

Admission Procedure for Bachelors

The following steps are taken for the admission of a Bachelor Student or an applicant carrying a degree from a German 'Fachhochschule' as a Qualifying Fellow of the *Graduate School*:

1. Completeness of application is being checked
 - (1.) Detailed curriculum vitae
 - (2.) Cover letter, incl. motivation statement
 - (3.) Summary of research interests
 - (4.) Copy of diploma or other degree(s)
 - (5.) Certificate stating that applicant is among top students of that particular year
 - (6.) First recommendation letter and referee form
 - (7.) Second recommendation letter and referee form
2. Formal Admission Criteria are being checked, such as degrees and grades
3. Evaluation by the selection committee on basis of existing applications, under the following criteria:
 - a. Intellectual Ability
 - b. Academic Achievements
 - c. Recommendation Letters
 - (d. further external recommendations or personal interview)
4. Advocacy of two members of the Graduate School, who are ready to support this PhD student as supervisors
5. Program of courses and lectures has to be compiled by these two supervisors to help the candidate to get over knowledge gaps: The program set-up should allow for achieving 60 ECTS-points. If the candidate has achieved 40 ECTS-points with a grade of 1.5 or better after two terms followed by the writing of a scientific paper (4 months), the selection committee will decide about the application as a PhD student. In case of acceptance, the missing 20 ECTS-points will have to be achieved until the completion of the PhD by attending further courses or lectures.

For this time of special preparation for the application, a qualifying stipend can be granted.

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