



Supervision agreement

The supervision agreement is an important requirement for the admission as a doctoral candidate. It arranges the relationship between doctoral candidates and supervisors transparently for both sides in terms of subject and time. The agreement is meant to ensure that the doctoral project can be completed at a high standard, within an appropriate period of time.

Most faculties offer sample agreements as guidelines on their websites. On the Graduate Academy's website you can find a sample based on the guidelines of DFG. It can be adapted individually.

➤ www.jga.uni-jena.de/supervision-agreement

Graduierten-Post

If you would like to receive regular information concerning current announcements, offers for advanced training and events for doctoral candidates, please subscribe to our "Graduierten-Post"! This option can be found at doc-in under "communication".

➤ www.jga.uni-jena.de/graduiertenpost



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GRADUATE ACADEMY

Admission as a doctoral candidate

FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA

Status as a doctoral candidate

We are happy to hear that you would like to do your doctorate at Friedrich Schiller University Jena! By doing a doctorate, you are taking the first step toward an academic career.

The status of a doctoral candidate is granted when you are admitted by one of the faculties of FSU Jena – irrespective of whether you finance your doctorate by scholarship, university employment or other means.

In order to get an admission, you usually need an academic degree in the field you would like to do a doctorate in. Also, the subject field has to be a field of teaching or research at the respective faculty. If you decide to do your doctorate in a subject that has not been your field of study previously, the respective faculty will examine your qualifications and, if necessary, may impose certain conditions like attending additional teaching units. This condition may be waived, should you be member of a structured doctoral programme. If you want to receive further information, you ought to check the doctoral examination regulations of your faculty.

Before being admitted by the faculty, a supervision agreement is necessary.



Online registration for doc-in

doc-in is the online registration system for doctoral candidates at Friedrich Schiller University Jena. It accompanies you throughout your doctorate.

doc-in offers you:

- Support with the application for admission as a doctoral candidate and with the enrolment
- Overview of the current state of your doctoral examination procedure
- Verification of your status as a doctoral candidate and thus the access to the university's offers for doctoral candidates
- The possibility of receiving regular information about the offers for doctoral candidates by Friedrich Schiller University
- Participation in the election of the doctoral representation of interests (DR.FSU)

You may register for doc-in at www.uni-jena.de/doc-in. Subsequently, you will receive your login data via e-mail.

Steps to admission

1. Log in to doc-in.
2. Select "Admission as a doctoral candidate".
3. doc-in will now guide you through the application step by step.
4. Print out the form and sign the application.
5. Hand in the application at the Dean's office of your faculty.

For the completion of the application you will need the following:

- the signed application form
- the supervision agreement
- a certified copy of your university degree (if you studied at the University Jena, usually a basic copy is sufficient)
- if necessary, a CV and a proof of language skills

For the exact requirements of your faculty, please refer to the application form in doc-in.

Where does it go from here?

After checking compliance with the requirements, the faculty will decide on your admission as a doctoral candidate. Following your admission, you will receive an admission letter.

This allows you to enrol as a doctoral candidate. The enrolment is optional. However, it does offer certain advantages such as the semester ticket for free use of public transportation in and around Jena, or a price reduction at the university canteens and cafeterias.