**Application for PhD (examination)**

**at the Faculty of Management, Economics and Social Sciences**

**of the University of Cologne**

|  |  |
| --- | --- |
| Course title | * Dr. rer. Pol. (Doctor terum politicarum)
 |
| PhD regulation | * 17th February 2015
* 16th January 2008
 |

1. **Personal Details**

|  |  |
| --- | --- |
| Last Name, first Name(for certificate – please state your birth name, if it should be named)  |  |
| Birth Date |  |

1. **PhD Information**

|  |  |
| --- | --- |
| Title of the dissertation |  |
| Language of the dissertation | * German
* English
* other
 |
| First reviewer and examiner |  |
| Second reviewer and examiner |  |
| Chairman of the examination committee |  |
| Possibly third examiner |  |

* At least one of the advisors needs to be a university professor at the Faculty of Management, Economics and Social Sciences.
* The chairman needs to be a university teacher at the faculty of Management, Economics and Social Sciences

**Declaration**

* PhD Regulation 2015: I earned at least 30 credit points in my doctoral studies, of which a maximum of 12 credit points was earned in research seminars or some doctoral colloquia - the courses at the WiSo faculty were listed on the CGS course list.
* PhD Regulation 2015: I have met the requirements set out in the supervision agreement.
* PhD Regulation 2008: I have successfully attended 5 PhD courses, including at least three courses from the area “Interdisciplinary Methods and Theories” (the courses at the WiSo faculty were listed on the CGS course list).
* In the case of a cumulative dissertation, I have attached the respective declaration.
* With this declaration of consent, I provide the Faculty of Economics and Social Sciences at the University of Cologne (hereinafter: Faculty) with an electronic version of my above-mentioned examination paper. 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 declare 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 have included the following declaration in the dissertation:

I hereby affirm in lieu of an oath that I have prepared the submitted dissertation independently and without using any aids other than those specified. The statements, data and concepts taken directly or indirectly from other sources are identified with an indication of the source. In the selection and evaluation of the following material, the persons listed below helped me in the manner described for a fee / free of charge (please underline the applicable):

No other people were involved in the preparation of the content of this dissertation. In particular, I did not make any use of the paid help from mediation or advisory services. Nobody has received direct or indirect monetary benefits from me for work that is related to the content of the submitted dissertation. So far, the dissertation has not been submitted to another examination authority either in Germany or abroad in the same or a similar form. I assure you that I told the truth to the best of my knowledge and did not hide anything. "

If, in accordance with § 8 (2), co-authors were involved in the creation of individual publications, I have added the phrase "next to the co-authors listed in the introduction to the dissertation" to the declaration after "Other people".

* I hereby ask for admission to the doctorate (examination)

|  |  |
| --- | --- |
|  |  |
| Date |  | Signature PhD Student |

To be completed by the doctoral office:

The following documents were enclosed with the application:

* Official photo ID (a single copy can be submitted)
* A bound copy of the dissertation \* with a given title page and the following page with information on the speaker, co-examiner and examination date (the latter can be left open).

\* The dissertation should be in A4 format. One-sided printing is recommended, unless otherwise requested by the supervisor. There are no guidelines on font size, line spacing and border format (if anything is unclear, these should be discussed with the supervisor). Dissertations should be printed in such a way that they can be used permanently. If thread stitching is selected, at least three stitching heads must be provided. If adhesive binding is chosen, high-quality workmanship (including milling and fanning of the book block) must be ensured. Other methods (wire stitching, etc.) must be rejected.

* Dissertation on data carrier (CD) (1 copy)
* All relevant data in accordance with §4 of the Regulations for Safeguarding Good Scientific Practice and Dealing with Scientific Misconduct (Amtl. Mitt. 24/2011) on a digital storage medium - or information about the storage location and the insurance company to be able to access it for testing purposes.
* Summary of the dissertation of a maximum of one page
* Possibly Application and approval to write a cumulative dissertation - if not already included in the supervision agreement.
* Signed résumé in tabular form (in addition to the résumé in the dissertation)
* Certificate of study progress as a doctoral student at the WiSo faculty of the University of Cologne
* Proof of enrolment in the doctoral program at the WiSo Faculty (for political science)
* Proof of achievement in doctoral studies according to § 5 of the doctoral degree regulations (according to PO 2015: at least 30 ECTS)
* Report and certificate for the HZB, Bachelor's examination, diploma, state or master’s examination or certificate of equivalence (as copies and originals or as officially certified copies if no consultation hour can be offered) - if not already presented with the application for admission to the doctoral program
* Affidavit
* Possibly a declaration of possible conflicts of interest
* Acknowledgment of the data collection and storage
* Study abroad - form

The following was checked:

* Admission according to § 4 of the doctoral regulations in the doctoral file
* Admitted without conditions or conditions have been met
* The doctoral candidate will send copies of the dissertation to the reviewers
	+ in printed form or
	+ digital
* 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
* Enter in Docfile from the doctoral office: Cumulative dissertation or monograph
* Date confirmation (must be submitted at least 4 weeks before the disputation)

|  |  |
| --- | --- |
| **Date of application / approval**The day on which the documents were submitted in full to the doctoral office is deemed to be the day of application. |  |

NOTE

The application and all documents are to be uploaded in Docfile and submitted in paper form to the doctoral office. If there are no consultation hours, submissions will be made by post. It is possible to submit the application to the post office of the University of Cologne, Albertus-Magnus-Platz, in the main building basement.

To the chairperson of the doctoral committee

Frau Prof. Dr. M. Jaocb

Promotionsbüro der WiSo-Fakultät

der Universität zu Köln

z. Hd. Frau Martina Mundorf

Albertus Magnus Platz

50923 Köln

The application will be checked upon receipt in the doctoral office. The admission to the examination takes place via the correspondence address which is deposited with Docfile. Processing can take up to four weeks.

When all documents are complete and have been checked, you will receive an email with the request to send the dissertation copies to the reviewers. However, you can also do this in advance with reference to the fact that you have not yet been admitted to the examination.