

Dekanat MNF/Dean's Office  
Promotionsbüro/PhD Office  
Auf der Morgenstelle 8  
72076 Tübingen  
[phd-office@mnf.uni-tuebingen.de](mailto:phd-office@mnf.uni-tuebingen.de)

**Application for inclusion in the list of persons with the right of supervising  
PhD-projects at the Faculty of Science (without professorship/habilitation)**

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Academic rank: \_\_\_\_\_

Institute: \_\_\_\_\_

Address: \_\_\_\_\_

Department affiliation: \_\_\_\_\_

Title of position: \_\_\_\_\_

Employment contract until: \_\_\_\_\_

I am a full-time employee in this position (at least 50%) ☐ yes ☐ no

☐ new application ☐ follow-up application

**Please tick as appropriate:**

**A. I independently raised third-party funds under my own name (for financing PhD positions)**

- ☐ Margarethe-von-Wrangell habilitation scholarship
- ☐ Heisenberg scholarship
- ☐ Elite-Program of the Baden-Württemberg Foundation
- ☐ Scholarship holder of VW-Foundation or Bosch-Foundation
- ☐ Emmy-Noether Junior Research Group Leader
- ☐ Leibniz Junior Research Group Leader
- ☐ PI of an ERC-Grant
- ☐ PI of a joint project (GRK, CSC, ...) including financing commitment for PhD positions
- ☐ PI as part of a DFG-application
- ☐ PI as part of a BMBF-application
- ☐ MPI Director
- ☐ MPI Junior Group Leader
- ☐ Group Leader Friedrich Miescher Laboratory
- ☐ Others: \_\_\_\_\_

**B. I have financial resources for the employment of PhD candidates as  
(tick only if A is not applicable)**

- ☐ Co-PI of a third-party funding application
- ☐ Junior Research Group Leader, university internal (e.g., excellence cluster, CRC, ...)
- ☐ Junior Research Group Leader, external, other external (local) institution
- ☐ Others: \_\_\_\_\_

I want to supervise the following PhD candidates:

	Name	PhD subject	Third-party funding	Receipt no./ reference etc.	financing period
1.					
....					

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

\_\_\_\_\_  
Signature Applicant

Documents to be attached:

- Copy of approval notice, scholarship commitment, allocation notice, financing commitment etc.
- CV (only initial application)
- Publication list (only initial application)
- Proof of attending a further education course on the topic "PhD supervision" (e.g DFG or Graduate Academy); proof can be submitted within one year (only initial application)

Confirmation by head of corresponding institute/department speaker:

Name: \_\_\_\_\_

I hereby confirm that the applicant is an independent group leader in my institute/ department and that he or she has reached an academic level that allows supervising and evaluating PhD-projects independently and reliably.

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

\_\_\_\_\_  
Signature Head of Institute/Department Speaker

Remarks:

1. The funding approval must reveal clearly to which person the financing is allocated (name of applicant or possibly other assignment/internal distribution (see B))
2. Please write N.N. if the names of the PhD candidates are not yet known
3. Supervision and writing evaluations/expert reports are only permitted for PhD-candidates of your own research group.
4. It is possible to divide doctoral positions; but taken together, the listed financing must cover at least one full doctoral position.
5. Each PhD-candidate must occupy at least 50% of a full doctoral position.
6. In case of follow-up applications, only funding approvals as well as a short notice from the institute management needs to be submitted (cv and publication list are not necessary). Please also submit a short report on the progress of your already permitted PhD-projects.
7. The supervision of additional PhD-candidates with funding by doctoral scholarships (CSC, Landesgraduiertenförderung, state scholarships such as Studienstiftung etc.) is only permitted for applicants/persons already having the permission to supervise PhD-candidates based on a previous application.
8. Participation in oral exams as examiner is generally possible (for all PhD-candidates, not only the own ones). Please note that only one person without habilitation/professorship per examination committee is allowed.
9. The Co-supervision (second supervisor) of PhD-candidates not being employed by your own funding is not permitted except for special third-party funding projects with explicitly stated common supervision (e.g., graduate training schools such as MOMBRANE).
10. In all cases listed on page 1 under A, the permission to supervise PhD-candidates can be given directly by the chairman of the Postgraduate Executive Board, which is the Dean (information to the Postgraduate Executive Board in next meeting). All other cases will be discussed and decided by the Postgraduate Executive Board, and evaluated based on funding commitments as part of internal funding (e.g., excellence cluster, SFB, GRK, joint projects, ...) or third-party funding applications as Co-PI as well as applications from junior research group leaders of external (local) research institutions (e.g., MPI)
11. In case of a supervisor leaving Tübingen:
  - a. Continuation of supervision of PhD-projects is possible until the end of promotion (transition period max. 2 years)
  - b. The right to serve as an examiner in oral exams (disputation) is given only for your own PhD- candidates during the transition period. You are considered as an internal examiner during that time.
  - c. Please inform the PhD office of your plans to leave the University of Tübingen.