

## Application Form for Acceptance as a Doctoral Student

To be filled in by the student.

Please fill in this English-language questionnaire if your proposed doctoral degree is the first university qualification which is to be gained in Germany.

**Please note: This questionnaire is designed for candidates who have gained neither their higher-education entrance qualification (HZB) nor a higher-education degree in Germany. If you took your HZB and / or another degree in Germany, please fill in the German-language questionnaire.**

01 Student ID

(Only if you are currently registered at JLU)

02 Family name

(As stated in national ID/passport)

03 Given name (first name)

(As stated in national ID/passport)

04 Date of birth (dd.mm.yyyy)

05 Gender

(As stated in national ID/passport)

Male

Female

Non-binary

Not specified

06 Address

Only for administrative purposes

07a Nationality

(In case of dual nationality with Germany, please state "German")

07b Other nationality if applicable

08 E-Mail address

Only for administrative purposes

09 Mobile phone number

Only for administrative purposes

### Higher education entrance qualification (HZB)

10 In which year did you gain your higher education entrance qualification (HZB), the requirement for your first degree programme at an institution of higher education?

11a Did you gain your HZB at a German school outside Germany?

Yes

No

11b Country in which you gained your first HZB.

(If you have a **German higher education entrance qualification (HZB)**, please fill in the **German-language** application form for doctoral students)

### First higher education registration

14 If your first registration at an institution of higher education was outside Germany, please indicate in which country the institution is located.

(If you were enrolled once at an **institution of higher education in Germany**, please fill in the **German-language** application form for doctoral students)

15 In which semester did you first register? State the month and the year in which you began your degree course.

### Final examination

16 What is the doctoral degree you are intending to take? \*

17 Are you taking part in a structured doctoral programme? \*

\* Offline version: The options in the drop-down menu are to be found in the "how to complete" guide attached.

### Degree already taken, qualifying you to apply for a doctoral degree programme

- 19 Have you already taken and passed a degree qualifying you to apply for a doctoral degree programme? Yes No
- 20 Please name the state in which you completed your degree qualifying you to apply for a doctoral degree programme.  
(If you took a **degree at a higher-education institution in Germany** qualifying you to apply for a doctoral degree programme, please fill in the **German-language** application form for doctoral students.)
- 21 Please state what kind of study programme you took for this degree. First (undergraduate) degree  
Graduate/postgraduate degree  
Two-cycle Master's degree
- 22 In what subject did you take your degree?
- 23 When did you take your finals in your degree?  
(Please state month and year)
- 24 What is the final total grade of your degree examination? \*  
(If possible, please enter the grade in verbal form according to the German system.)

### Doctoral degree programme in current semester

- 25 Is your doctoral programme a cooperative programme with another institution? \*  
(A contract or agreement with the other institution must exist.)
- 26 In what subject do you intend to take your doctoral degree?
- 27 In the past, were you already enrolled at another institution of higher education as a doctoral student or did you opt out of a previous doctoral programme at Justus Liebig University Giessen? Yes No
- 28 Are you currently employed at Justus Liebig University Giessen? Yes No
- 29 What kind of dissertation do you intend to write? \* Monograph  
Publication-oriented/  
cumulative dissertation

\* Offline version: The options in the drop-down menu are to be found in the "how to complete" guide attached.

## Information on Data Protection

Justus Liebig University Giessen (JLU) is processing your personal data for the purpose of doctoral student and examination statistics and for implementation and administration of doctoral examination procedures. The lawful basis is Article 6, paragraph 1 c) and e) of the European General Data Protection Regulation in conjunction with the Higher Education Statistics Act (HStatG), in particular § 5 and § 7, and with § 12 paragraph 8 of the Hessian Higher Education Act (HHG); also, in the case of higher education enrolment, with § 13 of the Hessian Higher Education Enrolment Regulation (HImV) and, in the case of an employment contract with the university, also in conjunction with § 34 paragraph 1 of the Hessian Data Protection and Freedom of Information Act (HDSIG).

Your obligation to provide the data, without which administration and implementation of doctoral examination procedures would not be possible, has its basis in the doctoral degree regulations valid for your faculty/institution, and, in the case of your higher education enrolment, in § 15 and § 13 HImV. Your data may be disclosed to those employees of JLU or of other authorities in public administration who require the data in order to carry out their public-sector duties. Pursuant to § 10 paragraph 2 HStatG, the institutions of higher education are required to give information to the Hessian Federal State Office of Statistics for the purpose of providing the statistics mentioned in paragraph 1 of this information.

Unless specific retention periods result from § 15 and § 21 HImV, your data will be stored as long as they are required for accomplishing the named purposes. You have the right at any time to request information about your data and to obtain rectification of inaccurate data or to obtain restriction of the processing of inaccurate data (Articles 15, 16 and 18 of the European General Data Protection Regulation). If you consider the processing of your data to be unlawful, you may lodge a complaint with the Hessian Data Protection Officer (Article 77 of the European General Data Protection Regulation, § 55 of the Hessian Data Protection and Freedom of Information Act).

Justus Liebig University Giessen, Ludwigstrasse 23, 35390 Giessen, represented by the university president, is responsible for data processing. Data protection officers are:

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