

Checklist I

The following list of required information and documents is intended to help you with your application to the inter-university Doctoral Research Centre for Social Work.

To enable us to process your application, please submit the following documents with your Application for Acceptance as a Doctoral Student (cf. Article 5(1) of the Doctoral Degree Regulations of 01.02.2017):

- a) a certified copy of the certificate for your successfully **completed university degree** in accordance with Paragraph 4 and/or 5;
- b) officially certified translations in German of equivalent foreign certificates;
- c) an **academic curriculum vitae**;
- d) a copy of your **identity document or passport**;
- e) a detailed written **synopsis** of the proposed independent research project. The synopsis should include the topic, a question to be answered, the reception of the relevant literature (current research), the goals of the work and its contribution to the research (identification of research gap), a description of and rationale for the approach and proposed methods and the resource planning discussed and agreed with the supervisor, and a declaration of which language the thesis is to be written in. The synopsis should be no longer than 20 pages (without bibliography). Font size: 11 pt., margins: 2.5 cm and approx. 40,000 characters;
- f) a written undertaking of doctoral supervision in the form of the **Supervision Agreement**, which also contains an assurance of compliance with good scientific practice in accordance with Appendix 2; only professors from the Doctoral Research Centre for Social Work may undertake doctoral supervision as first supervisors;
- g) a declaration of whether the applicant has failed a comparable aptitude assessment procedure (Para. 5) or doctoral examination process at another higher education institution;
- h) if the thesis is to be written in a language other than German, the doctoral student must make an application to that effect to the Doctoral Committee, which must be submitted together with the application for acceptance. In advance, in consultation with the supervisor, it must be ensured that the supervisor as well as the two examiners can read, understand and evaluate the dissertation in the chosen language.

Requirements for acceptance as a doctoral student (cf. Article 5(4) of the Doctoral Degree Regulations):

- a) a Master's degree in a relevant subject after completing a total of 300 ECTS credits and achieving an overall result of at least grade 2.0 or an ECTS grade B;
- b) or a university degree in a relevant subject in accordance with Article 2(2) second sentence (see also Article 5(5)).

The Lisbon Recognition Convention must be referred to in this context.

Applicants who have completed (cf. Article 5(5) of the Doctoral Degree Regulations):

- a) a university degree in a subject area related to Social Work;
- b) a university degree in Social Work with fewer than eight semesters of study;
- c) a Master's degree with a grade lower than 2.0 or the equivalent ECTS grade B

may be admitted if they have the necessary specialist knowledge in the field of Social Work and have supplied evidence of this in an aptitude assessment procedure. The aptitude assessment procedure involves an assessment of the applicant's specialist knowledge and methodological competence. The Doctoral Committee generally appoints two professors who are members of the Doctoral Research Centre to assess the applicant's final dissertation. If they are in any doubt, they can request and hold an interview on the subject area lasting no more than one hour. A degree is recognised as being in a subject related to Social Work if it includes certain content as specified by the Doctoral Committee. The Doctoral Committee may compile a catalogue of possible degree programmes as a general guide.