

Checklist III

The following list of the information and documents required to conduct an “**Aptitude Assessment Procedure**” in accordance with Article 5(5) of the Doctoral Degree Regulations is intended to explain how the procedure is conducted and help you with your application to the inter-university Doctoral Research Centre for Social Work.

Extract from the Doctoral Degree Regulations (cf. Article 5(5)):

Applicants who:

- a) have completed a university degree in a subject area related to Social Work;
- b) have completed a university degree in Social Work with fewer than eight semesters;
- c) hold 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 provided evidence of this by way of 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 produce a catalogue of the possible degree programmes as a general guide.

In order to process your application for an aptitude assessment procedure to be conducted, the Doctoral Committee requires the following documents:

- a) details of the degrees you already hold and your **final degree certificates (Master and Bachelor)**. In addition to the certificates, please also send us a short description of the content of your B.A. and M.A. thesis, from which its connection with the specialist field of Social Work is apparent.
- b) copy of **(B.A./ M.A.) thesis**
- c) an **academic curriculum vitae**;
- d) a detailed **brief synopsis** of your planned doctoral study. The synopsis should indicate which topic you wish to research in your thesis and what connection you make to Social Work.
Content requirements:
 To study for a doctorate at the inter-university Doctoral Research Centre for Social Work, it is important that a clear connection with Social Work as a discipline and as a profession is established and developed. This also includes sufficiently developing the relevant theoretical framework. Here you should show that you know the field of research you wish to contribute to well and from it can derive a justified research question. This will also make it easier for you to define the appropriate methods of data collection and analysis for your research.
Formal requirements:
 The brief synopsis should be no longer than three pages (without bibliography). Font size: 11pt; margins: 2.5 cm and approx. 6,000 characters;
- e) a **letter of intent covering supervision of the thesis** by a professor from the Doctoral Research Centre for Social Work. Only professors who are members of the Doctoral Research Centre may undertake doctoral supervision as first supervisors;
- f) a declaration of whether you have failed a comparable aptitude assessment procedure (Para. 5) at another higher education institution;
- g) a **personal statement**.

Procedure:

- a) The required documents are checked on submission to ensure that they are complete.
- b) Two assessors (professors of the Doctoral Research Centre for Social Work) are appointed by the Chair of the Doctoral Committee to conduct the aptitude assessment procedure.
- c) It generally takes around eight weeks to assess the applicant's specialist knowledge and methodological competence.
- d) If there is any doubt, an interview on the subject area lasting no more than one hour may be requested, which is conducted by the assessors.
- e) The assessment reports are submitted to the Chair of the Doctoral Committee (PA). The Chair of the PA sends all assessment reports to the members of the Doctoral Committee. The PA makes a joint decision on the outcome of the aptitude assessment procedure.
- f) The applicant is notified of the Doctoral Committee's decision in a letter. If the outcome of the aptitude assessment procedure is positive, the prospective doctoral student can apply in the usual way to the Doctoral Research Centre for Social Work as soon as all the required documents are available or have been obtained (see Checklist I).