

Guide to become a doctoral student

Titel: Dr. phil. or Dr. paed.

Program length: Up to 4 years

Prerequisite: University degree with a good academic record (see Heidelberg University of Education PhD regulations)

Information about the first steps

	Step	Person responsible	Contact
<input type="checkbox"/>	General doctoral advice and national scholarship advice ¹	Graduate School	ph-heidelberg.de/forschung/wissenschaftliche-weiterqualifikation/promotion ph-heidelberg.de/forschung/forderung/stipendien
<input type="checkbox"/>	General course information, Studying in Heidelberg, International scholarship advice ¹	International Office	ph-heidelberg.de/auslandsamt/informationen-fuer-doktorandinnen
<input type="checkbox"/>	First approval of admission prerequisites ²	Graduate committee of the faculty	Dean of the faculty ⁴
<input type="checkbox"/>	Independent search for doctoral supervisor ³	Doctoral student	phhd-forschung.de or individual websites of the supervisors
<input type="checkbox"/>	Doctoral agreement with your doctoral supervisor	Doctoral student	Template: ph-heidelberg.de/fileadmin/de/forschung/formulare-richtlinien/PromotionsvereinbarungPHHDLHG.pdf
<input type="checkbox"/>	Notification of the doctoral agreement	Doctoral student	Doctorate Portal Docata (docata.ph-heidelberg.de)
<input type="checkbox"/>	Writing your synopsis	Doctoral student	Instruction: ph-heidelberg.de/forschung/download-bereich
<input type="checkbox"/>	Apply for an extended certificate of good conduct	Doctoral student	Form via dean's office of the faculty
<input type="checkbox"/>	Submission of admission application with all required documents	Doctoral student	Doctorate Portal Docata (docata.ph-heidelberg.de)
<input type="checkbox"/>	Approval of admission application (incl. Official approval of the admission prerequisites)	Graduate committee of the faculty	Dean of the faculty ⁴
<input type="checkbox"/>	Official acceptance as doctoral student	Graduate committee of the faculty	Dean of the faculty ⁴
<input type="checkbox"/>	Matriculation ⁵	Studies Office	ph-heidelberg.de/esewo/infos-zum-studium/immatrikulation/promotion/
<input type="checkbox"/>	Participate in Graduate School ³ (obligatory if member of „Graduiertenkolleg“)	Graduate School	graduateschool@ph-heidelberg.de
<input type="checkbox"/>	Automatic membership in Promovierendenkonvent	Promovierendenkonvent	promkonvent@ph-heidelberg.de
<input type="checkbox"/>	Update own data in the doctoral portal Docata	Doctoral student	Doctoral Portal Docata (docata.ph-heidelberg.de)

1. Optional

2. We strongly advise all candidates with critical prerequisites (e.g. university degree in fewer than 8 semesters, change of university during course of studies, international degree) to do this step.

3. The „PH Heidelberg Graduate School Team“ gladly supports you in the search of a doctoral supervisor. Contact: graduateschool@ph-heidelberg.de

4. Faculty I: „Education and Social Sciences“ (Contact: dekanat1@ph-heidelberg.de)

Faculty II: „Cultural Studies and Humanities“ (Contact: dekanat2@ph-heidelberg.de)

Faculty III: „Natural, Human and Social Sciences“ (Contact: dekanat3@ph-heidelberg.de)

5. Employees of PH Heidelberg with a job scope of at least 50% can be exempted from the matriculation requirement.