



Required application documents for doctoral students

All documents must be submitted in either German or English. Please take care of any translations on your own. Please prepare the following documents for the online application as a PDF scan. Note that the maximum upload capacity is 5 MB per document category.

Please scan the following documents **individually**:

1. Curriculum vitae (max. 2 pages)
2. Identification document (identity card or passport)

Applicants from outside the EU as well as refugees please submit the pages with your personal data and visa/residence status.

3. Confirmation from the university of unconditional admission to a doctoral program or your doctoral identity card including the name of the doctoral supervisor and the doctoral topic
4. University diplomas (Bachelor, Diploma, Master or other relevant degrees)
5. High school diploma or equivalent degree that qualifies for university studies
6. If applicable, certificates of vocational training or professional activity

Please note that the following letters of reference must also be provided to us:

two letters of reference:

1. by the doctoral supervisor.
2. by a professor from the subject of the doctorate or a related subject.

When you register for the application, a link will be generated. Please forward the link to your reviewers so that they can submit their reviews directly to us. You will receive separate e-mails for each submitted reference. Links can be generated up to 4 months before the application portal opens.

Please provide the following synopsis of your thesis

Your exposé is a scientific project plan that helps you present your work in a structured way, to develop your own research questions and to illustrate methodological and theoretical approaches.

Your exposé should include:

- what you want to research,
- how you want to research it,
- why you want to research it.

Exposés are composed according to standardized criteria. We have briefly outlined this standardized framework for you on the following page.

Structure of an exposé (binding guidelines)

1. Presentation of the key problem

What do I want to research?

2. Overarching goal

What is the goal of my research? To what extent will I advance the field of research with my work?

3. State of research

Brief and precise presentation and reference to preliminary work

4. Approach and methods

Outline your specific methods and research approaches

5. Schedule and work plan

Please be honest and realistic about this. Divide your plan into monthly or quarterly steps. When do you want to start? When will you finish your work?

6. Literature

Overview of the relevant literature

Formal specifications

- 1.** Number of pages: 7 pages (excluding cover page) plus bibliography (max. 3 pages)
- 2.** Schedule and work plan (max. 2 pages)
- 3.** Font: Arial
- 4.** Size: 11pt
- 5.** Line spacing: single
- 6.** Margin left: 3,0 cm
- 7.** Margin right: 4,5 cm
- 8.** Footnotes: size 10 pt
- 9.** Page numbers bottom right
- 10.** Header line: Last name, first name, subject