



An das  
Dekanat der Mathematisch-  
Naturwissenschaftlichen Fakultät  
- Akademische Angelegenheiten –  
Auf der Morgenstelle 8  
72076 Tübingen

Status: 08/2024

## Application for Admission to the Doctoral Examination Procedure

Family name:

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Given name(s):

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Address:

Street, Zip Code, City:

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Date of birth:

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Private email address:

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Phone number:

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Doctoral program

(if any):

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**I hereby apply for admission to the doctoral examination procedure at the Faculty of Science of the University of Tübingen.**

**Field of doctoral studies:** (Multiple selection not possible)

- |  |   |
|--|---|
| <input type="checkbox"/> Archaeological Sciences and Human Evolution | <input type="checkbox"/> Geography                    |
| <input type="checkbox"/> Biochemistry                                | <input type="checkbox"/> Geocology                    |
| <input type="checkbox"/> Bioinformatics                              | <input type="checkbox"/> Geosciences                  |
| <input type="checkbox"/> Biology                                     | <input type="checkbox"/> Mathematics                  |
| <input type="checkbox"/> Chemistry                                   | <input type="checkbox"/> Medical Informatics          |
| <input type="checkbox"/> Cognitive Science                           | <input type="checkbox"/> Pharmaceuticals              |
| <input type="checkbox"/> Computer Science                            | <input type="checkbox"/> Physics                      |
| <input type="checkbox"/> Didactics                                   | <input type="checkbox"/> Prehistory and Early History |
| <input type="checkbox"/> Environmental Science                       | <input type="checkbox"/> Psychology                   |

**Title of Ph.D. thesis:**

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**The Type of Dissertation:**

- Monograph  Accumulation of publications/manuscripts  
 Monograph including manuscripts (only possible in some departments, see information sheet online)

**Supervisors:** (first name, surname, title)

Supervisor 1: \_\_\_\_\_

Supervisor 2: \_\_\_\_\_

Supervisor 3 (if applicable): \_\_\_\_\_

**Choice of reviewers:**

**Clarifications**

1. *At least two reviewers must be appointed.*
2. *Usually, the first reviewer also serves as the first/main supervisor.*
3. *The second reviewer can also be the second supervisor, but this is not mandatory.*
4. *At least one of the reviewers must be a full-time employed professor in the department of the field of doctoral studies. Usually, this is the main supervisor or one of the supervisors.*
5. *Professors who teach at polytechnic colleges, junior professors, retired professors, associate professors, honorary professors, and visiting professors are also welcome to serve as reviewers. This also includes qualified members of external university research institutes and foreign universities.*
6. *At least one of the reviewers must not be a co-author of a joint publication containing results of the dissertation (independent of the doctoral project).*
7. *Please take care to avoid (additional) dependencies to other reviewers (personal, professional, and financial) by choice of the second or third reviewer.*
8. *The following circumstances may give the impression of dependency among the reviewers: Supervisory or teacher-student relation currently or in the past three years (e.g., as a doctoral candidate, as a post-doctoral candidate, employee etc.); family relationship; marriage; registered partnership and interpersonal partnership equivalent to marriage.) The following circumstances may give the impression of dependency towards the doctoral candidate: family relationship; marriage; registered partnership and interpersonal partnership equivalent to marriage.*
9. *In case of a “summa procedure” with an excellent grading the third reviewer will be appointed at a later time. In this case stricter rules concerning conflicts of interest must be adhered to. If necessary, these rules will be communicated by the doctoral office.*

**If you choose a reviewer from outside the University of Tuebingen, please state the mailing address, e-mail address, and phone number on a separate sheet of paper.**

**Choice of reviewers:** (first name, surname, and title)

Reviewer 1: \_\_\_\_\_

Reviewer 2: \_\_\_\_\_

In the following cases it is possible/necessary to choose a third reviewer. Please tick if applicable:

- Official third supervisor
- Both aforementioned reviewers are co-authors of a joint publication with the Doctoral candidate containing results of the dissertation.
- financial, professional, or personal conflicts of interest of the two aforementioned reviewers.

Reviewer 3: \_\_\_\_\_

The reviewers declare to write an expert report for the candidate's dissertation and to respect the rules and clarifications listed above. Any existing dependencies of reviewers are cleared by choice of an additional suitable third reviewer.

\_\_\_\_\_  
Signature Reviewer 1

\_\_\_\_\_  
Signature Reviewer 2

\_\_\_\_\_  
Signature Reviewer 3 (if applicable)

**Requested examiners for the oral examination:** (first name, surname, title)

Examiner 1: \_\_\_\_\_

Examiner 2: \_\_\_\_\_

Examiner 3: \_\_\_\_\_

Examiner 4: \_\_\_\_\_

**(Please ask all of the examiners if they are willing to act as your examiner)**

*The Doctoral regulations require four examiners. Usually, the reviewers also serve as examiners. At least three examiners have to be members of the Faculty of Science of the University of Tuebingen; at least two of which should be members of the department(s) to which the field of doctoral studies belongs. Examiners can also be professors who teach at polytechnic colleges, junior professors, retired professors, assistant professors, honorary professors, and visiting professors. This also includes qualified members of external university research institutes and foreign universities.*

**If there is an examiner involved who does not belong to the University of Tuebingen, please indicate the mailing address, e-mail address, and phone number on a separate sheet of paper.**

**Attention:** The date for the oral exam can only be set after the doctoral candidate has been admitted to the doctoral examination procedure and once the reviewers handed in their reports. The earliest date possible for the oral exam is one week after the Ph.D. thesis public display period. In case you have to set an earlier date due to personal reasons, the Dean's Office cannot confirm the date definitely. Please submit the completed forms "Application for the oral examination" and an abstract (you also find the form online) at the latest 10 working days prior to your oral exam.

According to the checklist (page 6), I have attached all the necessary documents to this form.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature Candidate

## Declarations

First name, last name: \_\_\_\_\_

Please tick the boxes that apply (otherwise add an explanation), and strike through everything that does not.

I hereby declare that I am the sole author of this Ph.D. thesis. I only made use of the cited sources and permitted resources, and marked literal or paraphrased passages as such. I declare that I abided by the guidelines for safeguarding good scientific practice (Leitlinien zur Sicherung guter wissenschaftlicher Praxis) at the University of Tübingen (conclusion of the Academic Senate of February 11, 2021). I hereby make an affirmation in lieu of an oath (Eidesstattliche Versicherung) that all of the above-stated declarations are true and that I did not withhold or conceal anything. I am well aware that false affidavits are punishable by a prison sentence up to three years or by a monetary penalty under German law.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature

- Currently, I am not accepted or registered at another university as a doctoral student;
- There are no former interrupted or terminated Ph.D. procedures or corresponding examinations (If otherwise, please attached a declaration including when and where, the field of study, and result);
- The presented Ph.D. thesis, as a whole or in parts, has not yet been published as a Dissertation. The Ph.D. thesis has not yet been handed in, completely or partially, to the Dean's office as part of a different examination (If it has, please indicate when and where, in which field of study, and the grade received).
- I declare, that I did not take part in any commercially arranged agreements with regard to my Ph.D. project. I especially did not contact any organizations, which engage in the active search for supervisors for Ph.D. theses and receive money for their services. I furthermore state that I did not use such organizations, which adopt the applicant's obligations and take care of the academic requirements partially or entirely. Furthermore, I state that I am aware of the legal consequences of using a commercial thesis-writing agency (disqualification as a doctoral student, elimination of acceptance to the doctoral qualification process, termination of the Ph.D. examination procedure, and annulment of the degree in accordance with §21).
- I have no penal convictions, disciplinary measures, pending criminal- and disciplinary proceedings to declare.
- I hereby declare that the printed version and the electronic version of my dissertation are identical. I agree to the screening of my dissertation for plagiarized parts or passages.
- I am aware that I am only entitled to hold the doctorate title from the very day I receive the official doctorate certificate. I am also aware that all of the rights I acquired throughout the examination procedure expire if, after successfully passing the oral exam, I do not hand in in the required amount of copies of my published dissertation within 2 years.
- I hereby declare that at least one of the reviewers is not a co-author of a joint publication containing results of my dissertation.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature

## Attached documents:

- Three complete copies of the Ph.D. thesis (clue binding or spiral binding); please hand in one of those copies to the Dean's Office. As soon as you receive the letter of admission (by post) to the examination procedure, please send the other two copies of your thesis and your dissertation as pdf file to each of your two reviewers.
- Dissertation as a pdf file sent to [dissertation@mnf.uni-tuebingen.de](mailto:dissertation@mnf.uni-tuebingen.de) (please use your full name as file name: last name first name). Please adjust the size of the document - we will not accept download links!
- Abstract in German, you can also include it in your thesis;
- Acceptance letter for Doctoral candidates by the Dean's office (copy);
- Curriculum Vitae outlining the professional and scientific career;
- Diploma and/or certificate of your university degree according to § 3 of the Ph.D. regulations (legally certified copy, or original + copy);
- A Certificate of Conduct ("Führungszeugnis zur Vorlage bei einer deutschen Behörde") issued by the municipal office (usually directly issued to the Dean's office, Promotionsbüro MNF, Auf der Morgenstelle 8, 72076 Tuebingen). Alternatively, a statement that the Certificate of Conduct has been applied for. The Certificate of Conduct may not exceed a period of six months.
- If appropriate, an explanation concerning all parts of the dissertation based on collaborative work conditional on the type of dissertation:

### A. In case of a monograph:

an explanation (on a separate sheet of paper) concerning the details of the collaboration (including the names of the contributors, their parts in the overall project, and the relevance of your own part to the collective work) as well as a list of all publications/manuscripts with co-authorship. It has to become clear who is responsible for which part of the dissertation.

### B. In case of a monograph including manuscripts:

please submit a complete declaration on the contribution of others on a **separate sheet of paper**, including the names of the contributors, their parts in the overall project, and the relevance of your own part to the collective work. This declaration needs to be **signed by your supervisor**. You can also use the tables/text you included at the beginning of each co-authored chapter for that, printed out on a separate sheet of paper, signed by your supervisor (please refer to info-sheet online for further information).

### C. In case of an accumulation of publications/manuscripts:

Please submit the form "**Declaration Collaborative Publications**" (download on webpage); this declaration needs to be approved by the doctoral committee (supervisors) regarding all collaborative publications.

## Attention:

Please make sure to mark carefully all the parts (segments, charts, maps, photos and so on) that are not exclusively created by yourself. Please make sure to cite and list all of your sources either as footnotes or on a separate page under "Contributions".

If necessary, please contact the copyright owner, ask for their approval in writing, and make sure you include a copy of their approval in your application for admission to the doctoral examination procedure.



## Doctoral candidates' data form

Please answer **every section** of this form.

At the end of this form you will find notes that will help to better understand the individual items of data.

Following an amendment to the Higher Education Statistics Act (HStatG) in March 2017, the University of Tübingen is obliged to collect data from doctoral students and to make it available to the State Statistics Office in encrypted form. If you have received a written confirmation of acceptance as a doctoral student from the University of Tübingen, you are considered a doctoral student according to § 5 (1) HStatG.

### 1. Personal Details

(Please cross the appropriate box  or fill in the information.)

<b>Family name:</b>			
<b>Given name(s):</b>			
<b>Student-ID no.</b> (University of Tübingen):			
<b>Sex:</b>	male	female	diverse not stated
<b>Date of birth</b> (dd.mm.yyyy):		<b>Name at birth:</b>	
<b>Citizenship:</b>		<b>Further citizenship:</b>	
<b>uni-tuebingen.de email address:</b>			

### 2. First higher education enrollment

<b>Where were you first enrolled in higher education (institution)?</b>	<b>Country</b>	<b>Date of first enrollment (mm.yyyy)</b>

### 3. What qualification entitles you to do a doctorate?

(Please refer to the degree you hold which qualifies you for a doctorate.)

<b>Did you pass a final examination for this degree?</b>		yes	no
<b>At which institution of higher education?</b>		<b>In which country?</b>	
<b>In which subject?</b>			
<b>Type of degree:</b>	University diploma	Magister	
	High school teaching degree	Master	
	State examination		
Other:			
<b>Date of exam</b> (mm.yyyy):		<b>Final grade:</b>	

### 4. Doctorate

4.1	<b>Type of registration:</b>			
	Initial registration	Re-registration	Conclusion of doctorate	Discontinuation
4.2	<b>Doctoral subject:</b>			<b>Are you enrolled as a doctoral student?</b>
				yes      no
4.3	<b>Type of doctorate</b>			
	Did or do you participate in a structured doctoral program?			yes      no
	<b>Will the doctorate be completed in cooperation with another institution?</b>			
	yes	no		
	If <b>yes</b> , in cooperation with			
	... another university in Germany	... a non-university research institution		
	... a university abroad	... industry or other institutions		
	... a university of applied sciences			
	<b>Type of doctoral thesis planned</b>			
	monograph	cumulative doctoral thesis (based on publications)		
4.4	<b>When were you accepted as a doctoral candidate?</b> (mm.yyyy)			
4.5	<b>Do you have an employment contract with the University of Tübingen or with the state government at the Tübingen University Hospitals (UKT) of at least 50% of regular working hours?</b>			
	yes	no		



## 5. Higher Education Entrance Qualification (HEEQ)

Year HEEQ obtained:		
Was your HEEQ obtained in Germany?		yes                      no
If yes:		
State & district of school:		Federal state                      District
Town of school (if district is unknown):		
If no:		
Country in which school was located:		
Type of school/qualification:		
Was your HEEQ obtained outside Germany?		Type of HEEQ:
<p style="text-align: center;">HEEQ obtained at a German school abroad</p>		<p style="text-align: center;">High school graduation certificate</p> <p style="text-align: center;">Subject-related higher education entrance certificate</p> <p style="text-align: center;">Advanced technical college entrance qualifiaction</p>
<p style="text-align: center;">HEEQ obtained abroad</p>		
If your HEEQ was obtained in Germany, at what kind of school?		Type of HEEQ:
<p style="text-align: center;">High school</p> <p style="text-align: center;">Technical high school</p> <p style="text-align: center;">Comprehensive school</p> <p style="text-align: center;">Vocational high School/Technical academy</p> <p style="text-align: center;">Night school/College</p> <p style="text-align: center;">Techincal secondary school</p> <p style="text-align: center;">Preparatory college</p> <p style="text-align: center;">Academic aptitude test</p> <p style="text-align: center;">Professional qualification</p> <p style="text-align: center;">Vocational school</p> <p style="text-align: center;">Technical college</p> <p style="text-align: center;">Other qualification to study</p>		<p style="text-align: center;">High school graduation certificate</p> <p style="text-align: center;">Subject-related higher education entrance certificate</p> <p style="text-align: center;">Advanced technical college entrance qualifiaction</p>

## Notes on data protection

The electronic processing of your data in this application by the University of Tübingen is carried out for the fulfilment of the legitimate tasks of the University on the basis of Art. 6 Para. 1 e) DSGVO and § 4 Landesdatenschutzgesetz (LDSG) Baden-Württemberg in conjunction with § 12 of the State University Law of Baden-Württemberg, the University Data Protection Ordinance of Baden-Württemberg and the Admission and Registration Regulations of the University of Tübingen.

Data collected on the basis of the Higher Education Statistics Act will be transmitted to the Baden-Württemberg Statistical Office without mention of name or address. The Statistical State Office may also forward individual data without mention of name or address to the competent supreme federal and state authorities, as well as to the authorities designated by them, upon request and, as far as this is possible without endangering confidentiality, also for scientific purposes.

## Notes

These notes will help you to better understand the individual items of data that the University of Tübingen must transmit to the state of Baden-Württemberg's statistics office. If you have any questions or problems that these notes do not answer, please contact the doctoral candidates coordinators or the doctoral office responsible for you.

### 1. Personal data

*Family name:* Please enter your surname/ family name. This information is not passed on to the state statistics office; it is used for internal data allocation.

*Given name(s):* Please give your given name(s).

*Student ID no.:* Please enter your most recent University of Tübingen student ID number.

*Login-ID:* Please enter your login ID here if you have already received access for services provided by the University of Tübingen Center for Data Processing and still know it. Student login IDs usually start with zx...

*Sex:* Please mark the answer which corresponds to the sex specified on your birth certificate. You may mark "not stated" if the gender entry in your birth record is blank in accordance with §22 (3) Personenstandsgesetz (German Civil Status Act). This information is for statistical use only and helps with the assessment of gender differences in education.

*Date of birth:* Please enter your date of birth in the form Day.Month.Year (DD.MM.YYYY).

*Name at birth:* Please enter your family name at birth if your family name has changed.

*Citizenship:* If you have dual citizenship, please also fill in the field for a further citizenship.

*Further citizenship:* Enter a second citizenship if you have one.

*uni-tuebingen.de email address:* If you have already received an e-mail address from the University of Tübingen (they end in student.uni-tuebingen.de or uni-tuebingen.de), please write in that e-mail address. You are welcome to give us another e-mail address where we can reach you if necessary.

### 2. First higher education enrollment

*Where were you first enrolled in higher education (institution)?* Please write in the name of the higher education institution where you were first enrolled – even if the subject you were enrolled in then is not directly related to your current doctoral project.

*Country:* Please enter the country in which the institution of higher education is located, and its current international vehicle registration code.

*Date of first enrollment:* Please enter the month and year of your first enrollment in the form month.year (MM.YYYY).

### 3. What qualification entitles you to do a doctorate?

Please refer to the degree that your faculty has recognized as eligibility for your doctoral degree. If you have more than one recognized qualification, please write in the first degree earned.

*Did you pass a final examination for this degree?* If you have not yet taken a final examination qualifying you to do a doctorate, leave empty the subsequent fields under "3. What qualification entitles you to do a doctorate?"

*At which institution of higher education?* Please write in the name of the institution of higher education where you earned the degree that qualifies you to do the doctorate.

*In which state?* Please enter the current international vehicle registration number of the country in which the university/institution is located where you received your degree entitling you to do a doctorate.

*In which subject?* Write in the subject of the final examination taken for the degree that qualifies you to do the doctorate.

*Type of degree:* Please check the box best describing the degree that qualifies you to do a doctorate. If none of the listed options describes your qualifying degree, please write it in under "Other". Other qualifications are, for example, a license, diploma (University of Applied Sciences), other teacher training programs or artistic qualifications such as the church music examinations A and B or the academy certificate. If you are unable to make this selection with certainty, please send us a copy of the degree entitling you to do a doctorate.

Only write in final examinations you passed. If, in an international program, the German partner university awarded a double degree (e.g., Diploma and Master's degree in the same subject), the international (e.g., Master's) degree is relevant here.

*Date of exam:* Please enter the date of your final examination in the form Month.Year (MM.YYYY). You will find this information on your degree certificate.

*Final grade:* Please enter the overall grade for the degree entitling you to do a doctorate. If the written and oral examinations were assessed separately and you therefore do not have an overall grade, please write in "passed".

### 4. Doctorate

*Type of registration:* If you are registered for a doctorate at a German university for the first time, please mark "Initial registration".

If you have changed the university where you are doing your doctorate or have already discontinued or successfully completed a previous doctorate at a German university, please check the "Re-registration" box.

If you have now completed or failed your doctorate with no option to re-try, please place a cross in the "Conclusion of doctorate" box. A doctorate is deemed to have been failed if the candidate is no longer permitted to re-take the examination. The doctorate has been successfully completed when the overall result has been officially determined by the examination board or the examinations office.

Please check the box "Discontinuation" if the doctoral project is not to be continued at the previous university and you do not have a completed doctorate. Generally, a change of first supervisor and a simultaneous change of faculty within the same university also constitutes a discontinuation of the doctorate. If these two points apply to you, please contact us directly.

*Doctoral subject:* Please write in the subject in which you seek a doctorate or in which you have completed a doctorate.

*Are you enrolled as a doctoral student?* Please mark “yes” if you are currently enrolled at the University of Tübingen. Please mark “no” if you are not enrolled at the University of Tübingen.

Note: If you commenced your doctoral process on or after March 30, 2018, you were obliged to enroll at the time you were accepted as a doctoral candidate at our faculty/institute, in accordance with § 38 (5) of the law governing higher education in the state of Baden-Württemberg. If you commenced your doctoral process before 30 March 2018, you are free to enroll at the University of Tübingen if you wish.

#### **Type of doctorate:**

*Did or do you participate in a structured doctoral program?* Please indicate whether you are taking part/ have taken part in a structured doctoral program. Structured doctoral programs include doctoral programs, graduate schools, research training groups and doctoral programs that simultaneously meet the three following conditions: (1) a structured qualification program for all participants, (2) joint responsibility for the supervision of doctoral candidates by the participating supervisors, (3) a transparent, competitive admission procedure with a call for applications.

*Will the doctorate be completed in cooperation with another institution?* Please indicate whether you are preparing or have prepared your doctorate in cooperation with another institution. If you mark “yes”, please fill in which institution you are cooperating with.

A cooperation needs to be reported only if it is an institutional cooperation, i.e., if the cooperation is based on a contract or agreement. In the case of multiple collaborations, only the first applicable type is to be reported. Collaborations with teacher training colleges, theological colleges and art colleges are to be treated in the same way as collaborations with universities.

If you check “no”, please skip the following box.

*Type of doctoral thesis planned:* Please select whether you intend to write or have written a monograph or a cumulative (publication-based) thesis. A publication-based / cumulative thesis differs from the conventional thesis in that it is not written as a monograph. Instead, several academic articles must be produced; these are then evaluated together. The current status of the intended type of thesis must always be recorded. The type of thesis may change in the course of the doctoral project.

*When were you accepted as a doctoral candidate?* You have received written confirmation of acceptance as a doctoral candidate from your faculty or institute. Please refer to this confirmation for the date of your acceptance as a doctoral candidate. If no such date is noted, the date on which the confirmation was issued is the start date of your doctoral process. Please enter the date in the form Month.Year (MM.YYYY).

If the doctoral project is continued after a change of university or faculty and the doctoral candidate therefore does not receive a new written confirmation of acceptance as a doctoral candidate from the new university/faculty, the date of confirmation of acceptance at the previous university is still deemed to be the start of the doctoral process.

*Employment contract:* Please mark “yes” if you have an employment contract with the University of Tübingen or with the state government at the Tübingen University Hospitals (UKT) of at least 50% of regular working hours. If you do not have an employment contract with either of those institutions, mark “no”.

## **5. Higher Education Entrance Qualification (HEEQ)**

The higher education entrance qualification (HEEQ) is the highest general school-leaving qualification that allows initial access to the German higher education system. This also applies if the HEEQ would not entitle the holder to the current degree program upon first access to the German higher education system.

*Year HEEQ obtained:* Please enter the year in the form Year (YYYY) in which your highest general school-leaving qualification was achieved and certified. Students must be above 11 years of age when they obtain the HEEQ.

*Was your HEEQ obtained in Germany?* Please mark “yes” if you obtained your HEEQ in Germany and fill in the fields “State & district of school” or “Town of school” if the district is unknown. Please mark “no” if you obtained your HEEQ abroad and fill in the field “Country in which school was located”.

If you obtained your HEEQ in Germany, please fill in the fields “State & district of school”. If you obtained your HEEQ abroad, please skip these fields and fill in the “Country in which school located” field.

*Federal state:* Please write in the state of Germany in which you obtained your higher education entrance qualification.

*District:* Please write in the district in which you obtained your higher education entrance qualification. If you are not sure, please enter the town in which you completed your HEEQ into the next box. The vehicle registration code will suffice.

*Town of school:* If the district of the school in which you obtained your HEEQ is unknown to you, please state the town in which the school is located.

If you cannot answer these questions with certainty, please send us a copy of your higher education entrance qualification.

*State in which school was located:* Please complete this field if you did not obtain your HEEQ in Germany. Please enter the international license plate number of the country in which you obtained your HEEQ.

*Type of school/qualification:* Please enter the type of higher education entrance qualification (HEEQ) which enabled your initial access to the German higher education system. This also applies if this type of HEEQ would not enable you to enter the current degree program. In the event that upon entering the German higher education system, you had a school-leaving and another higher education entrance qualification, please write in the highest school-leaving HEEQ. If you cannot decide with certainty, please send us a copy of your higher education entrance qualification.

*Was your HEEQ obtained outside of Germany?* If you obtained your HEEQ at a German school abroad, please select this school type and also mark the type of HEEQ.

For all other school-leaving qualifications obtained abroad, please mark Other qualification to study. You do not need to include the grade.

*If your HEEQ was obtained in Germany, at what kind of school?* Please select the institution at which you obtained your HEEQ.

*Type of HEEQ?* Please indicate which school-leaving certificate your HEEQ is.