scientific activity is based on the principles of good academic practice as formulated in the guidelines of the German Research Foundation (DFG) and the corresponding regulations of the University of Oldenburg. The doctoral candidate's first supervisor is available to answer any questions about this. The doctoral candidate will comply with these regulations.

7. If the supervisory relationship is dissolved for reasons beyond the responsibility of the doctoral candidate, the School will strive to provide an alternative suitable supervisor.

(Place, Date) _____ doctoral candidate

(Place, Date) _____ First supervisor

Seen by:

(Place, Date) _____ Chair of the Doctorate Committee of School I
_____ Chair of the Doctorate Committee of School I

Please note: This is an unofficial translation provided for your convenience only and does not have any legal binding effects! Only the German version is legally binding!