

Call for applications 2026

Doctoral position

*Internal funding programs of Fachhochschule Dortmund – University of Applied Sciences and Arts:
Qualification Initiative for the Promotion of Early Career Researchers, Doctoral Program 2020 – 2023*

(Status: March 02, 2026)

Next application deadline: October 1, 2026

Fachhochschule Dortmund aims to enhance doctoral opportunities for outstanding graduates and improve the qualification of its early career researchers. Exceptional students have the opportunity to pursue their doctoral projects within a three-year program either (A) through a cooperative doctorate with a university or (B) under the doctoral rights of the Graduate Center NRW, while simultaneously preparing for a career path within or outside academia.

1) Requirements and form of application

Highly qualified graduates (usually with a final grade of 2.0 or better) from master's programmes at Fachhochschule Dortmund, together with their supervising professors of Fachhochschule Dortmund, are eligible to apply. Highly qualified Master's graduates from other colleges and universities may also apply, provided that their degree qualifies them for doctoral studies and their doctoral project is supervised by a professor at Dortmund University of Applied Sciences and Arts. External applicants must also demonstrate a connection to Fachhochschule Dortmund, e.g. through teaching assignments or previous or current employment at Fachhochschule Dortmund.

In order to strengthen knowledge transfer and promote new colleagues, tandem applications will be permitted in future. This means that an experienced professor can apply together with a newly appointed professor.

Prior consultation is required before a professor submits multiple applications. The focus should be on the research priorities of Fachhochschule Dortmund.

The application should describe the research project and its relevance to the research profile of Fachhochschule Dortmund, the academic suitability of the doctoral candidate, the research profile of the supervisor at Fachhochschule Dortmund, and, in the case of (A), the cooperation with a university or, in the case of (B), the involvement in the NRW Graduate Center must be outlined as part of the doctoral project.

In the case of (B) doctorates under the doctoral law of the Graduate Center NRW, the proposed primary supervisor at Fachhochschule Dortmund must be able to prove professorial membership of the Graduate Center NRW. Associate membership of the Graduate Center NRW is not sufficient for primary supervision, as this does not allow for any official supervisory role to be assumed. The desired second and third supervisors can either be named in the application or alternatively assigned by the Graduate Center NRW. The doctoral committee of the relevant department at the Graduate Center NRW will then appoint the supervisors; where possible and academically justifiable, the doctoral candidates' suggestions will be considered. Approval for doctoral funding depends on the final supervisory arrangement: funding from Fachhochschule Dortmund can only be awarded and taken up if a professor at Fachhochschule Dortmund is the primary supervisor.

2) Application documents to be submitted, please in 2 separate files, each with a table of contents and bookmarks

(The individual documents to be enclosed are described in more detail on page 4.)

File 1:

- 1. Cover sheet (application form attached)**
- 2. Letter of motivation**
- 3. Curriculum vitae in tabular form**
- 4. Brief summary of the doctoral project**
- 5. Introduction of the supervisor at Fachhochschule Dortmund**
- 6. Introduction of (A) the supervisor at the cooperating university or (B) if already named, the other supervisors at the Graduate Center NRW**
- 7. One letter of recommendation each from (A) both or (B) all professors who can already be named as supervisors**
- 8. Informal letter of confirmation supporting the application from the department (dean) or institute (board/management) at Fachhochschule Dortmund**
- 9. Valid doctoral regulations of (A) the university or (B) the framework doctoral regulations of the Graduate Center NRW and the doctoral regulations of the relevant department**
- 10. Confirmation of admission from the doctoral committee**
- 11. Cooperation agreement between the university and the Fachhochschule Dortmund in the case of (A)**
- 12. In the case of (B), proof of professorial membership in the Graduate Center NRW of the supervising professorial members**
- 13. In the case of (B), proof of membership of the doctoral candidate in the Graduate Center NRW**

File 2:

- 14. Reports and certificates**
- 15. Self-declaration regarding previous periods of employment (see attached form)**

3) Procedure of the jury assessment

Decisions on funding applications are made by an academic jury during a jury meeting, based on criteria such as: completeness of the documentation, master's degree, eligibility for funding subject to fixed-term restrictions, supervision arrangement (University of Applied Sciences – University OR University of Applied Sciences – NRW Doctoral College), quality, structure, topicality and feasibility of the project, relevance to (current or future research) at Fachhochschule Dortmund and its research priorities, analytical and communication skills of the doctoral candidate(s), and planned participation in the research school and doctoral life at Fachhochschule Dortmund. The jury issues a recommendation for funding, which is subsequently decided upon by the Rectorate.

We welcome applications from suitable candidates with severe disabilities and those with disabilities who are treated as equivalent to them within the meaning of Section 2 of SGB IX. We are also committed to increasing the proportion of women in our workforce and therefore particularly encourage applications from female candidates. Where candidates are equally qualified, competent and perform equally well, preference will be given to women, unless there are compelling reasons relating to a male candidate that take precedence.

The funding offer may be subject to the condition that the following documents are submitted to the doctoral programme after the application has been made: Master's degree certificate, confirmation of admission and – in the case of (A) – a cooperation agreement or, in the case of (B), the introduction of a second and third supervisor, letters of recommendation from the second and third supervisors, and valid doctoral regulations. The university is bound by its funding approval for six months. If the position has not been taken up by then, the approval lapses.

4) Details of the funding

PhD students are funded as research assistants for a period of three years in the form of a 50% position (pay grade 13, TV-L). During the funding period, the PhD student must meet the following requirements:

→ Interim report

At the end of the first 18 months, the PhD candidate must submit an **interim report** to the doctoral programme without being asked. A template for the interim report can be found under 'Downloads' on the programme's ILIAS page: https://www.ilias.fh-dortmund.de/ilias/goto_ilias_fhdo_cat_463181.html. A discussion regarding the interim report will take place at the doctoral programme.

→ Compliance with requirements

In addition, the interim report must, where applicable, provide evidence that the requirements set out in connection with admission to the PhD programme at the university or the Graduate Center NRW have been met. In the case of (B), it must also be demonstrated that the majority of the modules in the PhD programme have already been completed.

→ 2 semester hours per week of lecture time

As part of the funding, the PhD student may be involved in **lecturing for two semester hours per week**.

- Compliance with the 5% rule, obtaining the certificate of completion, registration & enrolment

The doctoral candidate must also comply with the **5% rule** at the doctoral college. This means that they must actively participate in the doctoral college for 5% of their regular working hours. Attendance at the doctoral **college's events and workshops**, as well as **registration** with the doctoral college, are mandatory as part of the funding. **Enrolment** at Fachhochschule Dortmund and, in the case of (B), additionally at the Graduate Center NRW, is also required for the entire duration of the funding.

- Funding information

A funding acknowledgement must be included both in the doctoral thesis and in any resulting publication or presentation.

5) Submission & date of the jury meeting

Applications must be submitted electronically by **1 October 2026** to promotionskolleg@fh-dortmund.de. The complete application documents must be submitted in 2 files. Please follow the order of the documents listed under **2)**. Include a table of contents and bookmarks for each file.

The jury meeting will take place on **27 November 2026**. Attendance in person is mandatory – remote participation is not permitted. The exact time slot for the presentation will be communicated shortly beforehand.

6) Additional information regarding the documents to be submitted

If you are unable to submit one or more documents with your application, please explain why they are missing in your application. Applications that are incomplete without justification will be excluded from the rest of the application process!

File 1 "PhD funding_Surname"

Referring 1: Cover sheet

Please complete the attached application form and use it as the cover sheet for your application.

Referring 2: Letter of motivation

In approximately 1–2 pages, describe why you have chosen this topic for your PhD and how you came to select it. Explain why you are applying for funding from Fachhochschule Dortmund and how realistic it is that you will complete your PhD project within the funding period. If you are in employment at the time of applying, please explain in your letter of motivation how you intend to manage a potential offer of funding (reduction in hours/termination of your current employment, if applicable). External applicants: please explain your connection to Fachhochschule Dortmund in your letter of motivation.

Referring 3: Curriculum vitae in tabular form

Please attach a CV in table format and, if applicable, include a list of your publications.

Referring 4: Brief summary of the doctoral project

In a maximum of 5 pages, describe the research problem and the current state of research and practice, the research gap to be investigated, the specific research questions, your methodological approach and the aim of your doctoral thesis. Include a timetable setting out the steps and milestones, as well as your bibliography (in addition to the 5 pages mentioned).

Referring 5: Introduction of the supervisor at Fachhochschule Dortmund

The following details must be provided: academic background, research work – with reference to the PhD project, including a list of publications.

Referring 6: Introduction of (A) the supervisor at the cooperating university or (B) if already named, the other supervisors at the Graduate Center NRW

The following details must be provided: academic background, research work – with reference to the PhD project, including a list of publications.

In the case of (B), the statements from the second and third supervisors may be submitted no later than six months after acceptance.

Referring 7: Letter of recommendation

All letters of recommendation should comment on the proposed doctoral project and also outline the doctoral candidate's academic and personal suitability. For option (A), one letter of recommendation each from Fachhochschule Dortmund professor and the university professor is mandatory and must be submitted at the time of application. For (A), the letter of recommendation from the supervisor at the university must explicitly confirm the joint PhD programme with the Fachhochschule Dortmund and the co-supervision with the UAS supervisor. For (B), the letters of recommendation from the second and third supervisors may be submitted no later than 6 months after acceptance.

Referring: 8 Informal letter of confirmation supporting the application from the department (dean) or institute (board/management) at Fachhochschule Dortmund

The letter of support must be provided exclusively by the faculty or institute of Fachhochschule Dortmund (not by the University in case (A) or by the NRW Doctoral College in case (B)). If funding is awarded, doctoral candidates will be employed as research assistants within the relevant faculty of the Fachhochschule Dortmund. The department or institute must therefore provide the basic facilities, including an office – for this reason, a letter of support from the department of the Fachhochschule Dortmund or from the institute must be submitted. If deans are themselves involved in the application as supervising professors, the letter must be issued by a vice-dean.

Referring 9: Valid doctoral regulations of (A) the university or (B) the framework doctoral regulations of the Graduate Center NRW and the doctoral regulations of the relevant department

You will usually find these on the website of (A) your partner university or (B) the Graduate Center NRW. The doctoral regulations of the relevant department at (B) may be submitted no later than six months after acceptance. In the case of (A), please highlight in the doctoral regulations any passages that permit joint doctoral programmes and the appointment of supervisors from universities of applied sciences.

Referring 10: Confirmation of admission from the doctoral committee

Confirmation of admission does not need to be available at the time of application. However, if the application is successful, it must be submitted within a period of usually six months. You may only take up the post once this has been provided.

Referring 11: Cooperation agreement between the university and the Fachhochschule Dortmund in the case of (A)

In the case of a (A) collaborative PhD programme, the cooperation agreement governs joint supervision at institutional level and safeguards PhD candidates throughout the process (among other things, it sets out the role of the Fachhochschule Dortmund supervisor in the examination process, as well as the mutual recognition of academic achievements). A template for drawing up a cooperation agreement can be downloaded from the doctoral college's Ilias portal (https://www.ilias.fh-dortmund.de/ilias/goto_ilias-fhdo_cat_466456.html). If the university has its own template agreement, this may be used – subject to prior consultation with the doctoral college. The cooperation agreement does not need to be available at the time of application. However, if funding is recommended, it must generally be submitted within six months. Should any issues arise, please do not hesitate to contact the doctoral college.

Referring 13: In the case of (B), proof of membership of the doctoral candidate in the Graduate Center NRW

This could be, for example, the certificate of enrolment from the Graduate Center NRW.

File 2 “PhD funding_Surname_Transcripts”

Referring 14: Reports and certificates

Please submit the following certificates:

A-level certificate

Bachelor's degree certificate

Master's degree certificate

(may be submitted up to a maximum of 6 months after the grant has been awarded, if necessary. In this case, however, the applicant must submit a transcript of records by the day of the jury meeting at the latest and provide evidence that the Master's thesis has already been submitted. All examinations in the Master's programme must be completed by the day of the jury meeting at the latest. The Master's thesis must have been submitted by this date.)

Internship certificates

(if listed in your CV)

Interim and employment certificates

(if you have listed these in your CV or on the self-declaration form; for former internal support staff, written proof of the period of employment is sufficient.)

Please note: you must provide certificates to support all details you provide in your CV or on the self-declaration form regarding previous employment.

Referring 15: Self-declaration regarding previous periods of employment

Please complete the attached document. Please provide supporting evidence for the information you have provided in the form of certificates, employment contracts, letters of appointment and relevant certificates, and keep a copy of each for your personnel file.

Application for a doctoral position/scholarship at Fachhochschule Dortmund – University of Applied Sciences and Arts

Template for the jury for doctoral funding

(Status: March 02, 2026)

Doctorate related information

Name/title of the candidate submitting the application

Name/title of the supervisor at Fachhochschule Dortmund

Faculty of the supervisor at Fachhochschule Dortmund

Working title of the doctoral project

I am planning...

... (A) a cooperative doctorate.

... (B) a doctorate according to the own doctoral program of the Graduate School NRW.

(A):

Name der kooperierenden Universität

Name/Titel der/des Betreuenden an der Universität

Bei (B):

Ggf. Name/Titel der/des zweiten Betreuenden am PK NRW

Ggf. Name/Titel der/des dritten Betreuenden am PK NRW

Zuständige Abteilung am PK NRW

Zu durchlaufendes Promotionsprogramm am PK NRW

Personal data

Candidate's previous academic education:

University/university of applied sciences	Period (month/year)	Degree

I hereby confirm that I...

... am registered at the Graduate Center at Fachhochschule Dortmund. (www.fh-dortmund.de/registrierung/promotionskolleg)

... am enrolled at Fachhochschule Dortmund. If not, why not?

... am not currently receiving any other income that is exclusively linked to a doctoral activity.

... have not yet submitted a doctoral thesis on the above-mentioned topic to a university/university of applied sciences.

Do you have a severe disability?

Please note: You are not required to disclose your severe disability in your application. If you do choose to disclose your severe disability in your application, please enclose a copy of your severe disability card or proof of equivalent status.

Yes

No

Date and signature of the candidate

Name, first name _____

**Declaration of previous employment with academic services
(§§ 1 ff Academic Fixed-Term Contract Act)**

(Status: March 02, 2026)

1. Doctorate

- I have not yet done a doctorate. (Please continue with 2.)
- I have already obtained a PhD. (Please enclose a copy of your PhD certificate) Date the PhD topic was assigned: _____

2. Periods of employment at a university or research institution Date of first university degree (Bachelor's, Diploma, Master's, etc.): _____

- I have never been employed at a German university or research institution.
- have previously been employed at a German university or research institution **providing academic services.**

Please list all relevant employment, civil service and private-sector contracts in the overview below (see the following non-exhaustive list of examples: fixed-term civil service contracts, private-sector contracts with members of a university, other fixed-term positions (e.g. as a subject teacher, research assistant or research support staff)).

Please provide supporting documentation for your details, such as employment contracts, letters of appointment, relevant certificates, etc., and keep a copy of each for your personnel file.

Even in cases of doubt (German university? / research institution?), please list these positions and provide supporting documentation, such as employment contracts or relevant certificates, etc., and keep a copy of each for your personnel file.

From	Until	German university of applied sciences/research institution	Hours/week according to employment contract	Full weekly working time	Type of employment

I am aware that providing incorrect or incomplete information may result in the employment contract being contested or rescinded. I confirm that the information I have provided is accurate and complete.

(Ort, Datum)

(Unterschrift)