

## Guide to become a PhD student



<b>Title:</b>	Dr. phil. or Dr. päd.
<b>Program length:</b>	Up to 4 years
<b>Prerequisite:</b>	University degree with a good academic record (see Heidelberg University of Education PhD regulations)

### Information about the first steps

Step	Person responsible	Contact
<input type="checkbox"/> First approval of admission prerequisites <sup>1</sup>	Graduate committee of the faculty	Dean of the faculty <sup>4</sup>
<input type="checkbox"/> Independent search for PhD supervisor (doctoral advisor) <sup>2</sup>	PhD student	<a href="http://www.phhd-forschung.de">www.phhd-forschung.de</a> or individual websites of the supervisors
<input type="checkbox"/> General PhD advice and national scholarship advice <sup>3</sup>	Research Liaison Manager	<a href="http://www.ph-heidelberg.de/forschung/flindt@ph-heidelberg.de">www.ph-heidelberg.de/forschung/flindt@ph-heidelberg.de</a>
<input type="checkbox"/> General course information, Studying in Heidelberg, International scholarship advice <sup>3</sup>	International Office	<a href="http://www.ph-heidelberg.de/internationales/akad@vw.ph-heidelberg.de">www.ph-heidelberg.de/internationales/akad@vw.ph-heidelberg.de</a>
<input type="checkbox"/> Writing your synopsis	PhD student	Hilfestellung zur Erstellung eines Promotionsexposés ( <a href="https://www.ph-heidelberg.de/gs/download-bereich.html">https://www.ph-heidelberg.de/gs/download-bereich.html</a> ) Template: <a href="http://www.ph-heidelberg.de/forschung">www.ph-heidelberg.de/forschung</a>   Hand to: Secretary of the dean of the faculty
<input type="checkbox"/> Doctoral agreement with your PhD supervisor	PhD student and doctoral advisor	
<input type="checkbox"/> Submission of admission application with all required documents	PhD student	Secretary of the dean of the faculty <sup>4</sup>
<input type="checkbox"/> Official approval of the admission prerequisites	Head of the graduate committee of the faculty	Dean of the faculty <sup>4</sup>
<input type="checkbox"/> Approval of admission application	Graduate committee of the faculty	Dean of the faculty <sup>4</sup>
<input type="checkbox"/> Official acceptance as PhD student	Graduate committee of the faculty	Dean of the faculty <sup>4</sup>
<input type="checkbox"/> Matriculation <sup>5</sup>	Studies Office	<a href="mailto:studisek@vw.ph-heidelberg.de">studisek@vw.ph-heidelberg.de</a>
<input type="checkbox"/> Participate in Graduate School <sup>3</sup>	Graduate School	<a href="mailto:graduateschool@ph-heidelberg.de">graduateschool@ph-heidelberg.de</a>
<input type="checkbox"/> Participate in Promovierendenkonvent	Promovierendenkonvent	<a href="mailto:promkonvent@ph-heidelberg.de">promkonvent@ph-heidelberg.de</a>

1 We strongly advise all candidates with critical prerequisites (e.g. university degree in fewer than 8 semesters; change of university during course of studies, international degree) to do this step.

2 The "PH Heidelberg Graduate School Team" gladly supports you in the search of a PhD supervisor.  
Contact: [graduateschool@ph-heidelberg.de](mailto:graduateschool@ph-heidelberg.de)

3 Optional.

4 Faculty 1 "Education and Social Sciences"      Dean: Prof. Dr. Sarimski ([sarimski@ph-heidelberg.de](mailto:sarimski@ph-heidelberg.de))  
 Faculty 2 "Cultural Studies and Humanities"      Dean: Prof. Dr. Zenkert ([zenkert@ph-heidelberg.de](mailto:zenkert@ph-heidelberg.de))  
 Faculty 3 "Natural, Human and Social Sciences"      Dean: Prof. Dr. Knörzer ([knoerzer@ph-heidelberg.de](mailto:knoerzer@ph-heidelberg.de))

5 Employees of PH Heidelberg can be exempted from the matriculation requirement.