

# Medizinische Fakultät Heidelberg

## - Promotionsbüro -

Im Neuenheimer Feld 672 - D-69120 Heidelberg - Tel. 0049 (0)6221 56-22712/6851/6024

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Name of applicant:

### **DOCUMENTS FOR THE APPLICATION PROCEDURE "Dr. sc. hum.**

**The fully completed checklist must be attached to the application documents!**

#### Required documents:

- 1. Application for acceptance as a doctoral candidate (**form**)
- 2. Doctoral Agreement Template according to § 5 para. 1 PromO (**pre-printed form**).
  - a) incl. composition of the TAC with (electr.) signatures of all members.
  - b) When filling out the privacy statement, please consider relevant **legislation**.
  - c) Please make a copy of the doctoral agreement for your records.
- 3. Short concept of the planned dissertation (**pre-printed form**)
- 4. If applicable, copies of the ethics votes (§ 15 of the **professional code of conduct**) and/or animal experimentation permits (§ 8 of the **Animal Protection Act**)
- 5. Proof of completed university studies in officially certified copy (no recycled paper!): Diploma + examination certificate or Bachelor's and Master's degree (certificate and diploma in each case)
- 6. Copy of identity card/passport
- 7. **Proof of language skills**, if applicable

#### Required for foreign degrees:

- 8. Officially certified copy of Bachelor's and Master's degrees, each certificate and transcript (in original language and, if applicable, English or German translation)
- 9. in the case of degrees from outside the EU with an original evaluation from **the Central Office for Foreign Education (ZAB)**, in the case of degrees from China additionally with APS;
- 10. for degrees from the EU with a printout from the **anabin database** of the ZAB.

#### **Please Note**

- Only **complete documents with original signatures** (for TAC-members electr. signatures) and stamps that are submitted **3 weeks before the meeting of the committee**, will be given to the committee
- The start of the dissertation project may not be older than **6 weeks** (in relation to the stamp of the office for doctoral affairs). The project has to be scheduled for three years in full time.
- The documents to be submitted are examination documents and must be archivable. Therefore, **do not make the copies on recycled paper!**
- All original documents to be submitted for the doctoral procedure remain with us, so please make copies for personal use, if necessary. The office of doctoral affairs will not make copies for you!

Signature of the applicant: