Doctoral Office of the WiSo Faculty promotion@wiso.uni-koeln.de

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**Application for Admission to Doctoral Studies**

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

**from the University of Cologne**

according to § 4 of the doctoral degree regulations of February 17, 2015

(Official notifications 15/2015)

with correction of March 6, 2015 (AM 21/2015)

and change from July 18, 2019 (AM 94/2019)

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| --- | --- |
| **Docfile** **file** **number** |  |
| Name, first Name |  |
| Birth Name (optional) |  |
| Gender |  |
| Employee at the WiSo faculty of the UoC | [ ] yes[ ] no |
| Funding | [ ]  CGS scholarship program[ ]  Cluster of Excellence ECONtribute[ ]  IMPRS-SPCE[ ]  GROW[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date I signed the contract[ ]  The doctorate will not be awarded in the course of a  Graduate School |
| Joint doctoral procedure with a foreign university (§ 15) | [ ] no[ ] yes [ ] the contract is already available |
| The doctorate takes place in cooperation with (e.g. company) | [ ] no[ ] yes, company name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Joint doctoral procedure with a German university of applied sciences (§ 16) | [ ] no ☐yes ☐the contract is already availableThe joint application of the responsible faculty council of the university of applied sciences and the management of a graduate school of the economics and social science faculty of the University of Cologne has been submitted. |

I hereby apply for admission to doctoral studies in accordance with § 4 of the 2015 doctoral regulations

* 2a (relevant master’s degree – 120 ECTS + Bachelor or 300 ECTS in Bachelor + Master)

grade at least 2.0 – Proof of relevance is included in Docfile

* 2b (relevant university degree with a general standard period of study of at least 8 semesters with a degree other than Bachelor). Grade at least 2.0 –

Proof of relevance is included in Docfile

* 2c (relevant university degree with a general standard period of study of at least six semesters and subsequent preparatory studies preparatory for the doctorate) grade very good (1.5) or better
* If the admission is to take place according to 2c, an application from the supervisor is attached, relating to the ECTS (30 to 60 credit points) of the additional requirements and the proposal for the courses. The application is included in Docfile.
* 2d (after a master’s degree or other university course with a standard period of study of at least 8 semesters for a degree other than bachelor’s degree and subsequent studies that prepare for doctoral studies). Grade at least 2.0.
* If the admission is to take place after 2d, an application from the supervisor is attached, relating to the ECTS (12 to 30 credit points) of the additional requirements and the proposal for the courses. The application is included in Docfile.
* If necessary: Dispensation request (with regard to grade) is available and has been uploaded in Docfile.

in the doctoral subject

* Business Administration
* Social Sciences
* Economics
* I am registered in the doctoral candidate registration system “Docfile” at the University of Cologne. https://portal.uni-koeln.de/albertus-magnus-center/promovierende/docfile-registrierung and have given in full all relevant data on university entrance qualifications, the course of studies and all degrees. I have uploaded all relevant documents (certificates, certificates, CV, etc.).
* I have taken note of the “Regulations of the University of Cologne for Safeguarding Good Scientific Practice and Dealing with Scientific Misconduct” and I commit to follow them.

https://www.portal.uni-koeln.de/wissprax.html

This applies in particular to the primary data (raw data) that I will use for the dissertation.

* I have taken note of the doctoral regulations of the Faculty of Economics and Social Sciences. In particular, I am informed that I have to be registered as a doctoral student for at least 2 semesters.
* I keep myself informed about changes to the doctoral regulations.
* The (informal) confirmation of supervision will be or was sent to the doctoral office by my supervisor. \* If I am a member of the chair, this is noted there.

\*PO 2015: The confirmation letter from the supervisor shall provide a detailed statement to

illustrate that the applicants’ academic performance to date plus any practical experience they have in the area to be covered in their dissertation is sufficient for the PhD programme.

6It shall also show that the applicant has the appropriate skills to be able to produce an

academic work independently. 7Any bias on the part of the supervisor must be stated in the

confirmation letter.

* The proof of a selection interview is or was sent to the doctoral office by two university teachers of the WiSo faculty according to § 4 para. 5. of the doctoral regulations

The selection interviews are not required for faculty members. They are also omitted for scholarship holders whose selection interview involved two professors of the WiSo Faculty. The coordinators of the graduate schools inform the doctoral office about this.

The selection interviews can also take place after the examination of the documents, but before admission to the doctoral program.

* Letters of recommendation from two university professors of no more than two pages are or were sent by them in writing or electronically to the doctoral office.

One letter of recommendation may be substituted for the supervisory commitment.

The second letter of recommendation can be replaced by a confirmation of a second university teacher of the WiSo faculty in the case of faculty members and by the confirmation of the coordinators of the graduate school to the doctoral office in the case of scholarship holders in whose selection interview two university teachers of the WiSo faculty were involved.

* I submit the supervision agreement (the second supervisor is a university professor in the WiSo faculty) to the doctoral office within one year of admission
* Should I submit an application for recognition of master’s courses for doctoral studies, I will submit it to the doctoral office within 6 months of acceptance and enclose relevant documents (CGS course list, transcript of records, excerpts from Klips, etc.)
* If there are any changes during the doctoral period (e.g. change of supervisor, change of membership in the graduate school), I will inform the doctoral office with proof of knowledge of the supervisor and the graduate school (in the case of membership).
* Should I prematurely terminate my doctorate at the UoC, I will inform the doctoral studies office, the supervisor, the graduate school if I am a member, and the student secretariat if I am enrolled.
* I affirm that the information I have given in this form and in the doctoral registration system “Docfile” at the University of Cologne is complete and correct. I am aware that incomplete or incorrect information can lead to the revocation of the acceptance of the notification of the intention to do a doctorate according to §3 and to the rejection of the doctoral application according to §4.
* I am aware that the documents with personal data attached to the application for the doctorate will be stored at the faculty and later in the university archive.
* I have not been legally sentenced to at least one year in prison (§ 4, Paragraph 10).

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Place, date Signature of doctoral candidate

**Documents (in Docfile -** PDF in good quality**)**

* CV (signed)
* A brief outline of the research project
* Proof of higher education entrance qualification
* all documents and certificates of the studies completed so far (including grades)
* Possibly certificates of exmatriculation from discontinued studies
* confirmations of periods of study (with date of enrolment and exmatriculation)
* Foreign grades must be converted to the German grading system.

https://www.tum.de/studium/bewerbung/bayerische-formel/

* Foreign-language certificates or certificates that are not in English are accompanied by a German translation, the correctness of which is provided by the competent German diplomatic or consular mission in the country of origin or by a sworn interpreter in the Federal Republic of Germany is certified.
* two letters of recommendation of a maximum of two pages from university professors (will be replaced by professorial staff with an extended supervisory commitment and for scholarship holders by proof of the application process with the participation of two university professors from the WiSo faculty)
* Proof of a selection interview with two professors from the WiSo faculty in accordance with § 4, Paragraph 5 (not applicable if the letters of recommendation were issued by professors from the WiSo faculty). These discussions can also take place after the documents have been checked, but before admission to the doctoral program.
* Confirmation of supervision by one supervisor from the group of people named in § 8, Paragraph 5 of the doctoral degree regulations
* Possibly proof of sufficient German or English language skills.