

**Application procedure for admission to doctoral studies**  
**(see § 10 of the *Promotionsordnung* (PhD Regulations) as of July 10<sup>th</sup> 2020)**

An application in accordance with § 10 of the *Promotionsordnung* (PhD regulations) of the Faculty of Arts and Humanities (see below) should be addressed to the Chairwoman of the PhD board (Prof. Dr. Heike M. Buhl) and submitted to the secretariat (Sophie Jacobs), Room C 5.307, Tel. 05251/60-3955 and sent as a PDF file via e-mail to: [promotion@kw.uni-paderborn.de](mailto:promotion@kw.uni-paderborn.de).

The application must include the following documents:

1. **Cover letter (see page 2 for sample)**, which indicates the discipline you wish to pursue your PhD in; addressed to Prof. Dr. Heike M. Buhl, the Chairwoman of the PhD board;
2. Topic of the planned dissertation including short **exposé** (1-2 pages) and corresponding bibliography/list of literature;
3. **Certificate of university degree(s)** (e.g. M.A., M.Ed., diploma, *Staatsexamen*) as a simple photocopy;
4. **Proof of university entrance qualification** (Highschool certificate(s), e.g. GCE A-levels, graduations diploma, *Abiturzeugnis*) as a simple photocopy;
5. **Information on any previous unsuccessful *Promotionsverfahren*** (PhD procedures);
6. Fully completed and signed **Supervision Agreement** (Agreement can be found at: [Supervision Agreement](#), currently only available in German);
7. **Curriculum Vitae** incl. academic educational path.

The formal processing time may take about two weeks. You will then receive a letter about the PhD board's decision.

If you would like to formally enroll in the doctoral program at the Registrar's Office, you will also need the [confirmation of admission to doctoral studies](#).

# Sample letter for the admission to doctoral studies

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*Name*

*Address*

An die  
Vorsitzende des Promotionsausschusses  
der Fakultät für Kulturwissenschaften der Universität Paderborn  
Prof. Dr. Heike M. Buhl  
Warburger Straße 100  
33098 Paderborn

*Place, Date*

## **Application for Admission to Doctoral Studies**

Dear Prof. Dr. Buhl,

I hereby apply for admission as a doctoral student in discipline XYZ at the Faculty of Arts and Humanities at Paderborn University. The dissertation is supervised by xy. The title of the thesis is: ###"

All necessary documents are attached.

Yours sincerely

*Signature*

## **Anlagen**

- ❖ Supervision Agreement
- ❖ Exposé and corresponding bibliography/list of literature
- ❖ Curriculum Vitae
- ❖ Proof of university entrance qualification (simple copy)
- ❖ Certificate(s) of university degree(s) (simple copy)