

## Dear doctoral candidates

This information sheet is intended to explain the first steps on the way to a doctorate and to give you an overview of which documents you need and whom to contact.

These are the first three steps you have to take:

1. Find a supervisor
2. Register at the Faculty
3. Enroll via the Student Services

### 1. Supervisor

To do your doctorate at the TU, you first of all need a supervisor. You search for this person yourself and contact him/her directly. This can be any academic person in the subject area of your doctoral project who holds at least a doctorate. If the supervisor is not a full-time professor, a full-time professor must also be called in as a second supervisor in order to ensure a permanent connection to the subject area and thus a full-time professor is available as an expert later in the doctoral procedure.

You will discuss the exposé of your research project and your work and schedule with this supervisor. Both are then required for registration at the faculty. Therefore, ask the supervisor to sign and confirm on the exposé and the work plan that he or she agrees.

It is not uncommon, especially in interdisciplinary work, to have several supervisors. The other supervisors can also come from other universities or faculties.

### 2. Registration at the faculty as a doctoral candidate

The next formal step is to register as a doctoral candidate at the faculty. To do so, fill out a form that you can find under <https://www.tu.berlin/go6926/> - “Anträge und Vordrucke” – “Application as a doctoral candidate”. Fill out the form on your computer (not by hand), then print it out and sign it. Your supervisor must also sign the form in the appropriate place. Please submit the completed form together with the required documents to the faculty. These documents are:

- an exposé of your dissertation project, countersigned (i.e. approved) by your supervisor or supervisors
- a work schedule and timetable

- a signed, current curriculum vitae in tabular form
- certified copies of all your university certificates and documents; for certificates that are not in German or English, you need a certified translation and certified copies of the transcript of records. If you can bring the documents in person (please make an appointment for this), you can also present the originals.

On the registration form you also sign a confirmation that you are aware of the doctoral regulations of TU Berlin. An English version of the doctoral regulations (including all amendment statutes) can be found under <https://www.tu.berlin/en/go1196/>.

If you are a graduate of a university of applied sciences or wish to earn a doctorate with a bachelor's degree, the admission requirements must be examined separately. In this regard, please contact the faculty before registering.

The faculty expressly recommends concluding a doctoral agreement with the supervisor. You will find a template for this on our homepage <https://www.tu.berlin/en/go1091/> under *Doctoral agreement*, but the doctoral agreement is not part of the registration and can be concluded at a later date.

### ***Registration confirmation***

Once all the documents have been submitted, they will be examined at the faculty. If the degree was not obtained in Germany, the certificates are forwarded to the International Office where an expert opinion (equivalence test) is prepared on whether all formal requirements for the doctorate have been met.

In addition, it will be clarified whether conditions should be imposed on you, e.g. if your study subjects do not correspond to the doctoral subject. If the requirements are fulfilled and the conditions have been clarified, you will be accepted as a doctoral candidate at the faculty and will receive a letter from the dean with a confirmation of registration.

### ***Contact person at the faculty***

You can find your contact for all questions regarding doctoral registration at the faculty under <https://www.tu.berlin/go6926/>. Please make an appointment for consultation and registration or come during the office hours.

If you do not wish to submit your registration documents in person, but would like to send them by post, please use this postal address:

Technische Universität Berlin,  
Fak. I  
Skr. FH 4-1  
Fraunhoferstraße 33-36  
10587 Berlin  
Germany

### **3. Enrollment**

Once you have received the registration confirmation, the third step follows: You enroll as a doctoral student at the TU. The Student Services are responsible for enrollment. Information and contact persons for enrollment can be found under <https://www.tu.berlin/en/go1652/>.

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If you are employed at the TU, enrollment is voluntary.

### **Further Information**

Further information, for example on the possibilities of financing a doctorate, is available from TU Berlin Center for Junior Scholars (TUB-CJS) under <https://www.tu.berlin/en/go788/>.