

Antrag auf Zulassung zur Promotion Application for Admission to Doctoral Studies

nach der geltenden Promotionsordnung (PromO) vom 22.10.2020 (FU-Mitteilungen 40/2020)
 in accordance with the Doctoral Regulations dated October 22, 2020 (FU-Mitteilungen No. 40/2020)

Name Surname		Vorname First Name	
Straße Street		Postleitzahl/Ort Zip Code/City	
Telefonnummer Telephone Number		E-Mail (FU and/or private)	
Geburtsdatum Date of Birth		Geburtsort Place of Birth	
Nationalität Nationality		Matrikelnummer (wenn vorhanden) Student-ID-number (if available)	

Art der Promotion | Type of Doctoral Studies:

Individualpromotion ja/yes nein/no
 Individual Doctorate

Falls nein, bitte Zutreffendes ankreuzen | If no, please check applicable:

Strukturierte Promotion ja/yes nein/no
 Structured Doctoral Program _____
 Name Graduiertenschule | Name of the Graduate School

Co-Tutelle-Verfahren ja/yes nein/no
 Co-Tutelle Procedure _____
 Name Partner-Universität | Name of the Partner University

Kooperationsvereinbarung ja/yes nein/no
 Cooperation Agreement _____
 Name Partner-Universität | Name of the Partner University

Promotionsfach | Doctoral Subject _____

Betreuer*in | Supervisor _____

ggf. 2. Betreuer*in | (if applicable) 2nd Supervisor _____

ggf. 3. Betreuer*in | (if applicable) 3rd Supervisor _____

Arbeitstitel der Dissertation | Working Title of the Dissertation

Sprache der Dissertation | Language of the Dissertation _____

Documents to be submitted with the application

Please note that originals or officially certified copies of all required degree documents have to be shown to the Doctoral Office before an admission to doctoral studies can be finalized.

1. **Copy of an official valid personal document (passport/identity card)**
2. **Degree documents of the acquired Bachelor's and Master's degrees (or other qualifying degrees such as Magister, Diplom, Staatsexamen) → according to section 4.1 of the above-mentioned PromO:**
 - 2.1 a) Certificate b) Diploma c) Transcript d) Diploma Supplement
 - 2.2 For degree documents in languages other than German or English:
Additionally, please submit a translation by a sworn translator.
3. **Scientific CV in tabular form → according to section 4.1 (b) of the above-mentioned PromO**
4. **Signed Supervisor Declaration (see p. 4) → according to section 4.2 of the above-mentioned PromO**
 - 4.1 Additional reasoned statement of the first supervisor, if the completed degree is not identical with the requested doctoral subject.
5. **Exposé signed by the supervisors → according to section 4.2 of the above-mentioned PromO**
6. **Proof of language proficiency for the language of the dissertation**
 - 6.1 Dissertation project written in German: If the native language is not German and a non-German degree has been obtained: Proof of German language skills by passing the German language exam for university admission (DSH2) → according to section 4.1 (e) of the above-mentioned PromO
 - 6.2 Dissertation project written in English: If the native language is not English and a non-English degree has been obtained: Proof of English language skills at a level of C1 CEFR → according to section 4.1 (f) of the above-mentioned PromO
 - 6.3 Dissertation project written in a scientific language other than German or English:
 - a) Proof of knowledge of the language at a level of C1 or proof of equivalent knowledge → according to section 4.1 (f) of above-mentioned PromO
 - b) An exemplary composition of a possible doctoral committee must already be named (in writing) by the supervisor when applying for admission
7. **Foreign language certificates according to the foreign language regulations in the designated doctoral subject → [Foreign Language Regulations](#) (FU-Mitteilungen 4/2021 dated February 5, 2021)**
8. **Employment at the FU**
 - 8.1 Do you have an employment at the FU? **yes** **no**
If yes, please submit a copy of the employment contract.
 - 8.2 Employees of the FU Berlin are exempt from the enrollment obligation. Is an exemption from enrollment desired? **yes** **no**
9. **Is this a first-time application for admission to doctoral studies?** **yes** **no**
 - 9.1 If no: informal declaration including the following information:
 - a) Name of university
 - b) Doctoral subject

- c) Name of supervisor
 - d) Working title
 - e) Enrollment period
 - 9.2 In case of premature withdrawal/termination of the dissertation project at another university: submit a confirmation of withdrawal/termination from the university
 - 9.3 In case of completion of the dissertation project at another university: submit a copy of the doctoral certificate
10. **In case of a structured doctoral program at a graduate school: the graduate school's letter of admission with indication of the starting date**
Note: Admission to doctoral studies can be made no earlier than the date of commencement of the structured doctoral program.
11. **In case of intended cotutelle procedure with another university:**
- a) Name of university
 - b) Contact person of the doctoral office of the partner university
 - c) Email address and postal address of the doctoral office of the partner university
 - d) Name of the supervisor at the partner university
 - e) Confirmation of the Dahlem Research School (DRS) about existing framework agreement with the partner university
- Note:* Admission to doctoral studies as part of a cotutelle procedure can only take place after the submission of a cotutelle contract drawn up with the Dahlem Research School (DRS).
12. **In case of intended cooperation with another college/university:**
- a) Name of college/university
 - b) Contact person of the doctoral office of the college/university
 - c) E-mail address and postal address of the doctoral office of the college/university
 - d) Name of the supervisor at the college/university

I agree to the electronic communication of personal data and exchange of procedure-related documents via the above-mentioned e-mail address and the FU e-mail address, which I will receive after enrollment at the FU Berlin, for the entire doctoral procedure.

I declare that I am aware and have read the applicable [Doctoral Regulations](#) of the Department of History and Cultural Studies of the Freie Universität Berlin dated October 22, 2020 (*FU-Mitteilungen* No. 40/2020), last changed on May 5, 2023.

Date

Signature

Appendix

Supervisor Declaration

In accordance with section 6.8 of the [Doctoral Regulations](#) of the Department of History and Cultural Studies of the Freie Universität Berlin dated October 22, 2020 (*FU-Mitteilungen* No. 40/2020), I commit to supervise the doctoral project of

(First name and Surname _____
of Doctoral Candidate)

for the duration of the standard processing time.

The dissertation should be written in _____ language.

The disputation shall take place in _____ language.

Proof of knowledge of the corresponding language(s) is to be documented according to section 4.1(e) and/or section 4.1(f) of the doctoral regulations mentioned above.

The admission of a scientific language other than German or English is only permitted if the supervision, review and evaluation are guaranteed and an exemplary composition of a possible doctoral committee must already be named (in writing) by the supervisor when applying for admission. In addition, upon submission of the dissertation a statement from each member of the doctoral committee must be submitted stating that they are willing and able to read, understand and assess the dissertation in the approved language and that the disputation can be held in the approved language.

Consecutive degree – doctoral subject:

If the submitted degree of the candidate is not identical with the chosen doctoral subject, please submit a reasoned statement why the submitted degree is relevant for the doctorate in the requested subject.

Information about the supervisor status:

According to section 6.2 p.2, at least one of the supervisors must be a full-time university lecturer of the department. If the supervisor's membership at Freie Universität Berlin ends, he or she retains the right to complete the supervision of a dissertation that has been started and to be a member of the doctoral committee with voting right for an additional four years; section 9.2 p.2 remains unaffected (see section 6.9 p.1).

All university lecturers who have retired after October 23, 1990, are, as of retirement, no longer members of the university thus they are considered external members with regard to the composition of the doctoral committee.

Date

Signature 1st Supervisor

Date

Signature 2nd Supervisor (if applicable)

Date

Signature 3rd Supervisor (if applicable)