



An das  
Dekanat der Mathematisch-  
Naturwissenschaftlichen Fakultät  
- Akademische Angelegenheiten –  
Auf der Morgenstelle 8  
72076 Tübingen

Status: 01/2023

## Application for Admission to the Doctoral Examination Procedure

Family name:

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Given name(s):

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Address:

Street, Zip Code, City:

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Date of birth:

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Private email address:

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Phone number:

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Doctoral program

(if any):

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**I hereby apply for admission to the doctoral examination procedure at the Faculty of Science of the University of Tübingen.**

**Field of doctoral studies:** (Multiple selection not possible)

- |  |   |
|--|---|
| <input type="checkbox"/> Archaeological Sciences and Human Evolution | <input type="checkbox"/> Geography                    |
| <input type="checkbox"/> Biochemistry                                | <input type="checkbox"/> Geocology                    |
| <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"/> Pharmaceuticals              |
| <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                   |

**Title of Ph.D. thesis:**

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**The Type of Dissertation:**

- Monograph                       Accumulation of publications/manuscripts  
 Monograph including manuscripts (only possible in some departments, see information sheet online)

**Supervisors:** (first name, surname, title)

Supervisor 1: \_\_\_\_\_

Supervisor 2: \_\_\_\_\_

Supervisor 3 (if applicable): \_\_\_\_\_

**Choice of reviewers:**

**Clarifications**

1. *At least two reviewers must be appointed.*
2. *Usually, the first reviewer also serves as the first/main supervisor.*
3. *The second reviewer can also be the second supervisor, but this is not mandatory.*
4. *At least one of the reviewers must be a full-time employed professor in the department of the field of doctoral studies. Usually, this is the main supervisor or one of the supervisors.*
5. *Professors who teach at polytechnic colleges, junior professors, retired professors, associate professors, honorary professors, and visiting professors are also welcome to serve as reviewers. This also includes qualified members of external university research institutes and foreign universities.*
6. *At least one of the reviewers must not be a co-author of a joint publication containing results of the dissertation (independent of the doctoral project).*
7. *Please take care to avoid (additional) dependencies to other reviewers (personal, professional, and financial) by choice of the second or third reviewer.*
8. *The following circumstances may give the impression of dependency among the reviewers: Supervisory or teacher-student relation currently or in the past three years (e.g., as a doctoral candidate, as a post-doctoral candidate, employee etc.); family relationship; marriage; registered partnership and interpersonal partnership equivalent to marriage.) The following circumstances may give the impression of dependency towards the doctoral candidate: family relationship; marriage; registered partnership and interpersonal partnership equivalent to marriage.*
9. *In case of a “summa procedure” with an excellent grading the third reviewer will be appointed at a later time. In this case stricter rules concerning conflicts of interest must be adhered to. If necessary, these rules will be communicated by the doctoral office.*

***If you choose a reviewer from outside the University of Tuebingen, please state their mailing address, e-mail address, and phone number on a separate sheet of paper.***

**Choice of reviewers:** (first name, surname, and title)

Reviewer 1: \_\_\_\_\_

Reviewer 2: \_\_\_\_\_

In the following cases it is possible/necessary to choose a third reviewer. Please tick if applicable:

- Official third supervisor
- Both aforementioned reviewers are co-authors of a joint publication with the Doctoral candidate containing results of the dissertation.
- Financial, professional, or personal conflicts of interest of the two aforementioned reviewers.

Reviewer 3: \_\_\_\_\_

The reviewers declare to write an expert report for the candidate's dissertation and to respect the rules and clarifications listed above. Any existing dependencies of reviewers are cleared by choice of an additional suitable third reviewer.

\_\_\_\_\_  
Signature Reviewer 1

\_\_\_\_\_  
Signature Reviewer 2

\_\_\_\_\_  
Signature Reviewer 3 (if applicable)

**Requested examiners for the oral examination:** (first name, surname, title)

Examiner 1: \_\_\_\_\_

Examiner 2: \_\_\_\_\_

Examiner 3: \_\_\_\_\_

Examiner 4: \_\_\_\_\_

**(Please ask all of the examiners if they are willing to act as your examiner)**

*The Ph.D. regulations require four examiners. Usually, the supervisors also serve as examiners. At least three examiners have to be members of the faculty; two at least should be members of the department or the departments to which the field of doctoral studies belongs. Examiners can also be professors who teach at polytechnic colleges, junior professors, retired professors, assistant professors, honorary professors, and visiting professors. This also includes qualified members of external university research institutes and foreign universities. If there are examiners involved who do not belong to the University of Tuebingen, please indicate their mailing address, e-mail address, and phone number on a separate sheet of paper.*

**Attention:** The date for the oral exam can only be set after the doctoral candidate has been admitted to the doctoral examination procedure and once the reviewers handed in their reports. The earliest date possible for the oral exam is one week after the Ph.D. thesis public display period. In case you have to set an earlier date due to personal reasons, the Dean's Office cannot confirm the date definitely. Please submit the completed forms "Application for the oral examination" and an abstract (you also find the form online) at the latest 10 working days prior to your oral exam.

According to the checklist, I have attached all the necessary documents to this form.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature Candidate

## Declarations

First name, last name: \_\_\_\_\_

Please tick the boxes that apply (otherwise add an explanation), and strike through everything that does not.

I hereby declare that I am the sole author of this Ph.D. thesis. I only made use of the cited sources and permitted resources, and marked literal or paraphrased passages as such. I declare that I abided by the guidelines for safeguarding good scientific practice (Richtlinien zur Sicherung guter wissenschaftlicher Praxis) at the University of Tübingen (conclusion of the Academic Senate of 25 May 2000). I hereby make an affirmation in lieu of an oath (Eidesstattliche Versicherung) that all of the above-stated declarations are true and that I did not withhold or conceal anything. I am well aware that false affidavits are punishable by a prison sentence up to three years or by a monetary penalty under German law.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature

- Currently, I am not accepted or registered at another university as a doctoral student;
- There are no former interrupted or terminated Ph.D. procedures or corresponding examinations (If otherwise, please attached a declaration including when and where, the field of study, and result);
- The presented Ph.D. thesis, as a whole or in parts, has not yet been published as a Dissertation. The Ph.D. thesis has not yet been handed in, completely or partially, to the Dean's office as part of a different examination (If it has, please indicate when and where, in which field of study, and the grade received).
- I declare, that I did not take part in any commercially arranged agreements with regard to my Ph.D. project. I especially did not contact any organizations, which engage in the active search for supervisors for Ph.D. theses and receive money for their services. I furthermore state that I did not use such organizations, which adopt the applicant's obligations and take care of the academic requirements partially or entirely. Furthermore, I state that I am aware of the legal consequences of using a commercial thesis-writing agency (disqualification as a doctoral student, elimination of acceptance to the doctoral qualification process, termination of the Ph.D. examination procedure, and annulment of the degree in accordance with §21).
- I have no penal convictions, disciplinary measures, pending criminal- and disciplinary proceedings to declare.
- I hereby declare that the printed version and the electronic version of my dissertation are identical. I agree to the screening of my dissertation for plagiarized parts or passages.
- I am aware that I am only entitled to hold the doctorate title from the very day I receive the official doctorate certificate. I am also aware that all of the rights I acquired throughout the examination procedure expire if, after successfully passing the oral exam, I do not hand in in the required amount of copies of my published dissertation within 2 years.
- I hereby declare that at least one of the reviewers is not a co-author of a joint publication containing results of my dissertation.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature

### Attached documents:

- Three complete copies of the Ph.D. thesis (clue binding or spiral binding); please hand in one of those copies to the Dean's Office. As soon as you receive the letter of admission (by post) to the examination procedure, please send the other two copies of your thesis and your dissertation as pdf file to each of your two reviewers.
- Dissertation as a pdf file sent to [dissertation@mnf.uni-tuebingen.de](mailto:dissertation@mnf.uni-tuebingen.de) (please use your full name as file name: last name first name). Please adjust the size of the document - we will not accept download links!
- Abstract in German, you can also include it in your thesis;
- Acceptance letter for Doctoral candidates by the Dean's office (copy);
- Curriculum Vitae outlining the professional and scientific career;
- Diploma and/or certificate of your university degree according to § 3 of the Ph.D. regulations (legally certified copy, or original + copy);
- A Certificate of Conduct ("Führungszeugnis zur Vorlage bei einer deutschen Behörde") issued by the municipal office (usually directly issued to the Dean's office). Alternatively, a statement that the Certificate of Conduct has been applied for. The Certificate of Conduct may not exceed a period of six months.
- If appropriate, an explanation concerning all parts of the dissertation based on collaborative work conditional on the type of dissertation:

#### A. In case of a monograph:

an explanation (on a separate sheet of paper) concerning the details of the collaboration (including the names of the contributors, their parts in the overall project, and the relevance of your own part to the collective work) as well as a list of all publications/manuscripts with co-authorship. It has to become clear who is responsible for which part of the dissertation.

#### B. In case of a monograph including manuscripts:

please submit a complete declaration on the contribution of others on a **separate sheet of paper**, including the names of the contributors, their parts in the overall project, and the relevance of your own part to the collective work. This declaration needs to be **signed by your supervisor**. You can also use the tables/text you included at the beginning of each co-authored chapter for that, printed out on a separate sheet of paper, signed by your supervisor (please refer to info-sheet online for further information).

#### C. In case of an accumulation of publications/manuscripts:

Please submit the form "**Declaration Collaborative Publications**" (download on webpage); this declaration needs to be approved by the doctoral committee (supervisors) regarding all collaborative publications.

#### Attention:

Please make sure to mark carefully all the parts (segments, charts, maps, photos and so on) that are not exclusively created by yourself. Please make sure to cite and list all of your sources either as footnotes or on a separate page under "Contributions".

If necessary, please contact the copyright owner, ask for their approval in writing, and make sure you include a copy of their approval in your application for admission to the doctoral examination procedure.



## Information/details on previous studies

Last name, first name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**A) In case you are a former or current student of the University of Tübingen, please enter your Matriculation number (student ID) and former associated student email address here:**

**Matriculation number** \_\_\_\_\_

**Email** \_\_\_\_\_

If applicable, please tick or enter below :

<b>Type of registration as a doctoral candidate:</b>	<input type="checkbox"/> Initial registration <input type="checkbox"/> New registration
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**Initial registration:** First registration as a doctoral student at a German higher education institution.

**New registration:** Re-registration of a doctoral student who discontinued earlier doctoral studies at a German higher education institution or successfully completed a doctorate. If the doctoral student changes to another higher education institution authorized for doctoral studies, this is also regarded as a new registration.

**B) If you HAVE NOT previously been a student at the University of Tübingen, please continue here and provide the following information:**

### 1. Higher Education Entrance Qualification (HEEQ)

The type of higher education entrance qualification is the highest general school-leaving certificate granting first access to the German higher education system.

<p style="text-align: center;"><b>Type of HEEQ</b> (e. g. Abitur, High School Diploma, A-Levels):</p>	<input type="checkbox"/> Acquisition in Germany: Type of school: e.g. Gymnasium, Gesamtschule, Fachgymnasium, Berufsoberschule, Fachakademie, Abendgymnasium/ Kolleg, Fachoberschule, Studienkolleg, Berufsfachschule, Fachschule  Degree of HEEQ: <input type="checkbox"/> allgemeine Hochschulreife (aHR) <input type="checkbox"/> fachgebundene Hochschulreife (fgHR) <input type="checkbox"/> Fachhochschulreife (FHR)  <input type="checkbox"/> Acquisition abroad at a German school: SV 17 <input type="checkbox"/> fachgebundene Hochschulreife (fgHR) SV 47 <input type="checkbox"/> Fachhochschulreife (FHR) SV 67  <input type="checkbox"/> Other acquisition abroad SV 39
<b>Year qualification obtained:</b>	



## 2. First Enrollment

<b>University of first enrollment:</b>	
<b>Month/Year enrollment:</b>	
<b>Country</b> (if outside of Germany):	

## 3. Degree Qualifying for a Doctorate

<b>University of degree awarded:</b>	
<b>Type and subject of degree</b>	
<b>Month/Year degree awarded:</b>	
<b>Country</b> (if outside of Germany):	

### Important note:

According to German university law (LHG §38 (5)) PhD candidates must be enrolled as students (until date of oral exam). You can register as student at the Student Administration with the acceptance letter of the PhD Office. Employees of the university of Tübingen can apply for an exception of this compulsory duty (application on webpage of Student Administration).