



Checklist Acceptance as a Doctoral Candidate (Faculty of Agricultural Sciences)

Have you completed your master's degree abroad? Allow an **ADDITIONAL** processing period of **at least 14 days** for an assessment and transfer of your grades into our university's grading system.

1. Application form

- Form completely filled in and signed by doctoral candidate and supervisor (and co-supervisor, if applicable)
- If supervisor is not a member of the University of Hohenheim → a co-supervisor with habilitation from Hohenheim is mandatory as a co-supervisor
- Form signed by mentors → if not, tick off „The 2nd and 3rd mentor will be named later.“ (to be named within 5 months)

Suggestions for mentor group (1st mentor: supervisor, 2nd mentor: professor or scientist with habilitation, 3rd mentor: particularly qualified for the respective dissertation topic)

- ID card/passport for checking correct name/s, date and place of birth

2. Doctoral agreement

- Signed by doctoral candidate and supervisor (and co-supervisor, if applicable)
- Working title of dissertation in doctoral agreement must match the one in application, proposal and schedule

3. Proposal

- Signed by doctoral candidate and supervisor (and co-supervisor, if applicable)

4. Schedule

- Signed by doctoral candidate and supervisor (and co-supervisor, if applicable)

5. Curriculum vitae

- With description of the scientific and professional history
- Signed and dated
- Please upload the CV to Docata



6. Bachelor's and master's degree

- Certified copies
- Certificates and transcripts of records
- Please upload the degrees to Docata
- Subject-relevant master's degree: final grade of at least 2.5

7. For foreign or not subject-relevant master's degree

- Knowledge exams:¹ Suggestion for three compulsory modules from master's programs of the Faculty of Agricultural Sciences (see [Form](#) on our website) each module must comprise 6 credit points.
- Proof of language proficiency (English)² → see [Implementation rules](#) for accredited tests and minimum grades

8. Miscellaneous

- Mandatory enrollment after acceptance as a doctoral candidate (exception: if the doctoral candidate is employed at the University of Hohenheim on at least a 50 % position.)

All documents must be submitted with original signatures. Only co-supervisors and mentors abroad are allowed to sign with scanned signatures.

Please send the required documents as scans in ONE pdf-file for checking to:
ga@uni-hohenheim.de

Once you have received confirmation that your documents are in order, please send them as hardcopies with original signatures via (internal) mail.

¹ Not applicable, if master's degree in agricultural sciences has been obtained from EU countries, Switzerland, Norway, United Kingdom, Canada, the United States of America, New Zealand and Australia. In this case, please fill in the form: Module suggestions not required due to the master's degree obtained from a university in one of the countries mentioned above.

² Not necessary, if the applicant's native language is English, or if the master's degree has been obtained from a university in an EU country/an English-speaking country.