**ELICITATION OF DATA FOR APPLICATION OF DOCTORATE IN ACCORDANCE WITH § 4 PhD Regulation (November 25th, 2013)**

Please send the complete filled in application form as a word document via E-Mail to the office of deanery: wiwi.fakultaet@hhu.de. By submitting this form with your personal details you sign up bindingly to the doctoral procedures and confirm that you have filled in all boxes truthfully.

You will only receive your written confirmation of the registration of the Doctorate according to § 4 (3) PhD regulation if the office of deanery obtains all essential documents and if all [admission](http://www.dict.cc/englisch-deutsch/admission.html) [requirement](http://www.dict.cc/englisch-deutsch/requirement.html)s are completed according to § 2 PhD regulation.

1. **Personal details**

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| **Salutation** | **Title** |
| z.B. Herr oder Frau | z.B.: M.Sc. |
| **First name(s)** | **Last name** |
| z.B.: Melanie oder Max | z.B.: Mustermann |
| **Date of birth** | **Place of birth** |
| In der Form TT.MM.JJJJ | z.B.: Düsseldorf |
| [**Nationality**](http://www.dict.cc/englisch-deutsch/nationality.html) | **Gender** |
| z.B.: deutsch | weiblich/männlich |
| **Student number (doctoral study or have access to a doctoral study)** |  |
| z.B.: 1234567 |  |
| **Address** |  |
| z.B.: Musterstr. 123 |  |
| **Postal Code** | **City** |
| z.B.: 12345 | z.B.: Düsseldorf |
| **E-Mail-Address** | **Phone number** |
| z.B.: max.mustermann@hhu.de | In der Form 0221/1234567 |

1. **Details of your course of education
(sorted** [**chronologically**](http://www.dict.cc/englisch-deutsch/chronologically.html)**, starting with the last graduation)**

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| --- | --- |
| **1. Subject of studies** | **Type the** [**institution**](http://www.dict.cc/englisch-deutsch/institution.html)[**of**](http://www.dict.cc/englisch-deutsch/of.html)[**higher**](http://www.dict.cc/englisch-deutsch/higher.html)[**education**](http://www.dict.cc/englisch-deutsch/education.html) |
| z.B.: Betriebswirtschaftslehre | z.B.: Fachhochschule, Universität |
| **Name of the** [**institution**](http://www.dict.cc/englisch-deutsch/institution.html)[**of**](http://www.dict.cc/englisch-deutsch/of.html)[**higher**](http://www.dict.cc/englisch-deutsch/higher.html)[**education**](http://www.dict.cc/englisch-deutsch/education.html) | **Type of graduation** |
| z.B.: Heinrich-Heine-Universität Düsseldorf | z.B.: Bachelor, Master |
| **Grade of graduation** | **Place of graduation** |
| z.B.: 1.0 | z.B.: Düsseldorf |
| **Start of studies** | **End of studies** |
| TT.MM.JJJJ | TT.MM.JJJJ |

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| **2. Subject of studies** | **Type the** [**institution**](http://www.dict.cc/englisch-deutsch/institution.html)[**of**](http://www.dict.cc/englisch-deutsch/of.html)[**higher**](http://www.dict.cc/englisch-deutsch/higher.html)[**education**](http://www.dict.cc/englisch-deutsch/education.html) |
| z.B.: Betriebswirtschaftslehre | z.B.: Fachhochschule, Universität |
| **Name of the** [**institution**](http://www.dict.cc/englisch-deutsch/institution.html)[**of**](http://www.dict.cc/englisch-deutsch/of.html)[**higher**](http://www.dict.cc/englisch-deutsch/higher.html)[**education**](http://www.dict.cc/englisch-deutsch/education.html) | **Type of graduation** |
| z.B.: Heinrich-Heine-Universität Düsseldorf | z.B.: Bachelor, Master |
| **Grade of graduation** | **Place of graduation** |
| z.B.: 1.0 | z.B.: Düsseldorf |
| **Start of studies** | **End of studies** |
| TT.MM.JJJJ | TT.MM.JJJJ |

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| **3. Subject of studies** | **Type the** [**institution**](http://www.dict.cc/englisch-deutsch/institution.html)[**of**](http://www.dict.cc/englisch-deutsch/of.html)[**higher**](http://www.dict.cc/englisch-deutsch/higher.html)[**education**](http://www.dict.cc/englisch-deutsch/education.html) |
| z.B.: Betriebswirtschaftslehre | z.B.: Fachhochschule, Universität |
| **Name of the** [**institution**](http://www.dict.cc/englisch-deutsch/institution.html)[**of**](http://www.dict.cc/englisch-deutsch/of.html)[**higher**](http://www.dict.cc/englisch-deutsch/higher.html)[**education**](http://www.dict.cc/englisch-deutsch/education.html) | **Type of graduation** |
| z.B.: Heinrich-Heine-Universität Düsseldorf | z.B.: Bachelor, Master |
| **Grade of graduation** | **Place of graduation** |
| z.B.: 1.0 | z.B.: Düsseldorf |
| **Start of studies** | **End of studies** |
| TT.MM.JJJJ | TT.MM.JJJJ |

1. **Details of the dissertation**

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| **Subject of the Doctorate** |  |
| BWL/VWL |  |

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| **Salutation of the supervisor** | **Title of the supervisor** |
| z.B. Herr oder Frau | z.B.: Univ.-Prof. Dr. |
| **First name(s) of the supervisor** | **Last name of the supervisor** |
| z.B.: Melanie oder Max | z.B.: Mustermann |
| **Address of the chair/ of the Professorship** | **Is the advisor a member of the Faculty of Business Administration?** |
| z.B.: Lehrstuhl für BWL, insb. Finanzdienstleistungen, Heinrich-Heine-Universität Düsseldorf, Universitätsstraße 1, 40225 Düsseldorf | z.B.: Ja/Nein |

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| **p.r.n second advisor in accordance with § 4 (1) No. 4 PhD regulation** |  |
| z.B.: Prof. Dr. Melanie Mustermann |  |

1. **Declaration**

[ ]  **PhD regulation:** I read the current PhD regulations (November 25th, 2013).

[ ]  I noticed the „Ordnung über die Grundsätze zur Sicherung guter wissenschaftlicher Praxis an der Heinrich-Heine-Universität Düsseldorf“ (February, 19th, 2014) in accordance with § 4 (3) PhD regulation.

[ ]  I received a declaration of my dissertation from my supervisor in which she or he declares to maintain my doctorate as well as the subject of my doctorate (BWL, VWL). (see also: Formularvorlage: [Erklärung des Betreuers/der Betreuerin des Promotionsvorhabens](file:///%5C%5Cwiwi.ad.hhu.de%5Cwiwi_verw%5CPromotionHabilitation%5CPromotion%5CVorgehen%20nach%20neuer%20Promotionsordnung%5C1.%20Schritt_Anmeldung%20des%20Promotionsvorhabens%20%C2%A7%204%5C3.%20Erkl%C3%A4rung%20des%20Betreuers%20des%20Promotionsvorhabens.docx))

[ ]  **Submission of documents:** I will provide the documents that are required in accordance with § 4 (1) PhD regulation at the office of deanery within 14 days after sending this present, complete filled in form. The documents include according to § 4 (1) PhD regulation:

* application for registration of the doctorate
* an current and signed CV in German or English, which contains precise information on the previous courses of training and studies
* a certified copy of the certificate that entitles you to do your PhD
* the declaration of the supervisor of the doctorate which is according to § 4 (1) Nr. 3 PhD regulation
* a complete filled in and signed request which explains the version of the PhD regulation you want to doctorate
* p.r.n. declaration of the second supervisor in accordance with § 4 (1) No. 4 PhD regulation
* finally you have to show your passport at the office of deanery.