



## Department of History, Sociology, Sport Science and Empirical Educational Research

### Information sheet on the procedure for acceptance as a doctoral candidate in the department

1. Download the Application for Acceptance as a Doctoral Candidate and the Doctoral Supervision Agreement on the website of the Central Examination Office (<https://www.uni-konstanz.de/en/study/while-you-study/examinations/current-information-and-forms-of-the-central-examination-office-zpa/doctoral-studies-current-information-and-forms/>).
2. Fill out these two forms completely and correctly. Please note that your supervisors must sign in different places.
3. Attach all required documents - this always applies even if you are doing your PhD in a graduate school and may need to submit different documents there.

#### The following documents must be submitted in addition to the acceptance application:

- a. **Officially certified** copy of your degree.
- b. Copy of university entrance qualification /Abitur certificate
- c. Curriculum vitae outlining personal and professional history
- d. Doctoral supervision agreement signed by the applicant and the supervisors.
- e. Copy of a valid identity card or passport (copy with clearly recognizable photograph, surname, first name and date of birth)
- f. Exposé on the doctoral project of 5-10 pages. This exposé must be signed by the supervisor. In the case of applications in the field of teaching methodology in Chemistry (Fachdidaktik Chemie), the exposé needs to be signed by both supervisors.
- g. If applicable, application for an external second supervisor and/or request for exemption from the doctoral programme. The request must be addressed informally to the doctoral committee and must include a statement of reasons why the person is particularly qualified. The first supervisor must also sign this application. Please also attach a CV of this person (including their birth date).

4. Assemble all documents into **one** pdf and submit it at any time to the departmental secretariat (sekretariat.gessoz@uni-konstanz.de). Ms. Christa Gommel is the responsible contact person.

5. If any documents are missing, the departmental secretariat will contact you.

6. The doctoral committee will deal with the application as soon as all documents have been submitted correctly.

**IMPORTANT NOTE:** We will only consider applications that are **correctly completed**, include **all** necessary documentation, and are sent to us **in a single pdf file**. Applications that contain individual files will not be considered.