

## Application instructions for the study program PhD (Dr. phil, Dr. rer. pol.)

A PhD shows a student's particular aptitude for independent academic work. A PhD thesis must be an independent thesis that delivers important findings and promotes science.

Europa-Universität Flensburg awards the following academic titles: Doctor of Philosophy (Dr. phil) and Doctor of Economics (Dr. rer. pol.).

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<b>Application deadlines (NEW):</b>	<b>for the autumn semester:</b>	<b>(15.05. – 15.11.)</b>
	<b>for the spring semester:</b>	<b>(01.12. – 15.04.)</b>

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### Admission requirements

All applicants must be accepted for the PhD procedure by the "Promotionsausschuss" gemäß **Promotionsordnung** vom 1. Mai 2017" (informations here: [www.uni-flensburg.de/?40972](http://www.uni-flensburg.de/?40972)).

### Application process

Application documents to be submitted:

- a) Application form from the online procedure
- b) Supplementary sheet to the application form ( **page 3**)
- c) Single copy of the certificate of university entrance qualification (e.g. High School diploma)
- d) Single copy of the graduate of a university (e.g. Master-degree)
- e) Letter of acceptance from the "Promotionsausschuss" about participation in the Ph.D. procedure according to the "Promotionsordnung" of the 1st of May 2017 (single copy)
- f) optionally: an international stamped and addressed envelope (only DIN A4 or DIN A5, not paperbacked) for the returning of application documents in case of rejection in the selection procedure.

### Admission procedure / Enrollment:

The admission letters will be sent off (E-Mail) at the end of August (for the autumn semester) and at the end of February (for the spring semester) at the latest.

The enrollment by mail will be completed within approx. two weeks of receipt of the acceptance letter. The exact period of time for the enrollment will be indicated in the admission letter. Please note that any deadline extension will only be possible in duly substantiated, exceptional cases after personal consultation and with the consent of the admission office.

**Should the enrollment not be made on time, the entitlement to the study place will irrevocably expire.**

## **General information**

Application documents submitted by any applicants not admitted will be destroyed upon completion of the admission procedure if no stamped and addressed envelope was included.

**Attention:** The application documents must be submitted in full and in the required form to the University within the deadline for applications. It is not acceptable for documents to be handed in later.

Any incomplete or delayed applications will not be considered in the admission procedure. It is only via the online portal that you will be notified of any missing documents. You will get the access data for the portal upon completion of the online application together with your application form. Any missing documents must be sent in by the end of the application period, indicating your application number, which can be found on the online application form.

## Supplementary sheet to the application PhD

This form must be submitted **both completed and signed, together** with the application form from the online application procedure to the admission office at Europa-Universität Flensburg by the end of the application period.

**Surname:** \_\_\_\_\_

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

**Application number** (Online application form): \_\_\_\_\_

### The following documents are attached to my application:

#### 1. Mandatory documents for all applicants

- a) Application form from the online procedure
- b) Supplementary sheet to the application form (this page)
- c) **Single** copy of the certificate of university entrance qualification (e.g. High School diploma)
- d) **Single** copy of the graduate of a university (e.g. Master-Degree)
- e) Letter of acceptance from the "Promotionsausschuss" about participation in the Ph.D. procedure according to the "Promotionsordnung" of the 1st of May 2017 (**single** copy)

#### 2. Optionally

Stamped and addressed envelope (DIN A4 or DIN A5, not paperbacked) for the return of application documents in case of rejection in the selection procedure.

Documents not indicated here will not be considered submitted. Any "unnecessary" documents will be destroyed immediately upon the receiving inspection. I am aware of the fact that the application will not be considered in case of any missing documents or non-compliance with the application deadlines.

\_\_\_\_\_  
Place, date

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