

## **General Information**

The [Doctoral Regulations](#) and the [Implementation Policy](#) of HafenCity University provide a detailed overview concerning requirements and application process to receive a doctoral degree at HCU.

The following doctoral degrees can be obtained at HCU:

- **Dr.-Ing.**
- **Dr. rer. pol.**
- **Dr. phil.**

### **Admission procedure**

The individual academic requirements for the admission are described in Paragraph 2 of the Doctoral Regulations.

First, a supervisor for the dissertation has to be found. Research topics and interests of the HCU professors can be seen [here](#). Please contact your professor of choice directly.

Once a HCU professor is willing to become supervisor, the [application for admission](#) needs to be sent to the Office of the Doctoral Examination Board of the HCU. The application has to be submitted no later than three weeks ahead of the next meeting of the Doctoral Examination Board, meeting dates will be published [online](#).

The application for admission has to contain the following files:

- Admission form for doctoral studies
- certified copies of diploma or master's degree
- certified copies of diploma or master's reports
- current curriculum vitae (tabular) with detailed description of the academic training
- Exposé with justified question, goals and time schedule of the doctorate (max. 5 DIN A4 pages). Further information on the requirements for an exposé can be found in the Doctoral Regulations under § 3 (2) 2.

If the application for admission was approved at the meeting of the Doctoral Examination Board, you will receive a letter of admission, a declaration of acceptance, a form for an agreement for supervision and, if desired, the application for enrollment.

### **Special procedure for students with foreign qualifications**

If your degree has been obtained at a university outside Europe, the equivalence of the foreign degree must be verified before admission to doctoral studies at HCU.

Please send your request including your Bachelor and Master's degrees to the Office of the Doctoral Examination Board: [promotionsausschuss@hcu-hamburg.de](mailto:promotionsausschuss@hcu-hamburg.de)

If your documents are not written in German or English, a translation must be enclosed. All documents must be officially certified or presented in the original version.

## Enrollment during doctoral studies

Doctoral students of the HCU can enroll as members of the HCU (see Hamburger Hochschulgesetz §§ 35, 36, 70 Abs. 5 and Enrollment Regulations of the HCU, § 3 Abs. 1). For enrollment, please apply at the HCU Student Administration.

Doctoral students are obliged to enroll for the semester in which the opening of the doctoral procedure is requested at the Doctoral Examination Board meeting.

Doctoral students can also enroll during the entire period of the doctorate, from the semester after admission to the issuance of the doctoral certificate.

The doctoral project and thus the enrollment is completed with the award of the doctoral degree and the presentation of the doctoral certificate.

Questions regarding enrollment and re-registration should be directed to the Student Administration: [studierendenservice@vw.hcu-hamburg.de](mailto:studierendenservice@vw.hcu-hamburg.de)

## Execution procedure

Please submit your finished and printed dissertation together with the application for the doctorate execution at the Office of the Doctoral Examination Board.

The application has to be submitted no later than three weeks ahead of the next meeting of the Doctoral Examination Board, meeting dates will be published [online](#).

The application for execution has to contain the following files:

- [Application form for doctorate execution](#)
- Abstracts (English and German)
- List of publications
- Affidavit, bound in a printed copy at the back
- five copies of the dissertation
- in case of group work, a detailed statement of the applicant's own contribution as well as a declaration by the applicant that the persons mentioned by name have participated in the group work

A voluntary plagiarism check of your dissertation can take place if you check the respective box on the application form.

## Do you have questions?

The overall information on the application procedure can be found in §§ 2+3 of the Doctoral Regulations. For further questions and detailed information, please contact

### Office of the Doctoral Examination Board

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