

Checklist Acceptance as a Doctoral Candidate

(Faculty of Business, Economics and Social Sciences)

Have you completed your master's degree abroad? Allow an **ADDITIONAL** processing period of **at least 14 days** for an assessment and transfer of your grades into our university's grading system.

Documents

1. Application form

- ☐ Form completely filled in and signed by doctoral candidate and supervisor(s)
- ☐ Check of the correct name with copy of ID card/passport
- ☐ If supervisor is from outside of Hohenheim → scientist with habilitation from Hohenheim as co-supervisor
- ☐ Form signed by mentors? → if not, tick off „The 2nd and 3rd mentor will be named later“ (to be named within 5 months after acceptance as a doctoral candidate)
Suggestions for mentor group (1st mentor: supervisor, 2nd mentor: scientist with habilitation/professor, 3rd mentor: particularly qualified for the respective dissertation topic)

2. Doctoral agreement

- ☐ Signed by doctoral candidate and supervisor(s)

3. Exposé and timetable

- ☐ Signed by doctoral candidate and supervisor(s)
See also Implementing Provisions by the Faculty for Sect. 14 of the Doctoral Regulations.

4. Curriculum vitae

- ☐ With description of the scientific and professional history
- ☐ Signed and dated
- ☐ Please upload the CV to Docata

5. Bachelor's and master's degree

- ☐ Copy
- ☐ Certificates including transcript of records
If the original language of the documents is neither German nor English, an authorized translation into German or English is also required
- ☐ Please upload the degrees to Docata
- ☐ Subject-relevant master's degree: final grade of at least 2.5



6. Miscellaneous

- ☐ Mandatory matriculation after acceptance as a doctoral candidate (exception: if doctoral candidate is employed with University of Hohenheim on at least a 50 % position.)

Please send the required documents as scans in ONE pdf file for checking to:

ga@uni-hohenheim

Once you have received confirmation that your documents are in order, please send them as hardcopies via (internal) mail. Scanned signatures are sufficient.