

Kiel University
Christian-Albrechts-Universität zu Kiel

International Center

Graduate Center

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doctoral studies at
kiel university
application – admission – enrollment



Dear future doctoral candidates,

Thank you for your interest in pursuing doctoral studies at the University of Kiel. We would like to introduce you to Kiel University and its interdisciplinary research areas. Furthermore, we outline the different paths to embark on your doctoral studies. We take you through the process, step by step, from application to receipt of your acceptance letter.

We wish you the utmost success with your application and will be pleased to welcome you when you arrive in Kiel!

Kiel University

Christian-Albrechts-Universität (CAU) Kiel, founded in 1665, is Germany's northernmost state university and the scientific centre of Schleswig-Holstein. Over the course of its history, we have not only developed from a regional training academy to an internationally recognised university, but also have set new standards in many fields. Nobel Prize winners that have taught in Kiel are Philipp Lenard (Physics 1905), Eduard Buchner (Chemistry 1907), Max Planck (Physics 1918), Otto Fritz Meyerhof (Medicine 1922), Otto Diels and Kurt Alder (Chemistry 1950).

At our institutes, nearly 25,000 students learn their trade and 2,500 doctoral candidates teach and do research. Presently, 26% of our international students are engaged in doctoral research. We offer 185 programmes (Bachelor, Master, Doctorate) in approximately 80 different areas at our eight faculties:

- Law
- Mathematics and Natural Sciences
- Agricultural and Nutritional Sciences
- Humanities
- Theology
- Medicine
- Business, Economics and Social Sciences
- Engineering

Science and research

Kiel describes itself as a university of interconnected academic cultures. We consistently apply interdisciplinary approaches to address major, cross-cutting topics such as climate change, health and human development. Research takes place across various faculties, and benefits greatly from strong partnerships with non-university research institutions in Kiel and the Schleswig-Holstein region. With this distinctive profile, Kiel University offers you an excellent environment to embark on your chosen career in research. Our four main research foci are:

»**Kiel Marine Science (KMS)**« contributes to a better understanding of the processes and the development of strategies for a sustainable use and conservation of the ocean system.

»**Kiel Nano, Surface and Interface Science (KiNSIS)**« explores the preparation, structure, dynamics and properties of complex nanoscale systems, including new responsive materials and functional interfaces.

»**Societal, Environmental and Cultural Change (SECC)**« centers in an interdisciplinary approach towards the study of the cultural composition of spaces and boundaries.

»**Kiel Life Science (KLS)**« aims to achieve a better understanding of the cellular and molecular processes with which organisms respond to environmental influences. Also, it focuses on developing possible preventive measures.

For additional information on the research foci and the participating institutions, please visit www.uni-kiel.de/forschung/en/forschungsschwerpunkte

Kiel University receives funding for three major projects from the Excellence Initiative of the German government and the federal states, namely:

»**The Future Ocean**«: Scientists analyse manifold aspects of the marine sciences in a unique and unprecedented breadth. The extraction of mineral commodities from the deep sea and its consequences, new solutions for sustainable fisheries management, the effects of ocean acidification on the marine environment or the legal consequences in connection with the economic use of the oceans. Network partners include GEOMAR | Helmholtz Centre for Ocean Research Kiel, the Kiel Institute for the World Economy (IfW) and the Muthesius Academy of Fine Arts and Design.

»**Inflammation at Interfaces**«: Scientists' goal is to decode the molecular basis of chronic inflammatory diseases, as well as the complete identification of metabolic and signaling pathways as an approach to therapies and prevention. Collaborating research institutions include the University of Lübeck, the Schleswig-Holstein University Medical Center, the Leibniz Research Center Borstel, the Max Planck Institute for Evolutionary Biology Plön and the Muthesius Academy of Fine Arts and Design.

The Graduate School »**Human Development in Landscapes**« carries out research on how humans interact with their environment. They use archaeological, climatological and sociological approaches and combining modern analytic methods from molecular genetics, material science and geo-biology.

You can find more information about the Excellence Initiative and projects under www.exzellenz-in-kiel.de/en/excellence-projects

Doctoral studies

At Kiel University you can follow two different paths to the doctorate. The traditional German approach, called the **individual doctorate**, is based on independent research under the supervision of a professor. The second path, the **structured doctoral programme**, includes a supporting – often interdisciplinary – curriculum.

The **duration** of a doctorate differs from subject to subject; it usually takes from three to five years to complete a dissertation.

The language of instruction at Kiel University is commonly German. However, currently, the International **Graduate Schools**, the **Integrated Research Training Groups (IRTG)** and the **Collaborative Research Centers (CRC)** offer doctoral programmes in **English**:

- Human Development in Landscapes (GSHDL)
www.gshdl.uni-kiel.de
- Integrated School of Ocean Sciences (ISOS)
www.futureocean.org/en/isos
- International Max Planck Research School (IMPRS) for Evolutionary Biology
www.evolbio.mpg.de/imprs
- Quantitative Economics
www.quantitative-economics.uni-kiel.de/en
- Proteolysis and Pathophysiology (IRTG in CRC 877)
www.uni-kiel.de/Biochemie/sfb877/irtg
- Genes, Environment, Inflammation (RTG 1743)
www.genes-environment-inflammation.de
- Sorting and Interaction of Proteins between Subcellular Compartments (RTG 1459)
www.grk1459.de
- Function by Switching (CRC 677)
www.sfb677.uni-kiel.de/pages_en

For more information regarding doctoral study opportunities, please consult the main page of the faculty you are interested in

www.uv.uni-kiel.de/en/fakultaten

You can also visit the portal for international applicants searching for doctoral positions in Germany provided by the German Academic Exchange Service (DAAD)

www.daad.de/deutschland/promotion/phd/en

Fees and financial support

Kiel University does not charge tuition. Nevertheless, doctoral candidates are asked to officially enroll in the University and pay the **semester fee** »Semesterbeitrag« of approximately 125.00 euros. This contribution includes – besides other benefits – a travel ticket »Semester Ticket«, which allows you to use the local public transportation during the period of the academic semester.

In addition to the semester fee you need to consider the **living costs** in Kiel. Monthly expenses vary greatly from one person to another; however, the estimate for a single full-time candidate is about 800.00 euros per month. Here is sample budget:

• Rent	300 €
• Food	170 €
• Health insurance	80 €
• Books, stationery, copies	30 €
• Personal items	50 €
• Leisure, sports	70 €
• Phone, internet	40 €
• Travel, other costs	60 €

Before you apply, please be aware that not every applicant automatically receives a stipend or a paid position at their research institute.

Stipends and fellowships may be available through organisations such as the German Academic Exchange Service (DAAD)

www.daad.de/deutschland/stipendium/en

An overview of funding opportunities for doctoral candidates is found in the website of the Graduate Center of Kiel University

www.gz.uni-kiel.de/en/stipends



Prerequisites for a doctorate

In order to undertake doctoral studies at Kiel University, you have to meet the following prerequisites:

- Outstanding higher education degree (Master or equivalent)
- Knowledge of English or German
- Contact a potential supervisor
- Ability to pursue research independently

Having a university or higher education degree allows you to study in Germany. However, your degree must be recognised by the provisions of the Central Office for Foreign Educational Affairs (ZAB) and be equivalent to a German degree.

If you wish to consult the recognition requirements for degrees and qualifications from your country, please visit

www.anabin.kmk.org (only in German, full database)

www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/6017-admission-requirements

(in English, selection of countries)

Finding the right **supervisor** is fundamental to developing your doctoral studies successfully. We recommend you to contact professors or academic members in the institute or doctoral programme of your field of interest, and enquire about the possibility of carrying out your doctorate in their research groups.

Once a qualified member of an institute agrees to supervise your research, the appropriate department or board of examiners must confirm the acceptance of the candidate. Therefore, we recommend that you check the requirements for the admission of doctoral candidates on the webpage of that particular faculty or doctoral programme or to get in touch with the dean's office of the faculty.

An excerpt of the information provided by the faculties, including dean's office, contact persons and doctoral degree regulations »Promotionsordnung« can be found at

www.gz.uni-kiel.de/en/info/deansoffices

Application for admission

As soon as you have been accepted by the institute or programme where you would like to pursue your doctoral research and you have found a professor willing to supervise your work, you can apply for admission at the International Center of Kiel University.

Please fill out completely and sign the application form for the admission to doctoral studies. You can download it from

www.international.uni-kiel.de/en/application-admission/application-admission/files/application-form-admission.pdf

In general, you need to provide the following documentation together with your application. Please note that depending on the faculty or doctoral programme, you may have to supply additional documents.

Supporting documents

- Declaration of enrollment for doctoral studies
- Secondary school transcripts
- University entrance examination from your home country (if available)
- University degree or qualification with subjects/majors
- University transcript of records
- English or German proficiency proof
- Your CV/résumé
- Passport copy (biographical data and photo pages)

The most important requirement for you to pursue doctoral studies at Kiel University is that you have the **written confirmation** from a **qualified faculty member** that states she or he agrees to supervise your re-

search. The **declaration of enrollment for doctoral studies** must be filled out together with your future supervisor and signed before submitting it.

The form is available at

www.international.uni-kiel.de/en/application-admission/application-admission/files/declaration-form-doctoral-studies.pdf

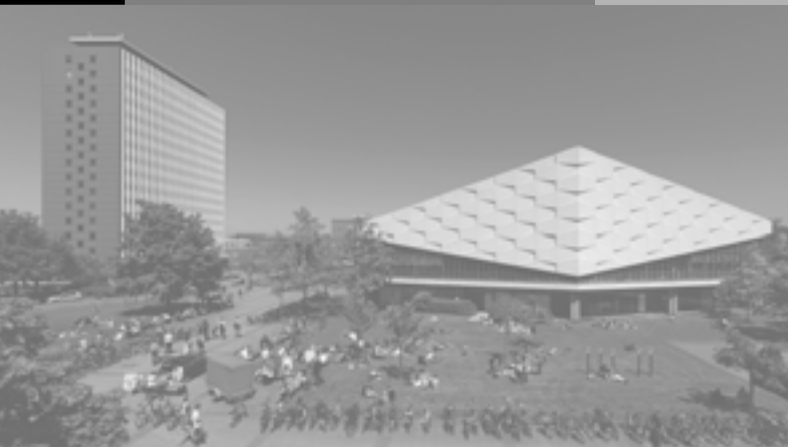
Please provide **notarised copies** and **official translation** in either **English** or **German** of the following documents: secondary school transcripts, university entrance examination, university degree or qualification with subjects/majors and university transcript of records.

Transcripts are official academic records of all courses successfully completed during your studies. They are commonly chronologically listed and include the grades or scores for each course you attended. The document must be provided by the corresponding educational institution. If the transcripts are not officially certified, they will not be accepted

Unless stated otherwise by the faculty or doctoral programme there is no deadline for the submission of your application. However, it is important to keep in mind the **deadlines for enrollment** every year: The deadline for the summer semester (April to September) is on 15 March and for the winter (October to March) is on 15 September.

Please submit your **complete** application with all supporting documents to the following address:

International Center
Christian-Albrechts-Universität zu Kiel,
24098 Kiel, Germany



After receiving your application, the International Center will assess it and determine the Kiel University equivalent of your academic degree. You can expect a notification of the decision after two to four weeks.

If your application was successful, you will receive enclosed with your acceptance letter »Zulassung« the brochure »Starting your doctoral studies«. We strongly recommend that you read it so that you have enough time to prepare everything before coming to Kiel. It gives you useful information on what to do after being admitted and before you arrive in Germany, such as housing arrangements for you and – if applicable – for your family. Furthermore, you will find information about our orientation programme and recreational opportunities in Kiel.

The brochure is also available online in pdf-format www.international.uni-kiel.de/en/application-admission/application-admission/files/doctoral-studies-kiel-university.pdf

Helpful information

Language learning

Regardless of the language of your dissertation, we would like to help you to learn German. A fun way to become proficient in it is learning in a group. We offer language courses, such as Conversational German. You are welcome to attend it together with your partner.

For more information regarding the language courses, please visit

www.gz.uni-kiel.de/en/courses/gc/conversational-german
www.international.uni-kiel.de/en/summer-courses-in-kiel/preparation-course/german-language-course

Cultural exchange

In Germany many things will be different from what you are accustomed to. To help you find your way in your new research environment, we offer tutorials on German research culture. In addition, we offer a comprehensive orientation programme as well as recreational activities. You will not be left to fend for yourself after you arrived.

www.international.uni-kiel.de/en/advising-activities-services

Doc-Pilot

The doc-pilots are tutors that support international doctoral candidates not only with bureaucratic matters or finding accommodation, but also with overcoming the hurdles of everyday life in Kiel.

www.gz.uni-kiel.de/en/docs-build-bridges/endocpilots

You can find further information for doctoral candidates here

www.gz.uni-kiel.de/en/foreignersinformation

Important contacts

If you have any questions concerning the doctoral application process, please get in touch with the International Center. If you have questions regarding the doctoral research or financial support please contact the Graduate Center.

International Center

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Graduate Center

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Checklist for the application

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- ▶ Declaration of enrollment for doctoral studies
- ▶ Secondary school transcripts
- ▶ University's qualifying examination
- ▶ University degree or qualification
- ▶ University transcript of records
- ▶ Language proficiency proof
- ▶ CV/résumé
- ▶ Passport copy