


Checklist for Doctoral Candidate Applications Doctoral Research Public Health

The following checklist will help you prepare your application for acceptance as a doctoral candidate at the Doctoral Research Centre Public Health. The application will only be submitted to the Doctoral Committee for review if all required documents are complete and correct. The checklist is based on the current Doctoral Degree Regulations. These documents can be downloaded from the website of the Doctoral Research Centre Public Health.


Required documents and information for doctoral application

Application for Acceptance as a Doctoral Candidate, completed and signed


Statement indicating whether an application for acceptance as a doctoral candidate has been submitted to **another university**, and if so, what the outcome of this application was. Additionally, a statement confirming whether a comparable aptitude assessment procedure or doctoral examination process has been definitively failed at another university.

 **Note:** The statement is part of the application.


Supervision Agreement between the applicant and the first supervisor and, if applicable, second supervisor, completed and signed. The agreement includes a statement confirming adherence to good scientific practice

 **Note:** The first supervisor must be a professor at the Doctoral Research Centre Public Health. A list of the professorial members is available at <https://www.hs-fulda.de/en/health-sciences/research/promotion-center-public-health/professors>

Printed **research proposal** (between 15 and 25 pages) for the independent doctoral project along with a statement indicating whether the thesis will be written in **German or English** and whether it will be structured as a **monograph or cumulative thesis**.

 **Note:** For more information about writing a proposal and explanations of assessment criteria, please read the Guidelines for Writing a Research Proposal.

Certified copies of transcripts of records and certificates for successfully completed university degrees qualifying for a doctorate.

 **Note 1:** Proof of Bachelor's and Master's degrees, including details of accumulated credit points (ECTS), must be submitted. If applicable, include proof of other degrees. Transcripts and certificates from non-German-speaking countries must be translated into German by a sworn, publicly appointed or generally authorised translator. If your Master's degree is not in Public Health, provide an overview of relevant modules or course content to demonstrate your qualifications in the field of Public Health.

☛ **Note 2:** According to § 5 of the valid Doctoral Degree Regulations, to be admitted to a doctoral programme, candidates must have a university degree completed within a standard duration of at least eight semesters, a Master's degree in Public Health or Public Health Nutrition following a university programme with a total of 300 ECTS credits and an overall grade of at least 2.0 or a B according to the ECTS grading scale. Alternatively, according to § 5b of the Doctoral Degree Regulations, an equivalent, subject-related degree may also qualify as a prerequisite for admission. Additionally, § 5c outlines exceptions for acceptance, for example, for applicants with a university degree in a field related to Public Health or those whose Master's degree or equivalent qualification has a final grade of below 2.0. We recommend reading these paragraphs to find out more about the exact admission requirements. If you have any questions, please contact the coordinator (see contact details below).

- Overview of **personal and educational background**
- A single copy of **ID card or passport**
- If requested by the Doctoral Committee, a current Certificate of Good Conduct issued for doctoral study purposes ("Promotion");

Please submit the documents in **printed AND electronic form** (compiled into a single PDF file) to the following addresses:

- printed version: Prof. Dr Daphne Hahn, Head of Doctoral Research Centre Public Health, Leipziger Str. 123, 36037 Fulda,
- electronic version: andrea.leipold@gw.hs-fulda.de

If you have any further questions, please send an email to the coordinator of the Doctoral Research Centre, Dr Andrea Leipold: andrea.Leipold@gw.hs-fulda.de

Wishing you the best of luck with your application for admission as a doctoral candidate at the Doctoral Research Centre Public Health!

Kind regards,



Prof. Dr Daphne Hahn
Head of Centre