



Promotionsvereinbarung und Antrag auf Annahme als Doktorand:in (m/w/d/x) Agreement on doctoral studies and application for admission as a doctoral student (m/f/d/x)

An den Promotionsausschuss der Fakultät für Physik und Astronomie To the Doctoral Degrees Committee of the Department of Physics and Astronomy Im Neuenheimer Feld 226, D-69120 Heidelberg

Name / Name: ..... Vornamen / First names: ..... Geschlecht / Sex: .....

Geburtsdatum / Date of birth: ..... Staatsangehörigkeit / Nationality: .....

Heimatanschrift / Home address: .....

Semesteranschrift / Semester address: .....

E-Mail Arbeitsplatz / E-mail work: .....

E-Mail privat / Private e-mail: .....

Tel. Arbeitsplatz / Work phone: ..... Tel. privat / Private phone: .....

Hiermit beantrage ich die Annahme als Doktorand:in im Fach I herewith apply for admission as a doctoral student in the field of [ ] Physik / Physics [ ] Astronomie / Astronomy

Ich beantrage die Zulassung im Bereich My research will be in the field

- [ ] Astronomy and Cosmic Physics (ACP)\* [ ] Fundamental Interactions and Cosmology (FIC) [ ] Quantum Dynamics and Complex Quantum Systems (QD) [ ] Complex Classical Systems (CCS) [ ] Environmental Physics (ENV) [ ] Mathematical Physics (MATH) [ ] Medical Physics (MED) [ ] Biophysics (BIO) [ ] Computer Engineering (TI) [ ] Computational Physics (CP)

Fachspezifische Graduiertenschulen / Topical graduate schools: Eine vollständige Bewerbung / My full application

- [ ] habe ich bereits eingereicht / has already been submitted [ ] werde ich einreichen / will be submitted

für die / for admission to the

- [ ] IMPRS-HD (\*verpflichtend für den Zweig ACP \*mandatory for the branch ACP) [ ] IMPRS-PTFS [ ] IMPRS-QD [ ] GRK 2058: HighRR [ ] GRK 2948: Mixed Ionic-Electronic Transport [ ] DKFZ International PhD Program (Helmholtz International Graduate School for Cancer Research) [ ] ITN AIPHY [ ] Other: .....

[ ] Ich beantrage die Aufnahme in das integrierte Master-/Promotionsprogramm I apply for admission to the integrated Master/Doctoral programme

Institut, an dem die Promotion durchgeführt wird / Institute at which doctoral studies will be pursued:

Vorläufiger Titel / Provisional title of my thesis:

Erstbetreuer:in / Primary thesis advisor: .....

Erste:r Mitbetreuer:in / First co-advisor: .....

Zweite:r Mitbetreuer:in / Second co-advisor: .....

**Beginn des Promotionsvorhabens:** siehe Datum, Unterschrift des Dekans/der Dekanin  
**Start of doctoral studies:** see Date, Signature of the Dean

**Geplantes Ende des Promotionsvorhabens:** obiges Datum + 3 Jahre  
**Scheduled end of doctoral studies:** see above + 3 years

**Die Zulassung** gilt für insgesamt 4 Jahre ab Beginn des Promotionsvorhabens. Eine Verlängerung über diese Zeit hinaus muss rechtzeitig beim Promotionsausschuss beantragt werden.

**Admission** is valid for a total of 4 years from the start of the doctoral project. An extension beyond this period must be applied for well in advance of this deadline.

**Fortzuschreibender Zeit- und Arbeitsplan:** Nach §6 Abs. 2 der Promotionsordnung ist innerhalb von 6 Monaten ein erster Arbeitsplan in Absprache mit dem/der Betreuer:in zu erstellen. Dieser ist fortzuschreiben.

**Work plan and timetable:** In accordance with §6 Sec. 2 of the Regulations for Doctoral Studies, an initial work plan must be made in agreement with the primary advisor within a period of 6 months after admission. It should be revised in regular intervals.

**Angaben zu einem individuellen Studienprogramm:** Alle Doktoranden:innen nehmen an einem strukturierten oder individuellen Doktorandenprogramm teil.

**Individual study programme:** All doctoral students participate in either a structured or individual doctoral programme, which determines the details of the study programme.

Studienprogramm (falls zutreffend) / Study programme (if applicable): .....

**Begutachtungszeiten:** Diese sind durch die Promotionsordnung geregelt und betragen nach §9 Abs. 4 einen Monat.

**Time frame for reviewing thesis:** Note that the time frame for reviewing the thesis is set in §9 Sec. 4 of the Regulations for Doctoral studies to be a period of one month.

**Regelungen zur Lösung von Streitfällen:** In Konfliktfällen können sich Doktorand:in oder Betreuer:in an Betreuer:in, Institutsdirektor:innen oder Fakultätsleitung wenden. Weiterhin steht eine Ombudsperson für Doktoranden:innen zur Verfügung, die als Beratungs- und Vermittlungsstelle der Universität Heidelberg fungiert.

**Conflict resolution:** In case of conflict, doctoral students or advisors can contact the Ombudsperson of Heidelberg University.

**Veröffentlichungen:** Doktorand:in und Betreuer:in sowie Mitbetreuer:innen verpflichten sich, in Publikationen, die auf Ergebnisse dieser Dissertation zurückzuführen sind, den Namen der Universität Heidelberg und ggf. die institutionelle Zugehörigkeit (Fakultät, Fachbereich oder Einrichtung) aufzuführen.

**Publications:** The doctoral student and the advisor as well as the co-advisors agree to adding the name of Heidelberg University and, if applicable, the institution (department, division or institute) to publications that result from the dissertation.

**Ich erkläre hiermit / I declare the following:**

- Zum Nachweis des mit einer Prüfung abgeschlossenen Studiums füge ich beglaubigte Kopien aller Abschluss- und Prüfungszeugnisse sowie die Diplom-/Masterarbeit bei.  
As proof of my successfully completed studies, certified copies of all degree certificates and educational records in German or English, as well as my Diplom/Master's thesis are attached to my application.
- Ich habe bisher nicht an anderer Stelle die Annahme als Doktorand:in oder die Eröffnung eines Promotionsverfahrens beantragt.  
I am not currently applying for registration for doctoral studies at another institute.
- Ich erkläre mich bereit, als Teil meiner Ausbildung im für Doktorand:innen vorgesehenen Umfang von 2 Deputaten an den Lehraufgaben der Fakultät mitzuwirken und dies bei der Meldung zur Disputation nachzuweisen (vgl. S. 4 „Requirements for Doctoral Students with regard to teaching“).  
I declare that as part of my education I will perform the required teaching of 2 teaching units, as listed on page 4 “Requirements for Doctoral Students with regard to teaching” and will provide proof of this as part of the admission to my final doctoral examination.
- Ich erkläre mich bereit, am Doktorandenprogramm der Fakultät teilzunehmen (vgl. S. 4 „Excerpt from the Faculty Regulations for Doctoral Studies (Promotionsordnung)“).  
I declare that I will meet the required learning obligations, as listed on page 4 “Excerpt from the Faculty Regulations for Doctoral Studies (Promotionsordnung)“.
- Ich erkläre, die Regeln guter wissenschaftlicher Praxis einzuhalten, wie sie in den Empfehlungen der Deutschen Forschungsgemeinschaft und der Satzung zur Sicherung guter wissenschaftlicher Praxis und zum Umgang mit wissenschaftlichem Fehlverhalten der Universität Heidelberg aufgestellt sind.  
I declare that I will uphold the rules for good scientific practice, as recommended by the German Research Foundation (DFG), and the Regulations pertaining to this that are issued by Heidelberg University.
- Ich beabsichtige, meine Promotion im Rahmen einer Vereinbarung über die gemeinsame Betreuung von Doktorarbeiten zwischen der Universität Heidelberg und einer anderen Universität durchzuführen (*Cotutelle de Thèse*).  
I am intending to do my doctoral studies in a joint collaboration with another University (*Cotutelle de Thèse*).  
Es handelt sich um die Universität / The University in question is:

.....

.....  
Ort, Datum / Place, date

.....  
Unterschrift Antragsteller:in / Signature of applicant



Seite 3 der Promotionsvereinbarung von / page 3 of the Agreement on doctoral studies of ..... (Name / name)

Von den Betreuer:innen auszufüllen / To be completed by the thesis advisors

Ich bin bereit, die wissenschaftliche Betreuung der/des Promovierenden zu übernehmen und die Regeln guter wissenschaftlicher Praxis einzuhalten.

I am willing to supervise the doctoral student and to uphold the rules for good scientific practice.

Ich bin bereit, die/den Promovierende:n bei der Teilnahme am Doktorandenprogramm und den Lehraufgaben der Fakultät in Höhe von 2 Deputaten zu unterstützen.

I am willing to support the doctoral student in participating in the Department's learning programme and performing teaching obligations of 2 teaching units.

In Publikationen, die auf Ergebnisse dieser Dissertation zurückzuführen sind, wird die Universität Heidelberg benannt. Heidelberg University will be quoted in publications resulting from this dissertation.

Datum / Date Unterschrift Erstbetreuer:in / Signature of primary advisor

Datum / Date Unterschrift erste:r Mitbetreuer:in / Signature of first co-advisor

Datum / Date Unterschrift zweite:r Mitbetreuer:in / Signature of second co-advisor

Von der HGSFP auszufüllen / To be completed by the Director of the HGSFP

Der/Die Antragsteller:in wird als Doktorand:in der Heidelberger Graduiertenschule für Physik angenommen. The applicant is accepted as a doctoral student of the Heidelberg Graduate School for Physics.

Ort, Datum / Place, date Unterschrift Direktor:in der HGSFP / Signature of the Director of the HGSFP

Unterschrift Dekan:in / Signature of the Dean

Der/Die Antragsteller:in wird vom Promotionsausschuss der Fakultät für Physik und Astronomie als Doktorand:in angenommen. The applicant is accepted as a doctoral student by the doctoral degrees committee of the Department of Physics and Astronomy.

Der/Die Antragsteller:in wird vom Promotionsausschuss der Fakultät für Physik und Astronomie mit den im beiliegenden Brief enthaltenen Auflagen als Doktorand:in angenommen. The applicant is accepted as a doctoral student under the conditions set in the attached letter by the doctoral degrees committee of the Department of Physics and Astronomy.

Die Zulassung zur Promotion gilt bis zum / Admission to doctoral studies is valid until .....

Ort, Datum / Place, date Unterschrift Dekan:in, Vorsitzende:r des Promotionsausschusses Signature of the Dean, Chair of the doctoral degrees committee

**Excerpt from the Faculty Regulations for Doctoral Studies (*Promotionsordnung*) of July 29, 2015, last amended on March 20, 2024**

**Excerpts applicable for Physics and Astronomy:**

To § 6 section 3:

As part of their education, doctoral students of physics are obliged to attend existing doctoral programmes (e.g. Graduate Seminars), that may consist of block courses, journal clubs or other specifically arranged lectures that are rated equivalently. When the doctoral candidates on completion of their studies apply for entrance to the final examinations, they must provide proof that they have attended the requisite courses (§ 8 section 3 g.)

- It is mandatory that the candidates attend courses amounting to at least 16 SWS (SWS refers to the number of hours per week during the semester) in total, whereby a block course such as those offered within the Graduate Days count as 1 SWS. It is expected that the doctoral students should attend 4 SWS on average during the first two years.
- The content of the courses listed is to be regarded as examination material for the final examination.
- In addition, for doctoral students in the field of Astronomy, the special ordinances of the course plan for Astronomy must be followed.

To § 10 section 1:

The examination committee consists of four examiners, two of which evaluate the thesis (referees) plus two further examiners. The members of the examination committee represent at least three differing specialities in accordance with the subjects listed in the Appendix to § 10 of the Regulations and which are deemed to be in a sensible combination with the dissertation specialization of the candidate.

**Appendix to § 10: Doctoral subject fields (relevant to physics and astronomy):**

Physics	Applied Physics Experimental Physics Theoretical Physics	Astronomy	Observational astronomy Theoretical astronomy
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**Requirements for Doctoral Students with regard to teaching**

The Department of Physics and Astronomy regards teaching as a vital component in the education of doctoral students, not only to reinforce their knowledge in a particular subject of physics, but also to aid in developing their communication skills. Teaching is also often simply a rewarding exercise for the doctoral student.

The following is applicable to all doctoral students in physics and astronomy:

- 1) It is assumed that doctoral students, during the course of their doctoral studies, will participate in teaching. This teaching requirement is independent of the mode of financing that has been made available for the doctoral study.
- 2) The Institutes and workgroups have the opportunity of deciding individually which students in which semesters should take up a teaching activity, so that the teaching per Institute and for the Department of Physics and Astronomy is adequately covered in each semester. This flexibility allows groups that have beam time elsewhere, for example, to fit the teaching into their research schedules.
- 3) The Department of Physics and Astronomy expects that, independent of the internal regulations of each Institute for the required duties of the students with regard to teaching, doctoral students *perform at least 2 teaching activities* of 2 "Teaching Units\*" in total during the course of their doctoral studies and provide proof of this in order to register successfully for the final examination.

\* One "Teaching Unit" is defined to be one of the following:

- Tutoring one exercise group within the courses of theoretical or experimental physics or computer science (2 SWS plus preparation and correction of exercises and tests)
- Assistance in practicals (beginner, advanced, or computer practicals), 6-8 SWS (2 afternoons at 3-4 hours during the semester, or vacation practicals (4 weeks amounting to the same length of time)