

**Notes on the application process
for acceptance as a doctoral candidate
at the Department of Biochemistry, Chemistry and Pharmacy
at the Goethe University Frankfurt am Main**

- Please write legibly!
- Please complete the application form in duplicate and sign pages 1-3.
- Please have your supervisor sign the application.
- An additional supervisor, in the function of a mentor, must be named on page 3 (above).
- Attach an exposé agreed upon with your supervisor, which describes the time schedule of the doctorate (approx. 1 page).
- Enclose the following documents with the application:
 - Bachelor degree and certificate (certification, translation in English)
 - Master degree and certificate (certification, translation in English)

Documents issued at Goethe University do not require certification. The original documents may be presented by prior arrangement.

Mailing address or personal delivery:

**Goethe University
Dekanat FB14
M. Binkowski
Max-von Laue-Str. 9
60438 Frankfurt**

For any questions, please call **069-798 29545 (Mrs. Binkowski)** or send an email to dekanatfb14@uni-frankfurt.de .

Application for Admission as Doctoral Candidate

in accordance with § 4 of the Doctoral Regulations of 26.04.2022

Surname and First name:

Address (Street, Postal Code/Town:

Date of birth: Gender m/f/d:

Country/Place of birth:Nationality:

Phone/Mobil:/.....

Email:

No. of university semesters: (All semesters at a university)

No. of subject-related semesters: (Semester in your examination subject) of which at GU Frankfurt.

University qualification (Country/state/ place, date and grade):

.....

Doctoral subject: Biochemistry Chemistry Pharmacy

Start of doctorate (date):

Preliminary working title of your dissertation:

.....

.....

I will undertake my doctorate at Faculty 14 / externally* .

Internal Dissertation supervisor at the Faculty:

*External supervisor:

Address:

Dissertation language:

I herewith declare that I have not previously been engaged in a doctoral examination procedure in the doctoral subject indicated above.

Frankfurt am Main (date)

Applicant's signature

Supervisor's Declaration of Consent in accordance with § 4 (2), (4) and (9) of the Doctoral Regulations of 26.05.1993 (last amended on 04.01.2016):

.....
Internal Supervisor at Faculty 14

.....
External supervisor **with stamp!**

Admitted as doctoral candidate by the Doctoral Committee/Dean

Date..... Dean's signature.....

Supervisor ≠ Reviewer

If the applicant intends to undertake the doctorate without a supervisor, a corresponding declaration must be submitted together with this application.

* For doctorates not undertaken at Faculty 14, a supervisor at Faculty 14 is required in addition to the external supervisor. Both must sign the application.

Statistical survey form PhD

Familyname (+ birthname), Surname(s):,

Adress: (Street / Postal Code./Town...../...../.....

Date of birth: Gender (please select): m / f / d

Country / Place of birth:/.....

Nationality(ies):

Phone/ Mobil.:/.....

Private E-Mail / Uni-Mail:/.....

SCHOOL-LEAVING CERTIFICATE (University entrance qualification / HZB)

School type (e.g. high school):

Date of University education entrance qualification: (Converted) Grade:

Country / State:/.....

STUDIES

Degree qualifying for doctorate

Degree obtained [Master/State exam/Diploma] / Subject:/.....

Name / Country, Place of higher education institution:/.....

Date of certificate: (Converted) Grade:

Number of university semesters for this degree:

Previous degree (if not state examination or diploma above)

Abschluss [Bachelor] / Fach:/.....

Name / Country, Place of higher education institution:/.....

Date of certificate: (Converted) Grade:

Number of university semesters for this degree:

First enrollment in an institution of higher education (university):

Name / Country, Place of higher education institution:/.....

Semester (winter/summer) / Year:/.....

Other degrees, if any (all details as asked above):.....

Privacy Note:

The data collected are necessary for the lawful fulfillment of the doctoral procedure that is the responsibility of the Goethe University. The collection and further processing of this data complies with the requirements of data protection law. Without this data, you will not be able to complete your doctorate at the Department of Biochemistry, Chemistry and Pharmacy of the GU.

Supervision Agreement¹

Supervisor at the Faculty:

Additional supervisor²:

In order to ensure the best possible supervision conditions for the doctoral candidate, the doctoral candidate and the supervisors undertake to:

1. Work together in an open and cooperative manner in the framework of the doctoral research project. The signatories shall implement the principles set down in the "Guidelines for Doctoral Supervision at Goethe University Frankfurt"³ and clarify their respective responsibilities.
2. Agree beforehand on a framework for the doctoral research project in accordance with the Guidelines.
3. Respect the "Principles of Goethe University Frankfurt for Safeguarding Good Scientific Practice"⁴.
4. Append to this Agreement an exposé of the doctoral research project that includes at least a working title, a project outline as well as a rough work plan and time schedule that is to be updated in the framework of the annual supervision meetings.
5. Conduct a supervision meeting together once a year in accordance with the Guidelines; this meeting shall be adequately prepared by both sides and documented in writing by the doctoral candidate⁵. The direct supervisor and the doctoral candidate hold such a meeting once per semester. Minutes of these meetings are archived in the working groups or research training group.

In accordance with the "Principles for Safeguarding Good Scientific Practice", the doctoral candidate undertakes to document his/her experimental work in an agreed manner and to hand over his/her documents, including the raw data, to the supervisor prior to completing the doctoral research project.

All agreements are valid until the doctorate is finally completed. Early termination of the doctoral research project takes place by mutual agreement.

Have additional arrangements been reached? Yes No

Any such arrangements must be submitted together with this application.

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Doctoral candidate

.....

Supervisor at Faculty 14

.....

Additional supervisor

.....

Representative of a structured doctoral program

¹ In accordance with the Guidelines for Doctoral Supervision at Goethe University Frankfurt³, the Framework Doctoral Regulations of Goethe University Frankfurt and the versions of the Doctoral Regulations of the University's faculties as last amended.

² At the Faculty or external. The Supervisor must be a professor or junior research group leader in accordance with the Faculty's rules, but need not necessarily be identical with the second reviewer.

³ www.uni-frankfurt.de/65685619/20160921-Betreuungsleitlinien.pdf

⁴ www.uni-frankfurt.de/39848797/good-scientific-practice.pdf

⁵ www.uni-frankfurt.de/52335541/GRADE-Meeting-Protocol.docx can be used as an example.