

Leuphana University of Lüneburg
Enrolment Centre Scharnhorststr. 1, Bldg. 8
DE - 21335 Lüneburg

APPLICATION FOR ADMISSION AS PHD CANDIDATE TO THE
STRUCTURED PHD PROGRAMME
AT THE GRADUATE SCHOOL

Note:

This pdf document can be filled in on your computer by using Adobe Reader 7.0. Before filling in the form, you are strongly advised to read the instructions file.

Semester in part-time ☐

This application is applicable to German and foreign PhD candidates.

Faculty

Intended doctoral advisor for the PhD project

Subject-matter and/or title/working title

1. Personal Data

☐ male ☐ female

Sex

Date of birth

Place of birth

Surname

Name at birth

First name(s)

Street/ Street number

Postal code

City

German federal state

Rural district

Nationality

Country of present residence

Appartment no., c/o, etc

Phone

Mobile phone

E-Mail

2. Proof of Fulfilment of Admission Requirements

I fulfil the following admission requirements as indicated below and attach to this application a certified copy of the corresponding proof of qualification:

a)

☐ Qualified Diplom, Magister, State Examination or M.A. degree obtained at a German university

or

☐ Equivalent degree obtained at a foreign university (see instructions file)

ECTS grade

or (if no ECTS grade is indicated)

Academic honour

or

Average mark

Date of award

Name of university (Examples of entries: University of Augsburg; RWTH Aachen)

Postal Code

City and Country

b) Proof of Specific Academic Achievements in Previous Studies (Additional Admission Requirement)

- ☐ In my studies indicated above, I was awarded at least 15 credit points for academic achievements in the area of Theorie of Science, Research Methods or Scientific Practice & Scientific Ethics. Proof of academic achievements/marks awarded is furnished through a certificate issued by the Examination Office and/or a transcript of records.

or

- ☐ I will not submit proof of fulfilment of the requirements until completion of the second semester.
(Please read the relevant section in the instructions carefully.)

Note: Non-compliance will result in exclusion from studies after the third semester.

Please read the instructions for filling in this form carefully.

c) Proof of English Language Skills

Proof of English language skills must be provided only by candidates seeking admission to a PhD programme **at Faculty Economics and Sustainability**.

I fulfil the requirement for a profound knowledge of the English language based on the following:

- ☐ TOEFL Internet-based test (a minimum of 80 points)
- ☐ TOEFL paper-based test (a minimum of 550 points)
- ☐ TOEIC test (a minimum of 750 points)
- ☐ IELTS 6.0 test
- ☐ Cambridge Advanced Certificate of English (CAE) (level B)
- ☐ Native speaker
- ☐ One semester of full-time studies at a university held exclusively in English, completed by successfully passing an examination
- ☐ Alternative proof Note: The doctoral commission accepts alternative proofs only in individual cases.

The tests must have been taken within the last three years.

No proof of English language skills is required for graduates in Master's study courses at the Leuphana Graduate School.

or

- ☐ I will not submit proof of fulfilment of the requirements as specified above until completion of the third semester.

(Please read the relevant section in the instructions carefully.)

3. University Entrance Qualifications (e.g. High School Diploma)

Type of university entrance qualification (cf. instructions to fill in the form)

Average mark (Please do not fill in this section in case of foreign certificates without average mark)

Type of school

City/Country

Date of award

4. Documentary Evidence and Certificates

The application must be accompanied by a certified copy of the documentary evidence/certificates as specified below (please tick the respective box). All documents not in German or English must be accompanied by a German translation rendered by a duly sworn translator. (For further information, please refer to the instructions to fill in this form.)

Regarding No. 2:

- ☐ a) Qualified Diplom, Magister, State Examination or Master's degree obtained at a German university
- ☐ or Equivalent degree obtained at a foreign university
- ☐ b) Certificate of performance and/or transcript of records
- ☐ c) Proof of English language skills (Faculty Economics and Sustainability)

Regarding No. 3:

- ☐ University entrance qualification

Further documentary evidence

- ☐ Comments of the intended doctoral advisor on the candidate and his/her scientific qualifications
- ☐ A 3 - 5 page description of the PhD thesis project including a preliminary title for the thesis (proposal)
- ☐ if applicable: Proof of academic achievements performed at an (external) university as part of a structured PhD programme

5. Important Notes

Further information about admission requirements and procedures is available on the Internet at <http://www.leuphana.de/en/graduate-school/application-deadline-procedure/doctoral-degree-programm.html>.

Admission applications can be processed only

- **if all questions have been answered fully and**
- **all required documents are enclosed.**

Please enclose a € 2.03 stamp for postage (if possible, one € 1.45 and one € 0.58 stamp).

Do not send your application enclosed in folios, application files or anything similar. All application documents will be punched. Folios or application files submitted will not be returned.

6. Affirmation

I hereby affirm that:

- all statements I have made in this application are complete, correct and true, and that I have read the instructions for filling in this form.
- I have obtained knowledge of the contents of the guidelines to safeguard good scientific practice and procedures in the case of scientific misconduct adopted by the Leuphana University of Lüneburg and that I will comply with these guidelines and principles of good scientific practice. The full text of these guidelines (Ethical Guidelines) is available on the Internet at <http://www.leuphana.de/forschung.html>.
- in my PhD project I have not employed the services of a professional broker of PhD projects, nor do I intend to do so in the future.
- I have obtained knowledge of the University's PhD regulations including all provisions applicable to me and my PhD project. The full text of the PhD regulations is available on the Internet at <http://www.leuphana.de/en/graduate-school/doctorate.html>

I am fully aware that:

- misstatements and/or the lack of documentary evidence may result in exclusion from the admission procedure or - if detected after enrolment - in revocation of enrolment.
- admission is granted only contingently and will expire if proof of successful completion of the studies as specified in No. 2 has not been submitted by the time of enrolment.
- admission is granted only contingently and will expire if proof of specific academic achievements (cf. No. 2b) has not been submitted at the latest by the end of the third semester.
- any admission notice may become invalid and/or be revoked if the statements made in the application for admission and/or the submitted proof do not comply with the documents to be submitted for enrolment.

I will immediately notify the Enrolment Centre of any change in my address.

1. Print out the application for admission (including the appendix).
2. Sign the application, enclose the documentary evidence and/or proof indicated by you in No. 4, and return it to the address specified on page 1.

If not signed, the application shall be deemed not filed.

Place, Date

Signature

APPENDIX FOR THE APPLICATION FORM

Certification of Credits in Scientific Practices & Ethics, Research Methods and Theory of Science (15 credit points) from previous studies

Herewith I request approval of credit points from previous studies

Name, first name

Date of birth

Address

Phone

Diploma / Master's degree / Magister's degree / State Examination from the following university / higher education institution

Obtained in this degree program

In my previous studies, I have attended and successfully completed modules and courses in the following fields¹:

No ²	Field of study ³	Title of module and/ or course title	Type of assignment ⁴	Contact hours	Credit points	requirement fulfilled Yes/ No (to be filled in by doctoral commission)

¹ A total of 15 CP needs to be provided. It is not necessary to account for 5 CP in each field of study. Certification of 15 CP in just one of the fields is sufficient.

² Please number your course certificates.

³ Scientific Practices & Ethics, Research Methods or Theory of Science (SP&E, RM, TS).

⁴ For example written examination, presentation, term paper, etc.

Place and date

Signature

The doctoral commission acknowledges credits from previous studies marked with „Yes“ which amount to _____ credit points.

Place and date

Signature Chair or Deputy Chair of doctoral commission

Note:

The titles of your listed modules or courses need not mandatorily correspond with those named above (Scientific Practices & Ethics, Research Methods or Theory of Science). They only have to match those fields with regard to content. For instance, courses in statistics might be creditable as Research Methods. In case of doubt, we advise to list several modules and courses for the doctoral commission to check for their appropriateness. The Graduate School cannot give a professional valuation of your achievements.