TUHH
Technische
Universität
Hamburg

Instructions for submitting an application for **ADMISSION** to a doctoral degree

!! ATTENTION !!

To be able to submit a doctoral application to us, you need an TUNE account. (Data management of the TUHH/Doctoral student management)

If you do not yet have a TUNE account, you must first register as an applicant in the TUNE-Portal registrieren and use the following access: Bewerber/in-Login.

If you already have an account in "TUNE", please use it via the following access: TUHH-Login.

After you have logged in, you can submit your doctoral application via the function „Service → Anträge → Promotion" and upload the relevant documents.

We will then automatically receive information that you have submitted your application. In the event of status changes (processing, approval, etc.), you will automatically receive an email and can find further information in the TUNE portal.

The following **documents** must be uploaded:

- ❑ Application for admission to doctoral studies incl. all required signatures
- ❑ The Master's transcript as well as the Master's degree certificate as a certified copy (not longer for TUHH degrees).

  The overall grade must be "good" (2.5) or better. The second decimal place after the full stop and any following numbers are disregarded.

  In case of degrees obtained abroad, all degree certificates (diploma / Master's and Bachelor's) must **also be submitted in the original language** with the **overview of subjects and grades**, as well as the **grading system** and a **translation** into German or English. Moreover, a calculation of the qualification grade based on the Bavarian formula must also be enclosed as proof.

  The originals of all certificates must be submitted to the Examination Office for Doctoral Affairs for comparison (with the exception of Master's degrees from the TUHH). Alternatively, certified copies can be submitted.

  Notarizations are accepted from: District offices, universities and colleges as well as notaries."

- ❑ A detailed, current Curriculum Vitae without gaps - feel free to use the resume template provided by us

  https://www.tuhh.de/t3resources/tuhh/download/studium/promotion/1d_b_EN_Lebenslauf_Muster_Promotionsantrag_EN.doc

- ❑ Enrollment certificate
  You have the option of downloading a certificate of enrollment in "Tune" after you have been admitted to doctoral studies. To do this, please log in via the homepage (- Technische Universität Hamburg (tuhh.de)) select the role "Student" then via - My studies > Student services > Notifications tab > right-hand side - select "Certificate of enrollment for doctoral candidates".