



Documents required for the application for admission to doctoral studies at the Faculty of Education at the University of Hamburg (UHH)

To be admitted to the doctoral program, the following documents must be organized and submitted in a single PDF file (max. 10 MB) via <https://docata.uni-hamburg.de/welcome?1>

1. Confirmation of Supervision

This letter only needs to be written by the professor of the Faculty of Education at the University of Hamburg. It has to be included with the application for admission, usually with the letter of recommendation of the supervisor from University of Hamburg.

2. Supervisory Agreement

In this document, the team of supervisors and the PhD candidate set out the rules for their collaboration: What are the roles and tasks of the supervisors in the hosted PhD program? How often should supervision meetings take place? What format should the meetings take? (Online, in person, one-on-one, or always with all three together, if possible, etc.) How should conflicts be handled? There is a form for this purpose, which must be signed by all parties and attached to the application for admission: [betreuungsvereinbarung.ew.pdf](#)

3. Degrees, Certificates

Proof of successful completion of one or more degree program(s) relevant to the dissertation project (e.g., bachelor's and master's degree certificate or diploma, including transcript of records) in a field relevant to social work and comprising 300 ECTS credits. It is advisable to undergo a preliminary check of the documents together with the team of supervisors and the Office for doctoral affairs at Faculty of Education (UHH) before submitting the application for admission. (Promotionen.EW@uni-hamburg.de)

4. CV in tabular form

Tabular curriculum vitae with an overview of formal education, relevant professional activities, and academic experience in context with the intended doctoral project. If available, please also list publications here.

5. Declaration

Please include a formal letter (To whom it may concern; name, address, date, signature) with the following statements:

I hereby declare that I have not yet submitted a formal application for doctoral studies at GJU or any other university.

I also declare that no other doctoral studies in social work or education have been or will be conducted with me at UHH, HAW Hamburg, GJU or any other university.

6. Ethical Review (IRB) Recommendation

Although obtaining approval from the Faculty's Ethics Committee (IRB) is not mandatory for all research projects, it is highly recommended for any study involving human participants. Seeking IRB review helps ensure that your research respects participants' rights, dignity, and safety, and can strengthen the credibility and ethical rigor of your work. PhD students are encouraged to consider submitting their proposals to the IRB, especially when collecting empirical data from people https://www.ew.uni-hamburg.de/ueber-die-fakultaet/gremien/ethikkommission.html?utm_source=chatgpt.com%20english

7. Exposé for the doctoral thesis

The exposé for the planned dissertation in German or English, including the research questions, an outline of the current state of research and the planned approach, as well as a schedule and work plan (see: **Guidelines for Writing an Exposé**). Please do not exceed 20,000 characters [approx. 8-10 pages], including spaces and bibliography). Don't forget to include your name, address, and e-mail-address on the document!

8. Letter of recommendation from supervisor

The supervisor of the University of Hamburg should provide a written statement (max. 2 pages) on the dissertation exposé: Brief notes on the context of the doctoral program (PhD program GJU/Hamburg; How long have you known the candidate? Does he/she have the necessary skills for academic work? Quality of the proposal, especially the methodological design; Strong/high recommendation of the candidate for admission.) (Note: It is advisable that the team of supervisors discuss in advance this letter of recommendation and include comments and remarks by the team of supervisors).