

Guide to Carrying Out an Academic PhD at Filmuniversity Babelsberg *KONRAD WOLF*

1) General

Possible in Faculty I

Subject:	Media Studies
Title:	Doctor of Philosophy (Dr. phil.)
Content:	Evidence of a special academic qualification through own research
Form:	Dissertation, including disputation
Language:	Generally German or English
Evaluation:	Total mark is based on <i>academic work</i>
Award of honours:	“Dr. phil. h.c.” is possible (see requirements/process in §23 of the ‘wissenschaftliche PromO’ document)

2) PhD student application

Approval Requirements:

- relevant academic master’s degree, diploma or similar (foreign degrees must be checked for legality and content by the PhD Committee or relevant authorities)
- Confirmation that the student is not involved in any other open PhD programme at any other university

Exceptions to Qualifications:

If none of the above qualifications are available, the application can be submitted in accordance with the following requirements:

- **Qualification for a Media Studies PhD is guaranteed**

The following is necessary::

Provision of at least 2 references from Media and Communications Studies full professors or associate professors from universities or similar institutions with the right to award doctorates, which confirm the required qualifications and knowledge necessary for the relevant PhD; such experts may not be the applicant’s advisor.

- **Cooperative process for successful graduates from applied universities**

In this process, a Faculty I professor *and* a professor of an applied university work *together as academic advisor*. Provision of at least 2 statements as above.

3) Documents to be submitted for acceptance as a PhD Student

- Written application to the dean of the relevant faculty
- Proof of approval requirements as outlined above
- Exposé (10-15 pages) with working thesis title, the current state of research on the relevant topic, the aim of research, the method of approach and a list of academic literature and other sources
- Schedule for the PhD
- Curriculum Vitae
- List of academic works and publications (if applicable)
- Written agreement from the person(s) with the right to function as an advisor

4) Persons with the right to function as an advisor

Post-doc academic

- professors
- junior professors
- honorary professors
- extra-curricular professors
- associate professors
- university lecturers
- private lecturers

In cooperative approaches: a professor of an applied university (as above)

Written confirmation of mentorship with the advisor (in accordance with § 6 section 7 of the 'wissenschaftliche PromO')

5) Application Deadline/Extension

- Application deadline for the winter semester: **15th January**
- Application deadline for the summer semester: **15th June**
- Acceptance for 3 years
- *One-off extension* on request for a maximum of 3 years (approx. 2 ½ years after acceptance)
- The application can be reviewed for extension by the advisor and approval can be granted by the PhD committee for a maximum of 3 years

6) Starting a PhD procedure without acceptance as a PhD student

In deviation from the approval requirements for PhD students, a PhD procedure may be begun with the *provision of a complete dissertation*.

7) Matriculation

- As a PhD student at the start of each semester unless employed full-time at the Film University
- *Or* abstain from matriculation due to employment outside the Filmuniversity and/or other reasons
- Matriculation is limited to a period of 3 years (+ a possible period – a maximum of 3 additional years)

Contact partner: Geschäftsstelle des Promotionsausschusses
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Head of the Academic PhD Committee: Prof. Dr. Michael Wedel (m.wedel@filmuniversitaet.de)

8) Committee/ Commissions/ Referees

PhD Committee:

- 5 members (3 university professors: 2 of which academic / 1 post-doc academic), 1 academic employee, 1 PhD student)
- At least 3 members represent Media Studies
- Members of the Film University
- Term of office is 3 years
- Chosen by the Faculty I Board

PhD Commission:

- Appointed separately for each PhD procedure after submission of dissertation
- 3 to 5 members (post-doc academic university lecturers, 2 of which are referees)
- External members may be appointed if requirements above are fulfilled
- The PhD applicant may suggest members
- Appointed by the PhD Committee

Referees:

- 2 referees (including the advisor)
- At least 1 referee is a Faculty I academic university professor
- External referees possible
- The PhD student may suggest referees