

Application for acceptance as a doctoral candidate at the Doctoral Degree Programme in Social Work

Preamble

This application for acceptance as a doctoral candidate according to Article 5 of the Doctoral Degree Regulations of the Doctoral Degree Programme in Social Work, must be submitted together with the supervision agreement (Appendix 1) to the Chair of the Examination Board. The doctoral procedure is regulated by the current Doctoral Degree Regulations of the Doctoral Degree Programme in Social Work.

The full application may be submitted on January 15th/May 15th and September 15th. There are no application deadlines. Your application for acceptance as a doctoral candidate can only be considered if all required information and appendices have been attached (see checklist). Please note that it will take at least 6-8 weeks to process your application.

1. Personal data

Personal details

Academic degree

Preferred form of address

Preferred personal gender pronoun

Last name

First name

Name at birth

Date of birth

Place and country of birth

Nationality(ies)

Contact details

Address

Country

E-Mail

Phone

2. Doctoral project and education

Doctoral project

Doctoral subject

Doctoral programme¹

☐ No ☐ Yes, programme:

Enrolment

☐ No ☐ Yes, study:

Academic education qualifying for doctoral studies:

Name of university

Country

Start of programme

Date of graduation:

Degrees (e.g. MSc, MA)

Final grade

ECTS-points Bachelor:

ECTS-points Master:

Study programme

Initial enrolment in first semester at university, if different:

Name of university

Country

Semester of initial enrolment

Year of initial enrolment

University entrance qualification (UEQ):

Name of educational institution

Federal state and district

Type of UEQ

Year of graduation

First university entrance qualification, if different:

Name of educational institution

Federal state and district

Type of UEQ

Year of graduation

¹ A doctoral programme is a structured programme in which (1) university lecturers are jointly responsible for supervising doctoral candidates, (2) an open, competitive admission procedure with call for applications takes place and/or (3) scholarships or appointments are available for at least some of the participating doctoral candidates.

3. Declarations

I. I have already undertaken doctoral study:

Completed: Awarded a doctorate

Partially undertaken: Discontinued or
failed examination

Yes, I have already undertaken doctoral study
(e.g. successfully completed or discontinued).

No, I have not yet undertaken a doctoral degree
programme.

**II. I am currently a member of staff
at the university:**


Yes, I am employed at

Frankfurt University of Applied Sciences

Fulda University of Applied Sciences

RheinMain University of Applied Sciences

Darmstadt University of Applied Sciences

 No, I am not employed at any university.

Please attach the following documents if this applies to you:

(Please mark with a cross where applicable)

- | | |
|--|---|
| <input type="checkbox"/> Change of name | If you acquired qualifications under a different name, please attach appropriate proof of change of name (e.g. marriage certificate, deed of change of name etc.) |
| <input type="checkbox"/> Translations | If your documents and certificates were not issued in German, please attach officially certified translations. |
| <input type="checkbox"/> Grading system | If you did not graduate from a German university, please enclose a copy of the grading system used at the respective university. |
| <input type="checkbox"/> Publications | If you have already published academic work, please attach a list of your publications. |

I confirm that all information and attached documents are correct and complete.

(Place, date, signature)

Information of the General Data Protection Regulation (GDPR)

The following information lets you know how we handle your personal data in the course of the application and selection process at the Doctoral Degree Programme in Social Work. The information meets the requirements of Art. 13 of the European General Data Protection Regulation (GDPR).

1. Who is responsible for processing data and who can I contact with any queries?

Responsible within the meaning of Art. 13(1), letter a, of the GDPR is the Doctoral Degree Programme in Social Work, represented legally by its Spokesman Prof. Dr. habil. Michael May

c/o RheinMain University of Applied Sciences

Kurt-Schumacher-Ring 18

65197 Wiesbaden

Germany

Phone: +49 611 949501

E-Mail: michael.may@hs-rm.de

The Doctoral Degree Programme in Social Work is a joint institution of the RheinMain University of Applied Sciences, the Fulda University of Applied Sciences, the Frankfurt University of Applied Sciences and the Darmstadt University of Applied Sciences within the meaning of § 47 Hessisches Hochschulgesetz (HHG).

2. How can I get in touch with the university's data protection officer?

You can contact our data protection officer as follows:

Datenschutzbeauftragter der Hochschule RheinMain

Kurt-Schumacher-Ring 18

65197 Wiesbaden (Deutschland)

E-Mail: datenschutzbeauftragter@hs-rm.de

3. Why is my data processed?

If you apply to the Doctoral Degree Programme in Social Work, we process the data you have given us to contact you and to judge whether you meet the requirements for doctoral study.

Your personal data is processed for the following purposes:

- processing this application
- doctoral support through the university administration
- an overview of the support available at the partner universities
- compiling anonymised statistics
- entry on a register of doctoral candidates

4. What is the legal basis for processing my data?

The legal basis for the selection procedure for admission to the Doctoral Degree Programme in Social Work is pursuant to Section 3(1) of the Hessen Data Protection and Freedom of Information Act (HDSIG), Section 5 of the Higher Education Statistics Act (HStatG) and Article 5 of the Doctoral Degree Regulations for the Doctoral Degree Programme in Social Work.

5. Who is my data shared with?

Your data is not shared with any third parties outside the Doctoral Degree Programme in Social Work. Internally, your personal data and the application documents are sent to the members of the Doctoral Committee and the PhD Coordinating Offices, and also to the members of the Examination Committee if you are admitted to a doctoral examination process.

6. How long is my data stored?

The length of time your personal data and other documentation from the application procedure that contain your data are stored depends on how long the doctorate takes and on the retention period for the examination records.

7. What are my data protection rights?

You have the following rights under data protection law: the right of access (Art. 15 GDPR), right to rectification (Art. 16 GDPR), right to erasure (Art. 17 GDPR), right to restriction of processing (Art. 18 GDPR), right to object to processing (Art. 21 GDPR), and a right to data portability (Art. 20 GDPR).

You also have a right of complaint to the supervisory authority, the data protection and freedom of information officer of the federal state of Hesse:

Hessischer Beauftragter für Datenschutz und Informationsfreiheit
Gustav-Stresemann-Ring 1
65189 Wiesbaden
E-Mail: poststelle@datenschutz.hessen.de

8. Am I required to supply or update my data?

You are required to supply personal data in order for the selection procedure to be conducted properly. Omission of any relevant personal data or required evidence from the application documents may result in exclusion from the selection procedure.

NOTES (please do not submit)

Please send your full application documents to the following address:

Please note that the application documents must be submitted both in paper form and electronically. The digital application documents should be sent together in a PDF file.

Postal address:

Doctoral Degree Programme in Social Work c/o
Fulda University of Applied Sciences
Dr. Sylvia Pannowitsch
Leipziger Str. 123
36037 Fulda
Germany

If you have any questions about doctoral studies at the Doctoral Degree Programme in Social Work, please contact:

Frau Dipl.-Soz. Iwona Cissarz
Phone: +49 611 9495 1126
E-Mail: Promotionszentrum.Soziale-Arbeit@hs-rm.de

If you have any questions about applying to the Doctoral Degree Programme in Social Work, please contact:

Administration Doctoral Committee:

Dr. Sylvia Pannowitsch
Phone: +49 661 9640 2037
E-Mail: sylvia.pannowitsch@sw.hs-fulda.de