

## **Application for Acceptance as a Doctoral Candidate at the Doctoral Research Centre Public Health**

### **Preamble**

This Application for Acceptance as a Doctoral Candidate according to § 5a–5e of the Doctoral Degree Regulations of the Doctoral Research Centre Public Health at Fulda University of Applied Sciences must be submitted together with the Supervision Agreement (Appendix 1) to the Chair of the Doctoral Committee. The doctoral examination process is regulated by the current Doctoral Degree Regulations of the Doctoral Research Centre Public Health.

Your application for acceptance as a doctoral candidate can only be considered if all required information and appendices have been attached (see application checklist). Please note that it may take several weeks to process your application.

### **1. Personal data**

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#### **Personal details**

Academic degree

Preferred form of address

Preferred pronoun

Last name

First name

Name at birth

Date of birth

Place and country of birth

Nationality(ies)

#### **Contact details**

Address: Street and house no.

Post code, town

Email (work, private)

Tel.:



### 3. Declarations

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I. I have already undertaken doctoral study

(Completed: Awarded a doctorate  
Partially undertaken: Discontinued or  
failed examination)

Yes, I have already undertaken  
doctoral study (e.g. successfully  
completed or discontinued).

No, I have not yet undertaken doctoral  
study.

II. I am currently a member of staff at a  
university:

Yes, I am employed at

Fulda University

another university

Name of university:

No, I am not employed at any  
university.

#### Please attach the following documents if they apply to you

(Please mark with a cross where applicable)

Change of name

If you acquired qualifications under a different name, please attach  
appropriate proof of change of name (e.g. marriage certificate, deed of  
change of name, etc.)

Translations

If your transcripts of records and certificates were not issued in German,  
please attach officially certified translations.

Grading system

If you did not obtain your degrees at a German university, please  
enclose a copy of the grading system used at the respective  
university.

Publications

If you have already published academic work, please attach a list of  
your publications.

I confirm that all information and attached documents are correct and complete.

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(Place, date and signature)

# **Information in accordance with Art. 13 of the General Data Protection Regulation (GDPR) for applicants to the Doctoral Research Centre Public Health at Fulda University of Applied Sciences**

The following information explains how your personal data is handled during the application and selection process at the Doctoral Research Centre Public Health at Fulda University of Applied Sciences. The information complies with the requirements of Art. 13 of the European General Data Protection Regulation (GDPR).

## **1. Who is responsible for processing data and who can I contact with any queries?**

Responsible within the meaning of Art. 13(1) lit. a of the GDPR is

Hochschule Fulda  
Fulda University of Applied Sciences  
Leipziger Straße 123  
36037 Fulda  
Tel.: +49 661 9640-0  
Fax: +49 661 9640-1229

Fulda University of Applied Sciences is a public body. It is legally represented by the President, Prof. Dr Karim Khakzar. Email: [praesident@hs-fulda.de](mailto:praesident@hs-fulda.de)

## **2. How can I contact the University's data protection officer?**

You can contact our data protection officer as follows:

Data protection officer Fulda University of Applied Sciences  
Leipziger Straße 123  
36037 Fulda  
Tel.: +49 661 9640-1051  
Email: [datenschutz@hs-fulda.de](mailto:datenschutz@hs-fulda.de)

## **3. For what purpose is my data processed?**

When you apply to the Doctoral Research Centre Public Health at Fulda University of Applied Sciences, we process the data you have provided to communicate with you and assess whether you meet the requirements for doctoral study.

We process your personal data for the following purposes:

- to process this application
- to help the university administration with the doctoral examination process
- to obtain an overview of available support at partner universities
- to create anonymised statistics
- to include applicants in the doctoral register

## **4. What is the legal basis for processing my data?**

The legal basis for the selection procedure for admission to the Doctoral Research Centre Public Health at Fulda University of Applied Sciences is § 3(1) of the Hesse Data Protection and Freedom of Information Act (HDSIG), § 5 of the Higher Education Statistics Act (HStatG) and § 5a–5e of the Doctoral Degree Regulations for Public Health at Fulda University of Applied Sciences.

## **5. Who has access to my data?**

Your data is not shared with third parties outside the University. Internally, your personal data and application documents are passed on to the members of the Doctoral Committee, the PhD Coordinating Office of Fulda University of Applied Sciences and also to the members of the Examination Committee if you have been admitted to a doctoral examination process.

## **6. How long is my data stored?**

The length of time your personal data and other documents from the application procedure are stored depends on the length of your doctoral studies and on the required retention period for the examination records.

## **7. What are my data protection rights?**

You have the following rights under data protection law: right of access (Art. 15 GDPR), right to rectification (Art. 16 GDPR), right to erasure (Art. 17 GDPR), right to restrict processing (Art. 18 GDPR), right to object (Art. 21 GDPR) and right to data portability (Art. 20 GDPR). You also have a right to lodge a complaint with the supervisory authority for data protection:

Hessischer Beauftragter für Datenschutz und Informationsfreiheit  
Gustav-Stresemann-Ring 1  
65189 Wiesbaden  
Email: [poststelle@datenschutz.hessen.de](mailto:poststelle@datenschutz.hessen.de)

## **8. Am I required to provide or update my data?**

You are required to provide personal data in order for the selection procedure to be conducted properly. Failure to submit any relevant personal data or required application documents may lead to exclusion from the selection process.

## **NOTES (please do not submit this page)**

Please send your full application documents to the following address:

Printed documents:

Promotionszentrum Public Health  
c/o Hochschule Fulda  
z. Hd. Frau Prof. Dr. Daphne Hahn  
Zentrumsleitung  
Leipziger Str. 123  
36037 Fulda

Electronic documents:

andrea.leipold@gw.hs-fulda.de

Please note that application documents must be submitted in both printed and electronic form. The electronic documents should be compiled into a single PDF file.

**If you have any questions about pursuing doctoral studies at the Doctoral Research Centre Public Health, please contact:**

Head:

Prof. Dr Daphne Hahn  
Tel.: +49 661 9640 634  
Email: daphne.hahn@gw.hs-fulda.de

**If you have any questions about the application procedure, please contact:**

Coordinator:

Frau Dr Andrea Leipold  
Tel.: +49 661 9640 6087  
Email: andrea.leipold@gw.hs-fulda.de