

**Request for Admission to a Doctorate (Examination)**  
**at the Faculty of Economics and Social Sciences**  
**from the University of Cologne according to doctoral regulations from August 11 2025**

**1. Personal details**

<b>Name, first Name</b>	
Date of birth	

**2. Information on the doctorate**

Title of the dissertation (may differ from the working title)	
Dissertation language	<input type="checkbox"/> German <input type="checkbox"/> English <input type="checkbox"/> other
First reviewer and examiner	
Second reviewer and examiner	
Chairman of the examination board (Designation can take place at a later date)	
Possibly Third reviewer §9, 2 In the case of interdisciplinary dissertations or in cases in which the supervisor is a co-author of one or more of the submitted publications	

- At least one of the reviewers must be a university professor at the WiSo Faculty.
- Approval must be available for external reviewers.
- The chairperson must be a professor at the WiSo Faculty.
- At least one of my reviewers is not co-author of my dissertation. Otherwise, the doctoral committee agreed (agreement is uploaded on Docfile)

## Explanation

- I have finished my doctoral studies according to doctoral regulations of 2015 or 2008: The doctoral office confirmed this. The confirmation is uploaded in docfile. I have handed in the original course certificates.
- I have met the requirements set out in the supervision agreement.
- In addition to the 30 ECTS, I had to provide further ECTS. (AM 94/2019 §5 Paragraph 1)
- Underlying research data (usually raw data) are accessible and transparently stored for a period of at least 10 years. (AM 102/2025: § 26 (4) Statutes of the Commission for Safeguarding Good Scientific Practice of the UoC).  
Specification of the storage location: \_\_\_\_\_
- With this declaration of consent, I provide the Faculty of Economics and Social Sciences at the University of Cologne (hereinafter referred to as the Faculty) with an electronic version of my above-mentioned examination paper in Docfile. The file is available in electronically copyable and readable format and is free of all personal data (without cover sheet, personal declarations, dedications, signature, etc.). I hereby give my consent to the use of the submitted electronic version of my work to enable the faculty to check my work using plagiarism software. For this purpose, I grant the faculty and third parties specially commissioned by it the right to electronically save and reproduce the work for the period of the review.
- I hereby declare that the digital version matches the printed version of the dissertation.
- I hereby ask for admission to the doctorate (examination)

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Date

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Signature of doctoral candidate

The following PDF files are stored in Docfile:

- Dissertation A copy of the dissertation (PDF) with the given title page and the following page with information on the speaker, co-examiner and examination date (the latter can remain open).
- Dissertation without personal data for verification by plagiarism software
- Summary of the dissertation
- official photo ID
- Signed curriculum vitae in tabular form
- Confirmations of periods of study (Bachelor, Master, etc., Promotion)  
The dates of the enrolment periods must be proven.
- Political Science: Proof of enrollment in doctoral studies at the WISO Faculty (since this is also offered at another faculty)

- Certificates with proof of the degree awarded (M.Sc. etc.) and certificates with grades for the HZB, Bachelor's examination, diploma, state or master's examination or certificate of equivalence
- Affidavit
- Declaration on the monographic or cumulative dissertation
- declaration of possible conflicts of interest
- Acknowledgment of the data collection and storage
- Study abroad - form
- Admission according to § 4 of the doctoral regulations in the doctoral file
- Admitted without conditions or conditions have been met
- At the end of the dissertation there is a list of the sources and resources used, a curriculum vitae and the affidavit
- Completed Docfile registration (eg. first enrollment at a university, doctoral certificates)
- Possibly Application and approval to write a cumulative dissertation. - if not already included in the supervision agreement.
- Added in Docfile from the doctoral office: Cumulative dissertation or monographic
- Confirmation of appointment (must be submitted at least 4 weeks before the disputation)

#### NOTE

The application will be checked upon receipt in the doctoral office. Admission to the exam occurs via the correspondence address stored in Docfile. Processing can take up to four weeks.

When all documents are complete and have been checked, you will receive an email with the admission to the doctoral examination. The dissertation will be sent to the reviewers digitally. However, you can also send them in advance with a note that you have not yet been admitted to the examination. If the reviewers require a bound copy, please provide them with it.