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Inter-faculty institutions:

The Senate and the presidential board of Georg-August-Universität Göttingen have mutually resolved, on 13.05.2015, i.e. 19.05.2015, to pass the regulations for the Graduate School in Forest and Agricultural Sciences (GFA) at Georg-August-Universität Göttingen (§41 sec. 1 sentence 1 NHG in the version of the announcement dated 26.02.2007 (Nds. GVBl. p. 69), last amended by Article 2 of the Act dated 22.10.2014 (Nds. GVBl. p. 291), in connection with § 22 sec. 6 sentence 3 of the official charter of Georg-August-Universität Göttingen (GO) in the version of the announcements dated 17.07.2014 (Official Announcements I No. 27/2014 p. 824); §37 sec. 1 sentence 3 NHG in connection with §22 sec. 6 sentence 3 GO).

**Regulations at the
Graduate School in Forest and Agricultural Sciences (GFA)
at the Georg-August-Universität Göttingen**

I. Miscellaneous

§1 Definition and purpose

(1) The Göttingen Graduate School in Forest and Agricultural Sciences at Georg-August-Universität Göttingen (abbreviated as "GFA", referred to in the following as graduate school) is a scientific institution at the University of Göttingen as defined in §22 sec. 2 of the official charter of Georg-August-Universität Göttingen.

(2) The following faculties are involved in the graduate school as supporting faculties: the Faculty of Agricultural Sciences and the Faculty of Forest Sciences and Forest Ecology.

(3) Besides the supporting faculties, there are other faculties involved that independently or jointly offer structured doctoral programmes as part of a research training group, doctoral programme or

doctoral studies (referred to jointly in the following as doctoral programme) with a focus on agricultural or forest sciences and their interdisciplinary fields, provided that the respective doctoral programmes are included in the graduate school.

(4) ¹The graduate school is intended to coordinate, guarantee and develop doctoral processes in subjects within agricultural and forest sciences with the aim of providing structured education on a high technical standard and with outstanding support. ²The graduate school coordinates and supports the work within the doctoral programmes, manages overarching tasks relating to various programmes and provides quality assurance across the range of programmes. ³Here, the graduate school is aimed also at fostering inter-faculty cooperation, at promoting doctoral students and at organising, coordinating, implementing and nurturing interdisciplinary projects within the field of agricultural and forest sciences.

§2 Tasks

(1) The graduate school ensures the development, maintenance and assurance of standards relating to the qualifications for entry, also selection and examination procedures in respect to the education of doctoral candidates in agricultural and forest sciences, based on examination and study regulations for doctoral programmes to be issued by the faculty councils at the founding faculties.

(2) ¹Moreover, the graduate school shall manage the following tasks:

- a) support services for doctoral candidates and supervisors, unless in scientific questions and issues of content;
- b) the guarantee of a supportive relationship between doctoral candidates and supervisors that lends structure to the mutual rights and obligations set forth in the underlying legal provisions, based in particular on the conclusion of a supervision agreement between the doctoral candidate and the thesis committee;
- c) the organisation of events to teach methodical skills, key qualifications and to prepare for professional life; these events will be aimed at the programme in its entirety;
- d) the award of bridge scholarships, travel expense grants and other funding to doctoral candidates based on the amount of available funds;

- e) the promotion of foreign contacts and residencies, also the qualification and integration beyond the scope of the actual specialist field for foreign doctoral candidates, in cooperation with the relevant facilities;
- f) the provision of information in respect to the activities at the graduate school, also on doctoral programme options in agricultural and forest sciences;
- g) the promotion of good scientific practice, also mediation when called upon in conflicts between supervisors and doctoral candidates; this aspect shall give due consideration to respecting the competencies of other committees;
- h) support and instigation of initiatives at the supporting faculties to acquire third-party funding, in particular for graduate schools and doctoral programmes, including support in applying for these funds;
- i) cooperation in alumni liaisons;
- j) the promotion of gender equality/equal opportunities, diversity and family-friendly policies;
- k) examination management, provided this aspect is not dealt with by an individual doctoral programme or the supporting faculties themselves.

²Insofar as examination management is not handled by the graduate school, the examination offices in charge must transmit to the graduate schools the data required to fulfil the tasks of the graduate school, in particular quality assurance.

II. Organisation

§3 Bodies, structure

(1) ¹The Management Board is the body of the graduate school. ²An academic advisory committee can also be convened.

(2) ¹Education is provided in the doctoral programmes. ²The Dean's Office in the faculty providing the doctoral programme appoints a programme manager (in the following: programme management); this person must be authorised to examine in the doctoral programme; the programme management represents the programme within the university. ³Furthermore, it may appoint an administrative coordinator (hereafter: coordinator). ⁴Insofar as several faculties jointly offer a programme, the Dean's Offices in these faculties will agree on the managing faculty.

§4 Members and fellows

(1) The following are members of the graduate school:

- a) the staff assigned to the graduate school as defined in §16 sec. 1 sentence 1 NHG;
- b) the doctoral candidates enrolled in the doctoral programmes;
- c) the supervising members of the graduate school, meaning all scientists who are authorised examiners within a registered doctoral programme or who are members of a thesis committee.

(2) The following are fellows of the graduate school:

- a) the staff assigned to the graduate school as defined in §16 sec. 4 sentence 1 NHG;
- b) the emeritus or retired professors who until their discharge from service or retirement were members of the graduate school, and who continue to supervise doctoral candidates;
- c) the scientists who participate in the fulfilment of tasks as defined under §2 without being members in the meaning of section 1;
- d) all those working in research projects at the graduate school whose projects are, in accordance with §2 of this regulation, run and coordinated by the graduate school, and who are not members as defined in section 1.

(3) The status of member or fellow is awarded by assignment, appointment, or naming as an authorised examiner or as a member of a thesis committee, also by acceptance of the doctoral candidate in a doctoral programme included in a graduate school, and otherwise by resolution of the Management Board upon application.

(4) The status as member or fellow is withdrawn at the end of cooperation in the fulfilment of tasks as defined under §2, or upon loss of the assignment to a graduate school. Further, the status as member or fellow is withdrawn insofar as the member or the fellow, to the extent that is possible within the terms of their employment contract, serves notice of departure to the Management Board with a deadline of six weeks in advance of the end of the semester.

(5) The Management Board may exclude a member or fellow for good cause. In general, good cause is considered to exist insofar as tasks defined under §2 or other duties are repeatedly not completed or are not completed in their necessary scope. The person in question must be afforded a due grace period with deadline in order to submit a statement in this matter. The ability to award doctoral titles must be ensured, even in the event of exclusion of a member or fellow of the

professoral group at the University of Göttingen. The person in question must be notified in writing, and reasons must be given.

(6) ¹Unlike in sections 4 and 5, the membership of a doctoral member shall be withdrawn at the end of the doctoral programme. ²The faculty in charge will notify the graduate school of the acceptance of the doctoral candidate and the end of the doctoral process.

§5 Management Board

(1) ¹The Management Board is in charge of the graduate school. ²It consists of six members with voting rights:

a) two members each from the faculty council of the Faculty of Agricultural Sciences, i.e. the Faculty of Forest Ecology; they must be appointed authorised examiners;

b) one member elected from the group of doctoral candidates at the Faculty of Agricultural Sciences, and

b) one member elected from the group of doctoral candidates at the Faculty of Forest Sciences and Forest Ecology.

³A deputy must be appointed or elected for each member as described under sentence 2. ⁴A member of the Management Board can be deselected by electing a successor by a two-thirds majority of all eligible votes. ⁵Insofar as a member of the Management Board departs prematurely, the deputy shall perform his or her duties as an acting member until the next new election.

(2) The programme management is entitled to attend the meetings of the Management Board in an advisory capacity, and shall be entitled to submit applications.

(3) The coordinators in the doctoral programmes and employees at the graduate school are entitled to attend the meetings of the Management Board in an advisory capacity.

(4) ¹The Management Board meets as often as is necessitated by its affairs, but at least once per semester during the period of lecture. ²It is required to meet if called to do so by at least one half of the members of the Management Board or at least one half of the programme management; the application must contain a proposal for the agenda;

(5) The period in office of the members of the Management Board according to section 1 sentence 2 let. a) is two years, while the period in office of members of the Management Board according to section 1 sentence 2 let. b) and c) is one year. Re-election is permitted.

(6) ¹The Management Board is responsible for all matters relating to the graduate school, unless such tasks are assigned to a different body in accordance with legal provisions or this regulation.

²In particular, the tasks of the Management Board include the:

- a) responsibility for fulfilment of the tasks described under §2;
- b) decisions on use of the resources (in particular funds, positions and premises) directly assigned to the graduate school;
- c) whenever necessary based on the economic use of available personnel, material or financial resources, responsibility for the materially appropriate and legally correct management of the funds and the preparation of a work, cost and financing plan under consideration of the legal specifications;
- d) preparation and specification of the strategic alignment of the graduate school;
- e) approval of the annual financial statement;
- f) decision on the inclusion of doctoral programmes;
- g) decision on the commencement of projects with due consideration of the feasibility of their financing, also coordination in the execution of these projects with the faculties in question;
- h) decision on special funding of interdisciplinary or excellent doctoral programmes;
- i) decision on the award of funds (e.g. travel expenses, conferences, assistantships) based on the available resources;
- j) resolution of measures aimed at quality assurance within the graduate school;
- k) preparation of rules and standards to ensure lasting quality assurance in doctoral studies;
- l) design and implementation of measures to promote junior researchers, also gender equality/equal opportunities, diversity and family-friendly policies;
- m) decision on the inclusion or exclusion of members or fellows.

§6 Executive management (spokesperson)

(1) ¹The members of the Management Board shall elect from its members who belong to the professoral group a person entrusted with the duties of the chief executive officer (spokesperson), also a deputy. ²The Management Board can deselect the spokesperson by electing a successor by a two-thirds majority of the eligible votes. ³In the event that the spokesperson retires from his or her position, the deputy will immediately convene a meeting of the Management Board in order to elect an acting chairperson until the end of the period in office. ⁴The deputy will perform the duties of acting chairperson until this election is held.

(2) ¹The chief executive officer represents the graduate school within the framework of the powers vested by the official charter and shall, on his or her own initiative, perform the duties of the Management Board in day-to-day business. ²The chief executive officer chairs the Management Board, and prepares and executes its resolutions. ³The chief executive officer shall independently take necessary action in urgent cases in which a decision by the Management Board cannot be obtained on time; the Management Board must be informed without delay of all measures taken. ⁴The Management Board can reverse these measures; any rights of third parties produced by the action taken will not be reversed. ⁵Moreover, the chief executive officer is the immediate superior to the employees assigned to the graduate school, unless they have been assigned elsewhere, e.g. by their job descriptions.

§7 Advisory committee

(1) ¹The graduate school can set up an advisory committee to provide support in circumstances relating to the graduate school. ²This committee will be convened by the president of the University of Göttingen based on proposals by the Management Board formulated in agreement with the supporting faculties.

(2) The Management Board of the graduate school will decide on setting up an advisory committee in agreement with the presidential board.

(3) ¹The period in office is six years. ²Reappointment is possible. ³Any replacement appointment in the event of the departure of a member shall be for the remaining term in office. ⁴Upon appointment of the members of the advisory committee after one period in office, at least one half

of the members appointed for the following period in office should have already completed on period in office on the advisory committee.

(4) ¹In general, the chairperson will convene the advisory committee on one occasion each year. ²The chairperson, supported by the chief executive officer of the graduate school, is responsible for preparing and holding the meetings. ³He or she will chair the meeting and is responsible for communicating and explaining the report.

(5) ¹The advisory committee has between five and eight members, of which, if possible, at least one person should not be a German national; it is tasked with representing external expertise. The competence and main fields of work in which these persons engage should equip them to assess the development at the graduate school and to contribute to quality assurance. ²In particular, they should provide expertise in the field of structured doctoral studies, the promotion of science and/or the professional fields of academic professors.

(6) ¹The advisory committee selects a chairperson and his/her deputy from its midst. ²The period in office ends with the end of the period in office of the scientific advisory committee; he or she will continue in the position as acting chairperson until a new chairperson has been elected. ³Re-election is possible.

(7) The advisory committee has the following tasks, in particular:

- a) advising the graduate school, in particular in the field of structured doctoral studies in agricultural and forest sciences and in assisting doctoral graduates to enter professional life;
- b) providing statements on its work in the reporting period.

(8) ¹The advisory committee creates its own report, which is sent to the president and to the Management Board of the graduate school. ²The president informs the presidential board and the supporting faculties of the results of the report.

(9) ¹Consultations of the scientific advisory board are based on inspections of the graduate school and on the annual statement of the Management Board, which is submitted by the chief executive officer. ²Moreover, the Management Board and the advisory committee meet regularly to discuss the situation at the graduate school and measures that can be undertaken to improve its work.

(10) ¹The competent presidential board members and the members of the Management Board at the graduate school may attend the meetings; it may be necessary to exclude from specific items of discussion in meetings individual persons who are not members of the advisory committee. ²Final debate on the report of the advisory committee is non-public. ³The advisory committee is entitled to bring in outside consultations following agreement with the Management Board and the competent presidential board member.

§8 General procedural principles

(1) ¹The meeting of the Management Board is convened and chaired by the chief executive officer or his or her deputy. ²The Management Board has a quorum if the meeting was convened properly and more than fifty of one hundred of the eligible voting members are present, among them at least half of the members of the professoral group, also the chief executive officer or his or her deputy. ³The meeting of the Management Board is properly convened if the invitation was sent at least one week in advance with the intended agenda in a text form by the chief executive officer or by his or her deputy if he or she is prevented from doing so. ⁴The invitation period can be shortened suitably if it is necessary to convene a second meeting due to a failure to achieve a quorum. ⁵The Management Board can call in third parties as advisors in individual cases, especially members or fellows of the graduate school.

(2) ¹Minutes must be taken of the results of the Management Board and advisory committee meetings; it must be signed by the chief executive officer or by the chairperson of the advisory committee. ²Minutes must be kept in a separate notice by the chief executive officer or by the chairperson of the advisory committee of written resolutions passed by postal circulation among the members.

(3) ¹The Management Board passes its resolutions by simple majority insofar as this regulation, the regulation according to §2 section 1 or a different regulation does not specify a different procedure. ²Abstentions are treated as votes not cast. ³The chairperson has a casting vote if the ballot is tied.

(4) The member of the graduate school who is responsible for a funded project will decide on the use of the third-party funding in keeping with the terms of its provision, the state regulations and the university specifications.

(5) ¹The procedure applied to appointments to committees shall give due consideration to the principles of gender equality/equal opportunities, diversity and the legal provisions introduced in this respect. ²A report or status report shall also contain a description of how tasks are fulfilled in the field of promoting junior researchers, gender equality/equal opportunities, diversity and family-friendly policies.

§9 Management, examination management

¹The graduate school shall set up a central coordination office as office to the Management Board.

²It is charged with the following tasks in particular:

- a) preparation of the board meetings;
- b) administrative and operative execution of resolutions by the Management Board;
- c) support of the Management Board in fulfilling the tasks of the graduate school in accordance with §2;
- d) examination management, unless this task is dealt with by the supporting faculties.

III. Doctoral programmes

§10 Requirements

(1) The satisfaction of the following requirements is a condition for the inclusion of a doctoral programme:

- a) a uniform and transparent acceptance process for all applications;
- b) support of the doctoral studies by a thesis committee;
- c) a qualification programme that besides technical requirements also includes an element of key qualifications for possible career paths.

(2) Programmes described as "international" must additionally offer special supervision structures for foreign students.

§11 Application for inclusion of a doctoral programme

(1) The programme management submits a written application to the Management Board of the graduate school in order to include a degree programme.

(2) ¹The application must contain a written description of the doctoral programme that plainly shows its topical relevance to agricultural or forest sciences. ²Moreover, the description must satisfy the requirements of §10, present target figures for doctoral students admitted to the programme and the number of completed doctorates there will be per year; it must also show how required tasks in examination management, coordination and supervision will be organised.

(3) ¹The following should be enclosed with the application:

- a) all necessary documents to prove satisfaction of the requirements according to §10, in particular the underlying legal provisions governing admissions and examinations;
- b) appointment of the programme management and a list of persons designated as authorised examiners;
- c) the planned course programme, whose permanent feasibility must be demonstrated;
- d) cooperation agreements with non-university research institutions participating in the doctoral programme as applicable;
- e) the required resolutions in the bodies at the sponsoring faculty, i.e. supporting faculties, and the university to set up the doctoral programme; and
- f) the application documents and the notification of approval for doctoral programmes supported by third-party funding.

²The following documents must also be submitted for a doctoral degree course:

- a) statement of the target agreement with the State of Lower Saxony designating introduction of the doctoral programme; and
- b) the notice of accreditation insofar as an accreditation process is mandatory.

³Insofar as a notice of accreditation has not yet been received, inclusion will take place under the condition precedent that this document is handed in within one year.

§12 Inclusion decisions for programmes

(1) ¹The Management Board reviews whether the doctoral programme has a topical focus on agricultural or forest sciences that satisfies the defined quality standard, and then decides on inclusion with due consideration of §10. ²Reasons must be provided for any rejection.

(2) ¹Inclusion can be made conditional, or may apply for a certain period only. ²The inclusion of programmes and degree programmes supported by third-party funds should be limited to the period in which funding is provided.

(3) ¹The Management Board must be notified of any substantial changes to the doctoral programme. ²Further, the Management Board must be informed of any changes in the list of authorised examiners.

§13 Revoking or cancelling the inclusion of programmes

(1) ¹Inclusion should be revoked insofar as

a) the doctoral programme no longer satisfies the inclusion requirements defined by the graduate school or the sponsoring faculty;

b) repeatedly or on one occasion gravely violates the regulations of the graduate school.

²The Management Board may suspend revocation of a programme for a certain period conditional upon the satisfaction of conditions in order to enable a doctoral programme to rectify the cause for revocation.

(2) ¹The supporting faculty must be heard prior to revoking a doctoral programme. ²The Management Board rules in this effect.

IV. Quality Assurance

§14 Thesis committee and relationship

(1) A thesis committee is convened for each doctoral process following completion of the admission process; it consists of at least three members.

(2) ¹The thesis committee supports and fosters the doctoral candidate based on the terms of the supervision agreement (template in appendix 1). ²One copy of the supervision agreement must be sent to the office of the graduate school, where it will be filed until the candidate has officially graduated from the doctoral process.

(3) The office is the port of call for questions concerning proper implementation of the supervision agreement; this is without prejudice to the responsibility of other bodies and official persons.

(4) The Management Board can be called upon to mediate in the event of disputes; this is without prejudice to the responsibility of other bodies.

§15 Doctoral studies; courses offered at the graduate school

(1) The graduate school, assisted by the dean of studies in the supporting faculties, ensures that each doctoral programme provides a course programme that reflects the quality of a doctoral education.

(2) The courses offered consist of regular scientific colloquia and other courses that

- a) in terms of their content and methodology provide the doctoral candidates with specialised further education;
- b) enable scientific discourse on the research project;
- c) support the acquisition of communicative or didactic expertise in a technical context;
- d) promote the furtherance of an academic career and nurture reflection on the candidate's own research practice; and
- e) foster the interdisciplinary acquisition of competencies.

(3) The relevant programme managers coordinate the specific courses offered in the included promotion programmes based on the specific regulations in each course and in agreement with the faculty respectively in charge.

(4) ¹The responsible dean of studies must be included, at least in planning the courses. ²This is without prejudice to the statutory responsibility of the dean of studies.

(5) The graduate school enhances the existing courses offered by providing qualification courses to doctoral candidates, in particular with regard to interdisciplinary methodologies and key qualifications.

§16 Doctorate

A doctoral candidate in a doctoral programme acquires a doctorate as defined in the doctoral degree regulations issued by the sponsoring faculty offering the doctoral programme.

§17 Enrolment

(1) ¹The doctoral members should be enrolled for the entire period of their doctoral studies, including all elements of the doctoral examination. ²Enrolment must take place no later than 4 weeks following acceptance of the doctoral candidate; during this period the candidates are already entitled to take part in the doctoral programme, even before enrolment.

(2) ¹The competent body as defined in the specific programme regulations in inter-faculty doctoral programmes shall define, within the framework of the admissions and acceptance procedure, to which sponsoring faculty and which research area the doctoral candidate will be assigned; enrolment takes place at this faculty and in this research field. ²As a rule, this assignment takes place based on the faculty affiliation of the authorised examiner who issued the confirmation of supervision; consideration is also given to the topical focus of the thesis project.

§18 Reporting duties

(1) The programme management will submit an annual report to the Management Board once per calendar year.

(2) ¹The involved offices of the deans of studies register the doctoral candidates with the graduate school following admission, de-register them at the end of the doctorate, and update the data. ²The office coordinates the form and time of updating with the respective office of the dean of studies

(3) ¹In each calendar year the Management Board prepares an annual report for the purpose of quality assurance, which is sent to the university directorate and the advisory committee, also to members and fellows at the graduate school. ²The annual report provides information on:

- current developments at the graduate school;
- use of funds and measures at the graduate school;
- development of members and completed doctorates; also
- doctoral degree programmes in agricultural and forest sciences.

V Final provisions

§19 Entry into force

(1) This regulation comes into force on the day following its official announcement in the Official Bulletin I of the Georg-August-Universität Göttingen.

(2) The Management Board shall consist of the following members (founding Management Board) until such time as the first Management Board is elected:

Prof. Dr. Achim Dohrenbusch (Spokesperson), Prof. Dr. Ludwig Theuvsen (Deputy Spokesperson), Prof. Dr. Stefan Vidal and Prof. Dr. Kerstin Wiegand (professoral group), Saramena Sauthoff (doctoral candidate in agricultural sciences), Henrik Ziegenhagen (doctoral candidate in forest sciences).

A new Management Board must be elected by no later than the end of the summer semester 2015.

The period in office of the founding Management Board ends on 30.09.2015.

Appendix (re. §14 section 2 sentence 1)**Supervision agreement (template)**

The doctoral candidate and the members of the thesis committee named hereafter conclude the following Supervision Agreement for the purpose of the doctoral project.

Mr/Ms* _____ [doctoral candidate]

and

Mr/Ms* _____ [first supervisor]

and

Mr/Ms* _____ [second supervisor]

and

Mr/Ms* _____ [other supervisor]

and

Mr/Ms* _____ [other supervisor, as applicable]

(* please delete where inapplicable

** later registration is possible)

The applicable doctoral or examination regulations (hereafter: doctoral regulations) conclusively define the implementation of the doctoral process, including the doctoral studies and in particular the rights and obligations of the doctoral candidate. This Agreement is intended to define in more detail the doctoral regulations and hence to guarantee the scientific support required for the doctoral project to succeed, also participation in a doctoral preparation that is adequate in terms of content and methodology. The following is agreed for this purpose:

1. Faculty: _____

Name of the doctoral studies and/or the doctoral programme:

Final degree; Dr _____ [title of the degree] / Ph.D.

(later registration is possible)

2. Planned topic of the thesis (working title):

Start of the doctoral project (month/year): _____

Planned end of the doctoral project (month/year): _____

3. The supervisors provide a binding assurance that they will supervise the doctoral candidate. (This is without prejudice to doctoral regulations defining conditions under which the supervisory relationship can be dissolved.)

4. The doctoral candidate shall enrol and provide proof of health insurance, and shall participate in the courses offered within the doctoral studies/doctoral programme.

5. The doctoral candidate shall regularly, but at least on one occasion each year, report to the thesis committee concerning the preparation, development and implementation of the research project (progress report). This meeting shall be based on an action plan (appendix 1), which can be modified, especially on the request of the doctoral candidate, by mutual consent with the thesis committee. The report may also be given within the framework of a colloquium or a comparable event.

6. The doctoral candidate must, on one occasion each year, document the progress report (updating the action plan) and the meetings held in this respect.

7. The thesis committee undertakes to regularly check preparation of the progress report and the (scheduled) progress in work, and, in a suitable scope, to comment on – verbally or in writing – the contributions submitted at the respectively agreed meeting dates, also to check adherence to the action plan.

8. The faculty will make efforts to find an alternative, suitable supervisory relationship to match the chosen subject in the event that the supervisory relationship is dissolved for reasons that are out of the control of the doctoral candidate.

9. The doctoral candidate shall become a doctoral member of the GFA upon admission to complete the doctoral project in a doctoral programme included in the Graduate School in Forest and Agriculture Sciences (GFA). The obligations include in particular to inform the office of the GFA of any changes in the topic of the thesis, status at the University of Göttingen or address (cf. appendix 2).

10. [Agreement on resources that are made available to the doctoral candidate.]

Göttingen , [DATE]

_____	_____	Doctoral Candidate		
_____	_____	First Supervisor		
_____	_____	Second Supervisor	as	
applicable**				
_____	_____	Other Supervisor	as	
applicable**				
_____	_____	Other Supervisor	as	
applicable**				

(** later registration is possible)

Action plan

Steps of procedure	Time/period

Doctoral candidate details (*compulsory fields)**Name *** **First name *** **Gender *** **Date of birth** **Matriculation number** **I am an "International Ph.D. Student" ***

(degree entitling progression to doctoral studies acquired abroad)

Yes / No

(please delete where inapplicable)

Country:

Nationality **Contact address**
(*private or chair*)**Mail address *** **Street & house number** **Post code** **Town** **Country** **Telephone number**