



Dekanat der Mathematisch-Naturwissenschaftlichen Fakultät  
Auf der Morgenstelle 8  
72076 Tübingen

Status: 03/2024

## Application for Acceptance as Doctoral Candidate

### Applicant details:

\*These fields must be completed

Application type:  Initial application  Follow-up application (change of supervisor or field of studies)

Surname\* Maiden name (if applicable) First name(s)\*

Gender\* Date of birth\* Place of birth\*

Address, Street, no, Room number (if applicable)\* Zip Code, City\*

Phone number (for further enquiries) Nationality\*

E-Mail (private)\*

Graduation diploma(s) and subject (Bachelor, Master etc.):\*

Issued by which University\* Issue date\*

I hereby apply for acceptance as a doctoral student at the Faculty of Science at the University of Tübingen.

### a. Field of doctoral studies (no multiple selection possible):\*

- |  |   |
|--|---|
| <input type="checkbox"/> Archaeological Sciences and Human Evolution | <input type="checkbox"/> Geography                    |
| <input type="checkbox"/> Biochemistry                                | <input type="checkbox"/> Geoecology                   |
| <input type="checkbox"/> Bioinformatics                              | <input type="checkbox"/> Geosciences                  |
| <input type="checkbox"/> Biology                                     | <input type="checkbox"/> Mathematics                  |
| <input type="checkbox"/> Chemistry                                   | <input type="checkbox"/> Medical Informatics          |
| <input type="checkbox"/> Cognitive Science                           | <input type="checkbox"/> Pharmaceutics                |
| <input type="checkbox"/> Computer Science                            | <input type="checkbox"/> Physics                      |
| <input type="checkbox"/> Didactics                                   | <input type="checkbox"/> Prehistory and Early History |
| <input type="checkbox"/> Environmental Science                       | <input type="checkbox"/> Psychology                   |

### b. The doctoral project will be carried out at/in (address institute/department):\*

**c. Doctoral Committee (Surname, First Name, Title and Address):**

**1<sup>st</sup> Supervisor:\***

\_\_\_\_\_

**Address:\***

\_\_\_\_\_

**2<sup>nd</sup> Supervisor:\***

\_\_\_\_\_

**Address:\***

\_\_\_\_\_

**3<sup>rd</sup> Supervisor:**  
(if applicable)

\_\_\_\_\_

**Address:\***

\_\_\_\_\_

***Explanation:** At least one member of the Doctoral Committee must be a professor and work full-time in this capacity in the department of the doctoral subject (University of Tübingen). In addition, junior professors, heads of junior research groups with appropriate authorization, extraordinary professors, HAW professors, emeritus and retired professors, private lecturers, honorary professors and visiting professors as well as appropriately qualified members of non-university research institutions and foreign universities may be appointed as supervisors. For further information on the possibility of doctoral supervision by persons without a professorial title, please refer to our information sheet.*

**d. Participation in a structured doctoral programme** (if the doctorate is being completed in a graduate school or a graduate programme):\*

no       **yes:** \_\_\_\_\_

**e. Attached documents (all required for initial application):**

- officially certified copy of degree certificate and diploma (alternatively presentation of original certificates to the doctoral office together with a simple copy)
- Transcript of records of Master and Bachelor degree, Diploma etc.
- A copy of the applicant's identity card or passport

**f. Declarations:**

- I hereby consent to the storage of my data on University servers and to its transmission within the University, as well as its use for statistical and alumni purposes.
- I declare that I am aware of the Guidelines for Good Scientific Practice of the University of Tübingen (Resolution of the Senate of February 11, 2021, available for download under "Information") and that I will observe them when writing my dissertation.
- I am aware that I have to report annually to the doctoral committee on the present state and the progress of my thesis. The doctoral committee may demand a modification in my work plan and time schedule. If the doctoral committee decides that, in spite of the modified work plan and time schedule, a successful completion in a reasonable time cannot be expected, the graduation board can revoke the acceptance as a doctoral student.
- I am aware that I have to inform the PhD Office about the cancellation of my PhD project and about a change of university.

**Date, Signature Doctoral Candidate:\*** \_\_\_\_\_

**Please note: Only complete applications with all required documents can be processed.**

# Supervision Agreement for Doctoral Candidates at the University of Tübingen, Faculty of Science, according to § 38 para. 5 LHG

The following is agreed between the doctoral candidate

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

and

1<sup>st</sup> supervisor\* \_\_\_\_\_

2<sup>nd</sup> supervisor\* \_\_\_\_\_

3<sup>rd</sup> supervisor (if applicable) \_\_\_\_\_

## § 1 Doctoral Thesis and Time Schedule

Title of thesis project:\*

Start date of doctorate:\* \_\_\_\_\_ (dd.mm.yyyy)

Expected date of completion:\* \_\_\_\_\_ (dd.mm.yyyy)

The doctoral candidate will report (e.g. as part of a TAC meeting) on the status and progress of his/her project to his/her supervisors at least once a year in form of an oral report as well as a written time schedule and work plan. A different frequency between reports may be individually agreed upon in order to meet the needs of the doctoral project and the candidate's personal circumstances.

The following reporting period has been agreed upon:\*  **once a year** or \_\_\_\_\_

The interval between reports is to be reviewed after each report and adjusted if necessary.

## § 2 Study Program

1. The doctoral candidate may obtain supplementary qualifications by taking part in seminars run for doctoral candidates by the Faculty and the central Graduate Academy.

2. If applicable: It is expected that the doctoral candidate successfully attends the following courses (total of \_\_\_\_\_ CP) (e.g. when doctoral candidate has not sufficient proof of knowledge in the field of doctoral studies):

Course A: \_\_\_\_\_; CP A: \_\_\_\_\_

Course B: \_\_\_\_\_; CP B: \_\_\_\_\_

### **§ 3 Observing Good Scientific Practice**

The doctoral candidate and the supervisor agree to abide by the Guidelines for Good Scientific Practice of the University of Tübingen (Resolution of the Senate of February 11, 2021, linked here at the top of the page: <https://uni-tuebingen.de/de/119123>)

### **§ 4 Regulating and Resolving Disputes**

In case of a dispute between the doctoral candidate and the supervisor, the parties involved can consult the Faculty Ombudsperson.

### **§ 5 Assessment Period Following Submission of Thesis**

The doctoral candidate and the supervisors will agree upon an assessment period once the doctoral thesis is being submitted. The time period should not exceed two months.

### **§ 6 Copy of this agreement**

The Dean's Office of the Faculty of Science retains the original signed copy of the Supervision Agreement. We recommend that the doctoral candidate and supervisors each keep a copy of the signed document.

Date, signature Doctoral candidate:\* \_\_\_\_\_

Date, Signature 1<sup>st</sup> supervisor:\* \_\_\_\_\_

Date, Signature 2<sup>nd</sup> supervisor:\* \_\_\_\_\_

Date, Signature 3<sup>rd</sup> supervisor (if applicable):\* \_\_\_\_\_

Doctoral procedures at the Faculty of Science of the University of Tübingen are subject to the Faculty's Ph.D. examination regulations.



## Thesis Advisory Committee Meeting

### Instructions and general information:

Thesis Advisory Committee (TAC) meetings are dedicated to discussing the subject and progress of doctoral projects, and to suggest adjustments if necessary. The focus is on supporting the doctoral candidates and offering the possibility to discuss their progress and possible challenges with competent persons who are not directly involved in the project. TAC meetings can help to identify and address issues that may arise during a doctoral project.

We strongly recommend holding an initial TAC meeting during the first year of the doctorate (to evaluate the design of the project), and one TAC meeting 6 months to 1 year before the submission of the thesis (to evaluate whether the obtained results are sufficient for thesis submission). Additional TAC meetings can be scheduled as needed.

In case you already are a member of a structured doctoral program with TAC meetings, please comply with the corresponding rules in your program and use the relevant internal templates/forms. You do not have to use this form.

The Thesis Advisory Committee consists of at least three members. Besides the first supervisor, the second and third TAC member are chosen by the candidate. The second supervisor can be one of these TAC members. At least one TAC member should not be directly involved in the doctoral project. The doctoral candidate decides on the chairperson of the committee. The first supervisor cannot be appointed as chairperson.

The doctoral candidates are responsible for organizing the TAC meetings (date/time/invitation).

The doctoral candidate sends his/her progress report to all members of the committee at least 2 weeks before the date of the TAC-meeting. The chairperson of the TAC committee is responsible for the documentation.

The three parts of the TAC meeting are:

- Presentation of the project by candidate (15 minutes)
  - Introduction
  - Results obtained to date
  - Potential challenges
  - Perspectives for the future
- Discussion with the members of the TAC committees
  - Feedback of TAC members on the presentation
  - Recommendations
  - Timeline, expected next steps or submission dates for manuscripts or thesis
  - Future career plan
- Confidential exchange between TAC-members and
  - Doctoral candidate (without 1<sup>st</sup> supervisor)
  - 1<sup>st</sup> supervisor (without doctoral candidate)

**TAC Summary:**

**Comments on the candidate's progress report, status of doctoral training:**

**Recommendations:**

## TAC Meeting Form:

Please provide the names of all parties involved and sign and date the form:

1) _____ First Supervisor	_____ Signature
2) _____ 2 <sup>nd</sup> TAC member	_____ Signature
3) _____ 3 <sup>rd</sup> TAC member	_____ Signature
4) _____ Doctoral Candidate	_____ Signature

Tübingen, \_\_\_\_\_  
Date

The doctoral candidate keeps the signed form and sends a scan/copy to all members of the committee after the TAC meeting. It is also possible to send it additionally to the doctoral office for keeping it together with the other candidate's documents.

List of possible topics for the TAC-meeting:

- Financing
- Supervision (number of personal meetings/discussions with supervisors)
- Inclusion of second supervisor
- Expectations on (number of) publications/talks etc.
- Spending time abroad
- Suggestions/ideas for improving the contact to your supervisors
- Discussions with colleagues/other doctoral candidates
- Inclusion in working group
- Manuscript preparation
- Conference attendance
- Skill training
- Prioritizing/modifying research progress
- Discussing career perspectives
- Aspects where you still seek advice or feel insecure
- Timeline for whole project
- Submission of thesis (advanced TAC), formal type of thesis



## Doctoral candidates' follow-up data form

Please answer **every section** of this form.

At the end of this form you will find notes that will help to better understand the individual items of data.

Following an amendment to the Higher Education Statistics Act (HStatG) in March 2017, the University of Tübingen is obliged to collect data from doctoral students and to make it available to the State Statistics Office in encrypted form. If you have received a written confirmation of acceptance as a doctoral student from the University of Tübingen, you are considered a doctoral student according to § 5 (1) HStatG.

### 1. Personal Details

(Please cross the appropriate box  or fill in the information.)

<b>Family name:</b>			
<b>Given name(s):</b>			
<b>Student-ID no.</b> (University of Tübingen):		<b>Login-ID</b> (if known):	
<b>Sex:</b>	male	female	diverse not stated
<b>Date of birth</b> (dd.mm.yyyy):		<b>Name at birth:</b>	
<b>Citizenship:</b>		<b>Further citizenship:</b>	
<b>uni-tuebingen.de email address:</b>			

### 2. First higher education enrollment

<b>Where were you first enrolled in higher education (institution)?</b>	<b>Country</b>	<b>Date of first enrollment (mm.yyyy)</b>



### 3. What qualification entitles you to do a doctorate?

(Please refer to the degree you hold which qualifies you for a doctorate.)

<b>Did you pass a final examination for this degree?</b>		yes	no
<b>At which institution of higher education?</b>		<b>In which country?</b>	
<b>In which subject?</b>			
<b>Type of degree:</b>	University diploma	Magister	
	High school teaching degree	Master	
	State examination		
Other:			
<b>Date of exam</b> (mm.yyyy):		<b>Final grade:</b>	

### 4. Doctorate

4.1	<b>Type of registration:</b>			
	Initial registration	Re-registration	Conclusion of doctorate	Discontinuation
4.2	<b>Doctoral subject:</b>			<b>Are you enrolled as a doctoral student?</b>
				yes      no
4.3	<b>Type of doctorate</b>			
	Did or do you participate in a structured doctoral program?			yes      no
	<b>Will the doctorate be completed in cooperation with another institution?</b>			
	yes	no		
	If <b>yes</b> , in cooperation with			
	... another university in Germany	... a non-university research institution		
	... a university abroad	... industry or other institutions		
	... a university of applied sciences			
	<b>Type of doctoral thesis planned</b>			
	monograph	cumulative doctoral thesis (based on publications)		
4.4	<b>When were you accepted as a doctoral candidate?</b> (mm.yyyy)			
4.5	<b>Do you have an employment contract with the University of Tübingen or with the state government at the Tübingen University Hospitals (UKT) of at least 50% of regular working hours?</b>			
	yes	no		

## 5. Higher Education Entrance Qualification (HEEQ)

Year HEEQ obtained:		
Was your HEEQ obtained in Germany?		yes                      no
If yes:		
State & district of school:		Federal state                      District
Town of school (if district is unknown):		
If no:		
Country in which school was located:		
Type of school/qualification:		
Was your HEEQ obtained outside Germany?		Type of HEEQ:
<p style="text-align: center;">HEEQ obtained at a German school abroad</p>		<p style="text-align: center;">High school graduation certificate</p> <p style="text-align: center;">Subject-related higher education entrance certificate</p> <p style="text-align: center;">Advanced technical college entrance qualifiaction</p>
<p style="text-align: center;">HEEQ obtained abroad</p>		
If your HEEQ was obtained in Germany, at what kind of school?		Type of HEEQ:
<p style="text-align: center;">High school</p> <p style="text-align: center;">Technical high school</p> <p style="text-align: center;">Comprehensive school</p> <p style="text-align: center;">Vocational high School/Technical academy</p> <p style="text-align: center;">Night school/College</p> <p style="text-align: center;">Techincal secondary school</p> <p style="text-align: center;">Preparatory college</p> <p style="text-align: center;">Academic aptitude test</p> <p style="text-align: center;">Professional qualification</p> <p style="text-align: center;">Vocational school</p> <p style="text-align: center;">Technical college</p> <p style="text-align: center;">Other qualification to study</p>		<p style="text-align: center;">High school graduation certificate</p> <p style="text-align: center;">Subject-related higher education entrance certificate</p> <p style="text-align: center;">Advanced technical college entrance qualifiaction</p>

## Notes on data protection

The electronic processing of your data in this application by the University of Tübingen is carried out for the fulfilment of the legitimate tasks of the University on the basis of Art. 6 Para. 1 e) DSGVO and § 4 Landesdatenschutzgesetz (LDSG) Baden-Württemberg in conjunction with § 12 of the State University Law of Baden-Württemberg, the University Data Protection Ordinance of Baden-Württemberg and the Admission and Registration Regulations of the University of Tübingen.

Data collected on the basis of the Higher Education Statistics Act will be transmitted to the Baden-Württemberg Statistical Office without mention of name or address. The Statistical State Office may also forward individual data without mention of name or address to the competent supreme federal and state authorities, as well as to the authorities designated by them, upon request and, as far as this is possible without endangering confidentiality, also for scientific purposes.

## Notes

These notes will help you to better understand the individual items of data that the University of Tübingen must transmit to the state of Baden-Württemberg's statistics office. If you have any questions or problems that these notes do not answer, please contact the doctoral candidates coordinators or the doctoral office responsible for you.

### 1. Personal data

*Family name:* Please enter your surname/ family name. This information is not passed on to the state statistics office; it is used for internal data allocation.

*Given name(s):* Please give your given name(s).

*Student ID no.:* Please enter your most recent University of Tübingen student ID number.

*Login-ID:* Please enter your login ID here if you have already received access for services provided by the University of Tübingen Center for Data Processing and still know it. Student login IDs usually start with zx...

*Sex:* Please mark the answer which corresponds to the sex specified on your birth certificate. You may mark "not stated" if the gender entry in your birth record is blank in accordance with §22 (3) Personenstandsgesetz (German Civil Status Act). This information is for statistical use only and helps with the assessment of gender differences in education.

*Date of birth:* Please enter your date of birth in the form Day.Month.Year (DD.MM.YYYY).

*Name at birth:* Please enter your family name at birth if your family name has changed.

*Citizenship:* If you have dual citizenship, please also fill in the field for a further citizenship.

*Further citizenship:* Enter a second citizenship if you have one.

*uni-tuebingen.de email address:* If you have already received an e-mail address from the University of Tübingen (they end in student.uni-tuebingen.de or uni-tuebingen.de), please write in that e-mail address. You are welcome to give us another e-mail address where we can reach you if necessary.

### 2. First higher education enrollment

*Where were you first enrolled in higher education (institution)?* Please write in the name of the higher education institution where you were first enrolled – even if the subject you were enrolled in then is not directly related to your current doctoral project.

*Country:* Please enter the country in which the institution of higher education is located, and its current international vehicle registration code.

*Date of first enrollment:* Please enter the month and year of your first enrollment in the form month.year (MM.YYYY).

### 3. What qualification entitles you to do a doctorate?

Please refer to the degree that your faculty has recognized as eligibility for your doctoral degree. If you have more than one recognized qualification, please write in the first degree earned.

*Did you pass a final examination for this degree?* If you have not yet taken a final examination qualifying you to do a doctorate, leave empty the subsequent fields under "3. What qualification entitles you to do a doctorate?"

*At which institution of higher education?* Please write in the name of the institution of higher education where you earned the degree that qualifies you to do the doctorate.

*In which state?* Please enter the current international vehicle registration number of the country in which the university/institution is located where you received your degree entitling you to do a doctorate.

*In which subject?* Write in the subject of the final examination taken for the degree that qualifies you to do the doctorate.

*Type of degree:* Please check the box best describing the degree that qualifies you to do a doctorate. If none of the listed options describes your qualifying degree, please write it in under "Other". Other qualifications are, for example, a license, diploma (University of Applied Sciences), other teacher training programs or artistic qualifications such as the church music examinations A and B or the academy certificate. If you are unable to make this selection with certainty, please send us a copy of the degree entitling you to do a doctorate.

Only write in final examinations you passed. If, in an international program, the German partner university awarded a double degree (e.g., Diploma and Master's degree in the same subject), the international (e.g., Master's) degree is relevant here.

*Date of exam:* Please enter the date of your final examination in the form Month.Year (MM.YYYY). You will find this information on your degree certificate.

*Final grade:* Please enter the overall grade for the degree entitling you to do a doctorate. If the written and oral examinations were assessed separately and you therefore do not have an overall grade, please write in "passed".

### 4. Doctorate

*Type of registration:* If you are registered for a doctorate at a German university for the first time, please mark "Initial registration".

If you have changed the university where you are doing your doctorate or have already discontinued or successfully completed a previous doctorate at a German university, please check the "Re-registration" box.

If you have now completed or failed your doctorate with no option to re-try, please place a cross in the "Conclusion of doctorate" box. A doctorate is deemed to have been failed if the candidate is no longer permitted to re-take the examination. The doctorate has been successfully completed when the overall result has been officially determined by the examination board or the examinations office.

Please check the box "Discontinuation" if the doctoral project is not to be continued at the previous university and you do not have a completed doctorate. Generally, a change of first supervisor and a simultaneous change of faculty within the same university also constitutes a discontinuation of the doctorate. If these two points apply to you, please contact us directly.

*Doctoral subject:* Please write in the subject in which you seek a doctorate or in which you have completed a doctorate.

*Are you enrolled as a doctoral student?* Please mark “yes” if you are currently enrolled at the University of Tübingen. Please mark “no” if you are not enrolled at the University of Tübingen.

Note: If you commenced your doctoral process on or after March 30, 2018, you were obliged to enroll at the time you were accepted as a doctoral candidate at our faculty/institute, in accordance with § 38 (5) of the law governing higher education in the state of Baden-Württemberg. If you commenced your doctoral process before 30 March 2018, you are free to enroll at the University of Tübingen if you wish.

#### **Type of doctorate:**

*Did or do you participate in a structured doctoral program?* Please indicate whether you are taking part/ have taken part in a structured doctoral program. Structured doctoral programs include doctoral programs, graduate schools, research training groups and doctoral programs that simultaneously meet the three following conditions: (1) a structured qualification program for all participants, (2) joint responsibility for the supervision of doctoral candidates by the participating supervisors, (3) a transparent, competitive admission procedure with a call for applications.

*Will the doctorate be completed in cooperation with another institution?* Please indicate whether you are preparing or have prepared your doctorate in cooperation with another institution. If you mark “yes”, please fill in which institution you are cooperating with.

A cooperation needs to be reported only if it is an institutional cooperation, i.e., if the cooperation is based on a contract or agreement. In the case of multiple collaborations, only the first applicable type is to be reported. Collaborations with teacher training colleges, theological colleges and art colleges are to be treated in the same way as collaborations with universities.

If you check “no”, please skip the following box.

*Type of doctoral thesis planned:* Please select whether you intend to write or have written a monograph or a cumulative (publication-based) thesis. A publication-based / cumulative thesis differs from the conventional thesis in that it is not written as a monograph. Instead, several academic articles must be produced; these are then evaluated together. The current status of the intended type of thesis must always be recorded. The type of thesis may change in the course of the doctoral project.

*When were you accepted as a doctoral candidate?* You have received written confirmation of acceptance as a doctoral candidate from your faculty or institute. Please refer to this confirmation for the date of your acceptance as a doctoral candidate. If no such date is noted, the date on which the confirmation was issued is the start date of your doctoral process. Please enter the date in the form Month.Year (MM.YYYY).

If the doctoral project is continued after a change of university or faculty and the doctoral candidate therefore does not receive a new written confirmation of acceptance as a doctoral candidate from the new university/faculty, the date of confirmation of acceptance at the previous university is still deemed to be the start of the doctoral process.

*Employment contract:* Please mark “yes” if you have an employment contract with the University of Tübingen or with the state government at the Tübingen University Hospitals (UKT) of at least 50% of regular working hours. If you do not have an employment contract with either of those institutions, mark “no”.

## **5. Higher Education Entrance Qualification (HEEQ)**

The higher education entrance qualification (HEEQ) is the highest general school-leaving qualification that allows initial access to the German higher education system. This also applies if the HEEQ would not entitle the holder to the current degree program upon first access to the German higher education system.

*Year HEEQ obtained:* Please enter the year in the form Year (YYYY) in which your highest general school-leaving qualification was achieved and certified. Students must be above 11 years of age when they obtain the HEEQ.

*Was your HEEQ obtained in Germany?* Please mark “yes” if you obtained your HEEQ in Germany and fill in the fields “State & district of school” or “Town of school” if the district is unknown. Please mark “no” if you obtained your HEEQ abroad and fill in the field “Country in which school was located”.

If you obtained your HEEQ in Germany, please fill in the fields “State & district of school”. If you obtained your HEEQ abroad, please skip these fields and fill in the “Country in which school located” field.

*Federal state:* Please write in the state of Germany in which you obtained your higher education entrance qualification.

*District:* Please write in the district in which you obtained your higher education entrance qualification. If you are not sure, please enter the town in which you completed your HEEQ into the next box. The vehicle registration code will suffice.

*Town of school:* If the district of the school in which you obtained your HEEQ is unknown to you, please state the town in which the school is located.

If you cannot answer these questions with certainty, please send us a copy of your higher education entrance qualification.

*State in which school was located:* Please complete this field if you did not obtain your HEEQ in Germany. Please enter the international license plate number of the country in which you obtained your HEEQ.

*Type of school/qualification:* Please enter the type of higher education entrance qualification (HEEQ) which enabled your initial access to the German higher education system. This also applies if this type of HEEQ would not enable you to enter the current degree program. In the event that upon entering the German higher education system, you had a school-leaving and another higher education entrance qualification, please write in the highest school-leaving HEEQ. If you cannot decide with certainty, please send us a copy of your higher education entrance qualification.

*Was your HEEQ obtained outside of Germany?* If you obtained your HEEQ at a German school abroad, please select this school type and also mark the type of HEEQ.

For all other school-leaving qualifications obtained abroad, please mark Other qualification to study. You do not need to include the grade.

*If your HEEQ was obtained in Germany, at what kind of school?* Please select the institution at which you obtained your HEEQ.

*Type of HEEQ?* Please indicate which school-leaving certificate your HEEQ is.