

**Manual for the *Eröffnung des Promotionsverfahrens*  
(initiation of the final phase of the PhD process)  
at the Faculty of Arts and Humanities**

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**\*Pages 5 to 7 must be submitted as a signed original and handed in to the PhD Secretariat (Room C 5.312) and sent via email to [promotion@kw.uni-paderborn.de](mailto:promotion@kw.uni-paderborn.de).**

Please choose duplex printing for the environment. ♻️

## Time table for the *Promotionsverfahren* (final phase of the PhD process)

With the submission of your dissertation and the application to the *Eröffnung des Promotionsverfahrens* (initiation of final phase of the PhD process), please mind and allow for the following time frame until the *Disputation* (colloquium):

- Application to initiate the *Promotionsverfahren*
- *Promotionsausschuss* (PhD board) formally opens the *Promotionsverfahren* (allow approx. 2 weeks)
- Review and assessment of the dissertation by the supervisors (acc. to *Promotionsordnung* (max. 3 to 4 months)
- Formal display of dissertation and corresponding assessments (3 weeks)
- Period of notice for persons authorized to view documents (1 week)

After the steps mentioned above have been successfully completed, the *Promotionskommission* (PhD board) decides on the *Annahme* (formal acceptance) of the dissertation. The decision will be made within 3 weeks after the formal display period (6 weeks during the semester break). If the dissertation has been formally accepted, the *Disputation* can take place immediately afterwards or at the latest 6 weeks after the end of the display period.

Please note that the complete *Promotionsverfahren* takes at least 5 months.

## **Description of application procedure to the *Eröffnung des Promotionsverfahrens* (initiate the final phase of the PhD process)**

(see § 12 of the *Promotionsordnung* as of July 10<sup>th</sup> 2020)

Both a printed and an electronic version (PDF document) of the application form have to be handed in to the Faculty of Arts and Humanities' PhD Secretariat (Room C5.307, Sophie Jacobs), [promotion@kw.upb.de](mailto:promotion@kw.upb.de).

Application must include:

1. **Application to the *Eröffnung des Promotionsverfahrens* (see page 5)**
2. **Proposal for a complete *Promotionskommission* (PhD committee)** (incl. primary and secondary supervisors, chairperson, additional member; see § 5 *Promotionsordnung* as of July 10<sup>th</sup> 2020. Please keep in mind that all committees of Paderborn University should be composed on a gender-parity basis. Exceptions require written explanation.).
  - a. All proposed persons must be informed and must have accepted their role in the committee prior to submission;
  - b. Only one member may be a professor emeritus or retired;
  - c. At least two members of the *Promotionskommission*, including the chairperson, must be members of the Faculty of Arts and Humanities;
  - d. Travel expenses for external supervisors are not compensated by the faculty. External supervisors may be present via video call if all members of the committee agree.
3. **Copies of PhD/doctoral thesis (for sample title page see page 8)**
  - a. Five typewritten or printed copies on age-resistant, wood- and acid-free paper, cased;
  - b. One electronic copy (searchable PDF document on either CD or USB flash drive);
  - c. If applicable: theses written in a language other than German or English need to include an additional abstract (5 copies, 10-15 pages long) summarizing the thesis' findings in German.
4. All five copies must include a **dated and signed declaration (by PhD candidate) containing the following (for sample see page 9):**
  - a. Statement that the thesis was created by the candidate and without the help of others nor external means (other than those referred to in the thesis);
  - b. Statement that the thesis was never issued to or accepted by another examination office (domestic or abroad);
  - c. Statement whether candidate has ever initiated another *Promotionsverfahren* at another university or faculty (include complete record of such).

**Additional documents to be submitted:**

5. **Simple photocopies of:**
  - a. Highschool certificate(s) (e.g. GCE A-levels, graduation diploma, *Abiturzeugnis*);
  - b. Certificate of university degree(s) (e.g. M.A., M.Ed., diploma, *Staatsexamen*);
  - c. If applicable: proof of additional requirements in order to be enrolled as PhD-candidate for specific studies.
6. **Curriculum Vitae** incl. academic educational path;
7. **In case your thesis was done collaboratively:**
  - a. Details on all names, academic degrees and addresses of all researchers involved;
  - b. Report of all persons involved in the process of collaboration as well as the degree of individual contribution;
  - c. Information about previously used parts of the thesis in *Promotionsverfahren* of involved parties.
8. ***Immatrikulationsbescheinigung* (enrollment certificate)**

Processing time of application may be approx. 2 weeks. The candidate will be informed about the committee's decision in writing.

An den Promotionsausschuss  
Prof. Dr. Heike M. Buhl  
der Fakultät für Kulturwissenschaften  
Warburger Str. 100  
33098 Paderborn

## **Application to *Eröffnung des Promotionsverfahrens* (initiate the final phase of the PhD process) at the Faculty of Arts and Humanities**

I, \_\_\_\_\_ (name), hereby apply to the *Eröffnung des Promotionsverfahrens* in accordance with § 12 of the *Promotionsordnung* (PhD regulations) of the Faculty of Arts and Humanities at Paderborn University (as of July 10<sup>th</sup> 2020) in the following discipline: \_\_\_\_\_.

### Mandatory declarations:

I have read and understood the current *Promotionsordnung* in its current version (July 10<sup>th</sup> 2020, § 12, subsection 2, (1))

The dissertation was solely created and written by me, I listed full details of all sources and resources

### **Please choose one of the following for the PhD certificate (issued in German language only):**

Doktor der Philosophie  
(male spelling)

Doktorin der Philosophie  
(female spelling)

Doktor\*in der Philosophie  
(gender-neutral spelling)

I have not currently applied for another *Eröffnung des Promotionsverfahrens* at any other faculty or university

The dissertation has never been declined by any other department, faculty or university

I have previously applied for another *Eröffnung des Promotionsverfahrens* with the following outcome:

\_\_\_\_\_

### Attachments:

Letter of acceptance as a PhD candidate by the Faculty of Arts and Humanities from \_\_\_\_\_ (date).

Enrollment certificate (§ 12, subsection 2, (3))

Curriculum Vitae (§ 12, subsection 2, (5))

Certificate of university degree(s) (e.g. M.A., M.Ed., diploma, *Staatsexamen*) (simple copy) (§ 12, subsection 2, (2))

University entrance qualification (Highschool certificate(s), e.g. GCE A-levels, graduation diploma, *Abiturzeugnis*) (simple copy) (§ 12, subsection 2, (2))

Theses written in a language other than German or English must include an abstract (written in German language) of 10-15 pages (§ 12, subsection 2, (6))

Five printed and cased copies of the dissertation (§ 12, subsection 2, (6))

One electronic copy of the dissertation on a USB flash drive

If applicable: Proof of *promotionsvorbereitende Studien* (additional courses obligatory for acceptance to *Promotionsverfahren*) (§ 12, subsection 2, (4))

Paderborn, date \_\_\_\_\_

## Overview of necessary information

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Name and Address	
Email address	
Phone number	
Date of Birth	
Place of Birth	
Nationality	
Title of dissertation	
<u>Proposal of PhD committee:</u> Chairperson of PhD committee <sup>1</sup>	
Supervisor A <sup>2</sup>	
Supervisor B	
Additional committee member	

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<sup>1</sup> The chairperson can only be a professor active at Paderborn University.

<sup>2</sup> For supervisors that are not employed at Paderborn University please include mailing address.

## Statistical Sheet for the PhD Application

by \_\_\_\_\_ (name)

**Data on your initial (undergraduate) university enrollment:** \_\_\_\_\_

Location of university/college: \_\_\_\_\_

Country: \_\_\_\_\_

(only applicable if initial enrollment at a university outside Germany)

Semester:  winter term  summer term

Year of enrollment: \_\_\_\_\_

### Data on your University Entrance Qualification (UEQ)

Year of UEQ: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

**Universität Paderborn  
Fakultät für Kulturwissenschaften**

*Title of Dissertation*

Dissertation to obtain the academic degree Doctor of Philosophy (Dr. phil.) within the discipline YXZ at Paderborn University

by  
First name, last name

Supervisor  
First name, last name

## Mustererklärung nach § 12 der Promotionsordnung

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Hiermit erkläre ich gemäß § 12 der Promotionsordnung vom 10. Juli 2020:

- a. dass die vorgelegte Arbeit selbstständig und ohne Benutzung anderer als der in der Arbeit angegebenen Hilfsmittel angefertigt wurde;
- b. dass die Arbeit bisher weder im In- noch Ausland in gleicher oder ähnlicher Form einer anderen Prüfungsbehörde vorgelegt wurde;
- c. ob bereits früher oder gleichzeitig ein Promotionsverfahren bei einer anderen Hochschule oder bei einer anderen Fakultät beantragt wurde, gegebenenfalls nebst vollständigen Angaben über dessen Ausgang.

Ort, Datum

Unterschrift

## Declaration in accordance with § 12 of the *Promotionsordnung* (sample)

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I hereby declare in accordance with § 12 of the *Promotionsordnung* as of July 10<sup>th</sup> 2020:

- a. that the thesis was created solely by myself (the candidate) and without the help of others nor external means (other than those indicated within thesis);
- b. that the thesis has never been issued to or accepted by another examination office (domestic or abroad);
- c. whether I (the candidate) have ever initiated another *Promotionsverfahren* (final phase of the PhD process) at another university or faculty (incl. complete record of such).

Place, date

Signature