



Dekanat der Mathematisch-Naturwissenschaftlichen Fakultät
Auf der Morgenstelle 8
72076 Tübingen

Status: 11/2024

Application for Acceptance as Doctoral Candidate

Applicant details:

*These fields must be completed

Application type:* Initial application Follow-up application (change of supervisor or field of studies)

Surname* Maiden name (if applicable) First name(s)*

Gender* Date of birth* Place of birth*

Address, Street, no, Room number (if applicable)* Zip Code, City*

Phone number (for further enquiries) Nationality*

E-Mail (private)*

Graduation diploma(s) and subject (Bachelor, Master etc.):*

Issued by which University* Issue date*

I hereby apply for acceptance as a doctoral student at the Faculty of Science at the University of Tübingen.

a. Field of doctoral studies (no multiple selection possible):*

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

b. The doctoral project will be carried out at/in (address institute/department):*

c. Doctoral Committee (Surname, First Name, Title, Institute and Address):

1st Supervisor:*

Address:*

2nd Supervisor:*

Address:*

3rd Supervisor:
(if applicable)

Address:*

***Explanation:** At least one member of the Doctoral Committee must be a professor and work full-time in this capacity in the department of the doctoral subject (University of Tübingen). In addition, junior professors, heads of junior research groups with appropriate authorization, extraordinary professors, HAW professors, emeritus and retired professors, private lecturers, honorary professors and visiting professors as well as appropriately qualified members of non-university research institutions and foreign universities may be appointed as supervisors. For further information on the possibility of doctoral supervision by persons without a professorial title, please refer to our information sheet.*

d. Participation in a structured doctoral programme (if the doctorate is being completed in a graduate school or a graduate programme):*

no **yes:** _____

e. Attached documents (all required for initial Application for Acceptance as Doctoral Candidate):

- officially certified copy (paper form) of degree certificate and diploma (alternatively presentation of original certificates to the doctoral office together with a simple copy)
- Transcript of records of Master and Bachelor degree, Diploma etc.
- A copy of the applicant's identity card or passport

f. Declarations:

- I hereby consent to the storage of my data on University servers and to its transmission within the University, as well as its use for statistical and alumni purposes.
- I declare that I am aware of the Guidelines for Good Scientific Practice of the University of Tübingen (Resolution of the Senate of February 11, 2021, available for download under "Information") and that I will observe them when writing my dissertation.
- I am aware that I have to report annually to the doctoral committee on the present state and the progress of my thesis. The doctoral committee may demand a modification in my work plan and time schedule. If the doctoral committee decides that, in spite of the modified work plan and time schedule, a successful completion in a reasonable time cannot be expected, the graduation board can revoke the acceptance as a doctoral student.
- I am aware that I have to inform the PhD Office about the cancellation of my PhD project and about a change of university.

Date, Signature Doctoral Candidate:* _____

Please note: Only complete applications with all required documents can be processed.

Supervision Agreement for Doctoral Candidates at the University of Tübingen, Faculty of Science, according to § 38 para. 5 LHG

The following is agreed between the doctoral candidate

Ms./Mr.* _____

and

1st supervisor* _____

2nd supervisor* _____

3rd supervisor (if applicable) _____

§ 1 Doctoral Thesis and Time Schedule

Preliminary title of thesis project:*

Start date of doctorate:* _____ (dd.mm.yyyy)

Expected date of completion:* _____ (dd.mm.yyyy)

The doctoral candidate will report (e.g. as part of a TAC meeting) on the status and progress of his/her project to his/her supervisors **at least once a year** in form of an oral report as well as a written time schedule and work plan. A shorter frequency between the reports may be individually agreed upon in order to meet the needs of the doctoral project and the candidate's personal circumstances.

The following reporting period has been agreed upon:* **once a year** or _____

The interval between reports is to be reviewed after each report and adjusted if necessary.

§ 2 Study Program

1. The doctoral candidate may obtain supplementary qualifications by taking part in seminars run for doctoral candidates by the Faculty and the central Graduate Academy.

2. If applicable: It is expected that the doctoral candidate successfully attends the following courses (total of _____ CP) (e.g. when doctoral candidate has not sufficient proof of knowledge in the field of doctoral studies):

Course A: _____; CP A: _____

Course B: _____; CP B: _____

§ 3 Observing Good Scientific Practice

The doctoral candidate and the supervisor agree to abide by the Guidelines for Good Scientific Practice of the University of Tübingen (Resolution of the Senate of February 11, 2021, linked here at the top of the page: <https://uni-tuebingen.de/de/119123>)

§ 4 Regulating and Resolving Disputes

In case of a dispute between the doctoral candidate and the supervisor, the parties involved can consult the Faculty Ombudsperson.

§ 5 Assessment Period Following Submission of Thesis

The doctoral candidate and the supervisors will agree upon an assessment period once the doctoral thesis is being submitted. The time period should not exceed two months.

§ 6 Copy of this agreement

The Dean's Office of the Faculty of Science retains the original signed copy of the Supervision Agreement. We recommend that the doctoral candidate and supervisors each keep a copy of the signed document.

Date, signature Doctoral candidate:* _____

Date, Signature 1st supervisor:* _____

Date, Signature 2nd supervisor:* _____

Date, Signature 3rd supervisor (if applicable):* _____

Doctoral procedures at the Faculty of Science of the University of Tübingen are subject to the Faculty's Ph.D. examination regulations.



Thesis Advisory Committee Meeting

Instructions and general information:

Thesis Advisory Committee (TAC) meetings are dedicated to discussing the subject and progress of doctoral projects, and to suggest adjustments if necessary. The focus is on supporting the doctoral candidates and offering the possibility to discuss their progress and possible challenges with competent persons who are not directly involved in the project. TAC meetings can help to identify and address issues that may arise during a doctoral project.

We strongly recommend holding an initial TAC meeting during the first year of the doctorate (to evaluate the design of the project), and one TAC meeting 6 months to 1 year before the submission of the thesis (to evaluate whether the obtained results are sufficient for thesis submission). Additional TAC meetings can be scheduled as needed.

In case you already are a member of a structured doctoral program with TAC meetings, please comply with the corresponding rules in your program and use the relevant internal templates/forms. You do not have to use this form.

The Thesis Advisory Committee consists of at least three members. Besides the first supervisor, the second and third TAC member are chosen by the candidate. The second supervisor can be one of these TAC members. At least one TAC member should not be directly involved in the doctoral project. The doctoral candidate decides on the chairperson of the committee. The first supervisor cannot be appointed as chairperson.

The doctoral candidates are responsible for organizing the TAC meetings (date/time/invitation).

The doctoral candidate sends his/her progress report to all members of the committee at least 2 weeks before the date of the TAC-meeting. The chairperson of the TAC committee is responsible for the documentation.

The three parts of the TAC meeting are:

- Presentation of the project by candidate (15 minutes)
 - Introduction
 - Results obtained to date
 - Potential challenges
 - Perspectives for the future
- Discussion with the members of the TAC committees
 - Feedback of TAC members on the presentation
 - Recommendations
 - Timeline, expected next steps or submission dates for manuscripts or thesis
 - Future career plan
- Confidential exchange between TAC-members and
 - Doctoral candidate (without 1st supervisor)
 - 1st supervisor (without doctoral candidate)

TAC Summary:

Comments on the candidate's progress report, status of doctoral training:

Recommendations:

TAC Meeting Form:

Please provide the names of all parties involved and sign and date the form:

1) _____ First Supervisor	_____ Signature
2) _____ 2 nd TAC member	_____ Signature
3) _____ 3 rd TAC member	_____ Signature
4) _____ Doctoral Candidate	_____ Signature

Tübingen, _____
Date

The doctoral candidate keeps the signed form and sends a scan/copy to all members of the committee after the TAC meeting. It is also possible to send it additionally to the doctoral office for keeping it together with the other candidate's documents.

List of possible topics for the TAC-meeting:

- Financing
- Supervision (number of personal meetings/discussions with supervisors)
- Inclusion of second supervisor
- Expectations on (number of) publications/talks etc.
- Spending time abroad
- Suggestions/ideas for improving the contact to your supervisors
- Discussions with colleagues/other doctoral candidates
- Inclusion in working group
- Manuscript preparation
- Conference attendance
- Skill training
- Prioritizing/modifying research progress
- Discussing career perspectives
- Aspects where you still seek advice or feel insecure
- Timeline for whole project
- Submission of thesis (advanced TAC), formal type of thesis