

**Doctoral Study Office**  
 Department of History and Cultural Studies  
 Fabeckstr. 23-25, 14195 Berlin

**Application for Admission to the Doctoral Procedure  
 at the Department of History and Cultural Studies**

in accordance with the applicable Doctoral Study Regulations  
 dated December 2, 2008, last amended on February 6, 2012 (Official Register 60/2008, 24/2011, and 08/2012)

<b>Last name:</b> <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> D		<b>First name:</b>	
<b>Street address:</b>		<b>Phone:</b>	
<b>Postal code, city/town:</b>		<b>e-mail:</b> Zedat and personal	
<b>Date of birth:</b>		<b>Place of birth:</b> City/town, country	
<b>Student ID No.:</b>		<b>Nationality:</b>	

<b>Type of doctoral study</b>			
<b>Individual doctorate</b>		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>PhD Programme at graduate school</b> _____		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Cotutelle agreement with university</b> _____		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Cooperation agreement with</b> _____		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>

<b>Doctoral subject:</b> _____
<b>Supervisor:</b> _____
<b>Working title of dissertation project (please print legibly):</b> _____ _____
<b>Language of dissertation project:</b> _____

**Documents to be submitted with the application for admission:**

1. Copy of a valid official personal ID ( Passport / Identity card)
2. Original and copy or certified copy of your final degree documents regarding your bachelor's or master's degree or degree of *Magister* or *Diplom* (pursuant to Sec. 4 (1) (a) of the Doctoral Study Regulations):
  - 2.1 a) Certificate (*Urkunde*) b) Certification (*Zeugnis*) c) Transcript d) Diploma Supplement
  - 2.2 In the case of final degree documents in languages other than German or English, a translation prepared by a sworn translator (original and copy or certified copy)
3. Curriculum vitae in table format from the start of studies, with a focus on the activities and experiences associated with the doctoral project (in accordance with Sec. 4 (1) (b) of the abovementioned Doctoral Study Regulations)
4. Supervisor's declaration
  - 4.1 Supervisor's declaration from a professor regarding the endorsement and supervision of

- the doctoral project (pursuant to Sec. 4 (2) of the abovementioned Doctoral Study Regulations) (see enclosure)
- 4.2 additional statement of position, including reasons, from the supervisor if the degree presented is not identical to the subject to which the applicant is seeking admission for doctoral study

## 5. Exposé

- 5.1 Original exposé for the dissertation project, with the supervisor's signature
- 5.2 In the case of supervisors who are cooperating members of the Department of History and Cultural Studies or external supervisors (from a different department at Freie Universität Berlin, other institution), plus the original signature of a full-time professor of the Department on the exposé
- 5.3 In the case of an external supervisor (from a different department at Freie Universität Berlin, other institution), plus free-form declaration by a full-time professor from the Department regarding support for the external supervisor (pursuant to Sec. 6 (5) of the abovementioned Doctoral Study Regulations)

## 6. Proof of language skills for the language of the dissertation

- 6.1 Dissertation projects in English or another language: proof of skills in English or the other language at level C1 or proof of equivalent skills (pursuant to Sec. 4 (1) (f) of the abovementioned Doctoral Study Regulations)
- 6.2 Dissertation projects in German, if your native language is other than German and you have an international degree: proof of German language skills shown by having passed the Deutsche Sprachprüfung für den Hochschulzugang (DSH 2) or equivalent proof pursuant to the Regulations for the German Language Examination for Admission of Foreign Applicants to Higher Education at Freie Universität Berlin (Ordnung für die Deutsche Sprachprüfung für den Hochschulzugang ausländischer Bewerberinnen und Bewerber an der Freien Universität Berlin) (pursuant to Sec. 4 (1) (e) of the abovementioned Doctoral Study Regulations)

## 7. Proof of foreign language skills relating to the foreign language rules in the doctoral subject (original and copy) (pursuant to the Rules and Regulations governing Foreign Language Skills dated September 20, 2013, Official Register 46/2013)

## 8. Are you employed by Freie Universität?

Yes  No

- 8.1 If you answered "Yes," please submit a copy of your employment contract; employees of Freie Universität Berlin are exempt from the obligation to enroll.
- 8.2 If you wish to enroll even though you are an employee, please submit a free-form request.

## 9. Is this the first time you are applying for admission to the dissertation project? Yes No

- 9.1 If you answered "No," please submit the a free-form declaration containing the following information:
- a) Name of the university b) Subject of doctoral study c) Name of supervisor d) Working title  
e) Period of enrollment
- 9.2 If you have terminated / concluded an admitted dissertation project at another university, please submit a copy of the withdrawal letter / doctoral certificate.

## 10. For individual doctoral studies: [declaration of non-participation in a doctoral study program](#)

## 11. For PhD Programmes at graduate schools: fellowship approval from the graduate school

## 12. For intended cotutelle agreement with another university:

- 12.1 a) Name of the university b) Contact person at the PhD office at the partner university c) e-mail address and address of the PhD office of the partner university d) Name of supervisor at partner university

## 13. For intended cooperation with another university/university of applied sciences:

- 13.1 a) Name of the institution b) Contact person at the PhD office at the partner institution c) e-mail address and address of the PhD office of the partner institution d) Name of supervisor at this institution

**I declare my consent to the electronic storage and processing of my data for a specific purpose. I declare that I am familiar with the applicable Doctoral Study Regulations (dated December 2, 2008, last amended on February 6, 2012 (Official Register 60/2008, 24/2011 and 08/2012)).**

.....  
Date and place, candidate signature

.....  
Date reviewed, processing agent signature

## Annex

### Supervisor's Declaration

Pursuant to Sec. 4 (1) (g) of the Doctoral Study Regulations dated December 2, 2008 (Official Register 60/2008), I commit to supervise the dissertation project of

Mr./Ms. \_\_\_\_\_

for the standard processing time (see Sec. 6 (8)).

The dissertation is to be written in the \_\_\_\_\_ language.

The defense is to take place in the \_\_\_\_\_ language.

Proof of skills in English or the other language at level C1 or proof of equivalent skills must be submitted.

A language of academic and scientific endeavor other than *English* can only be used if supervision, assessment, and evaluation are ensured. When the dissertation is submitted, a declaration from all commission members is required.

If the candidate's native language is other than German and he/she has an international degree: proof of German language skills shown by having passed the Deutsche Sprachprüfung für den Hochschulzugang (DSH 2) or equivalent proof pursuant to the Regulations for the German Language Examination for Admission of Foreign Applicants to Higher Education at Freie Universität Berlin (Ordnung für die Deutsche Sprachprüfung für den Hochschulzugang ausländischer Bewerberinnen und Bewerber an der Freien Universität Berlin) has to be submitted.

**If the degree submitted by the candidate is not identical to the subject in which he/she seeks admission to doctoral study, please submit a statement of position that includes the reasons for which the degree submitted is essential to the doctoral subject to which the candidate is applying.**

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#### **Information on the supervisor's status:**

If the supervisor's affiliation with Freie Universität Berlin terminates, he or she retains the right to conclude the supervision of a dissertation that has been commenced and to belong to the doctoral commission with voting rights for a period of three years. (See Sec. 6 (9).)

I have taken note of Sec. 6 (9) of the abovementioned Doctoral Study Regulations.

All professors who have obtained emeritus status after October 23, 1990, are not considered members of the university; instead, they are considered external members for the purposes of the composition of the doctoral commission.

**In this case, and in the case of supervision by external supervisors, Sec. 6 (5) of the abovementioned Doctoral Study Regulations stipulates that the application for admission must be accompanied by a free-form declaration from a full-time professor at the Department regarding support for the external supervisor.**

#### **Please see the provisions of Sec. 8 (2) of the abovementioned Doctoral Study Regulations:**

(2) The supervisor responsible for the dissertation project must be appointed as one of the reviewers of the dissertation. The doctoral committee designates one additional reviewer by agreement with the doctoral candidate. At least one reviewer must be a full-time professor at the Department.

.....  
(Date)

.....  
(Supervisor signature)