

**ATTENTION:** This checklist is only a working aid.

Please use the version in German.

Office for Doctoral Researchers  
Office Hours:  
Tue + Thu 09:30 – 12:00  
Tel. +49 511 762 17309  
Fax +49 511 762 5819  
E-Mail:  
promotionen@  
maphy.uni-hannover.de

**Checklist:**

The following documents have to be submitted for Admission as doctoral researcher as per § 4 Doctoral Degree Regulations:

➤ Application for admission as a doctoral researcher

Attachments:

1. Signed CV with specification of marital status and citizenship
2. List of publications, if any
3. Confirmed copy of diploma certificate, or bachelor's certificate and master's certificate  
(where applicable, in national language with German or English translation. For course achievements rendered abroad, add a "Transcript of records")
4. Declaration concerning further doctoral procedures
5. Signed supervision agreement as per § 5 Sec. 4 Doctoral Degree Regulations, including a project outline of the planned dissertation
6. Participation in a Collaborative Resesearch Centre and/or a Graduate Programme? If so, please specify exact designation on the application form (page 6).
7. Specifications for the statistics of doctorates
8. Consent form for the Graduate Academy

Further information on the Graduate Academy may be found here: [www.graduiertenakademie.uni-hannover.de](http://www.graduiertenakademie.uni-hannover.de)

As determined in the faculty board meeting of 2017-04-26, the decision about the admission as doctoral researcher is made by the vice-dean, after possible consultation with the faculty's examination boards. You will be informed in writing of the vice-dean's decision.

Name, First name:  
Academic degree held when filing the application:  
Priv. address:  
E-mail (office)  
E-mail (private):  
Tel. (office):  
Name of Institute:

(Please complete legibly)

Promotionsbüro der  
Fakultät für Mathematik und Physik  
Leibniz Universität Hannover  
Appelstraße 11 A, Raum A 119  
30167 Hannover

\_\_\_\_\_  
Date

## Application for Admission as Doctoral Researcher

Dear Vice-Dean,

I hereby request admission as doctoral researcher for the degree of Dr. rer. nat., according to § 4 of the Joint Doctoral Degree Regulations for Doctoral Researchers of Natural Sciences (Dr. rer. nat.) at Gottfried Wilhelm Leibniz Universität Hannover.

My working title is:

and belongs to the subject area of Mathematics/Physics/Meteorology  
(as per Attachment to the Doctoral Degree Regulations, Sec. 2). Delete as applicable.

I currently participate in the following collaborative research centres/graduate programme:

My doctoral thesis shall be supervised by \_\_\_\_\_  
and, if applicable, by the following co-supervisors, as per § 5 Sec. 4 Doctoral Degree Regulations:

I have attached the documents listed in the Doctoral Degree Regulations of 2017-04-26.

Yours sincerely,

\_\_\_\_\_  
Place, date, signature

## Declaration on further Doctoral Procedures

as per § 4 Sec. 3 S. 2 e) Doctoral Degree Regulations

I hereby declare that

- neither in the past nor simultaneously have I applied for a doctoral procedure at another university or faculty.
- already at an earlier point in time I have registered for a doctoral procedure at another university or faculty.

Name of the University/Faculty and Complete Address:

(Attach notification of withdrawal from doctoral programme.)

---

Place, date, signature

---

First name, surname (in printed letters)

# Supervision Agreement

between (Title, *First Name, Surname*)  
(Doctoral Researcher)

and (Title, *First Name, Surname*)  
(Supervisor)

1.  
Mr./Ms. \_\_\_\_\_ will work on a dissertation project at the  
Faculty of Mathematics and Physics, Institute of \_\_\_\_\_  
at Gottfried Wilhelm Leibniz Universität Hannover. The doctoral thesis will bear the following  
provisional working title:

The project has been accepted by the supervisor(s) as realistic with content suitable for a  
doctoral thesis. This supervisory relationship is based on the Doctorate Regulations prevailing at  
the Faculty of Mathematics and Physics.

During doctoral research, the candidate is involved in the following programme:

\_\_\_\_\_  
(Enter exact designation, otherwise delete).

2.  
For the doctoral programme, a period from \_\_\_\_\_ until \_\_\_\_\_ (YYYYMM) is agreed.

3.  
For the doctoral project, a work plan is drawn up which has been considered realistic by the  
supervisor(s). The work plan will be periodically updated during the doctorate phase.

4.  
The doctoral researcher and the supervisor(s) agree to have detailed discussions on the status  
and concept of the work, which are to be conducted at least every 6 months.

5.  
The doctoral student and the supervisor(s) undertake to adhere to the rules of good scientific  
practice in the version currently in force:  
(<http://www.uni-hannover.de/de/universitaet/ziele/wissen-praxis/>).

6.  
In support of his doctoral work, the doctoral researcher will participate in the following  
seminars/colloquia/training courses, as agreed with the supervisor(s):

The supervisor(s) will support the opportunities of self-organised cooperation with other doctoral  
researchers, scientists, networks, etc.

7.

The Faculty of Mathematics and Physics welcomes the procurement of academic key skills and a professional orientation. The supervisor(s) will particularly support own efforts of the doctoral researcher, e. g. by counselling, sharing of information, arranging contacts, and providing recommendations. Furthermore, the Faculty will give information about doctoral colloquia, offers of further qualification, especially in the fields of academic key skills and vocational orientation, as provided at Leibniz Universität Hannover.

8.

The above Institute will provide the following resources for the doctoral project:

--

(e. g. a research-staff position with appropriate equipment; in the case of scholarship holders, this may include a workplace, computer and internet access, budget for research and travel costs, etc.)

9.

The Faculty of Mathematics and Physics will seek to ensure a successful completion of the doctoral project, should the supervisor(s), for inevitable reasons, become unable to meet the relevant obligations (departure, illness, death).

10.

In case of non-compliance with the obligations mentioned, the parties will have talks without delay to reconstitute the fulfillment of the agreement. For advice and mediation services in case of conflicts, the ombudsperson of the Faculty of Mathematics and Physics or the Graduate Academy's Arbitration Board (<https://www.graduiertenakademie.uni-hannover.de/schiedsstelle.html?&L=1>) may be contacted.

11.

The present doctorate agreement is an integral part of the admission as doctoral researcher. One copy each of the agreement and the attachments will be added to the doctoral file.

---

Date, Signature (Doctoral Researcher)

---

Date, Signature (Supervisor)

---

Date, Signature (Dean, Dean of Research, or Office for Doctoral Researchers)

Attachment: Work Plan

