

PhD Supervision Request – Steps and Guidelines

Thank you for considering doing a PhD at the HfPh under my supervision! Below you some guidelines and recommended steps which aim to facilitate the process.

1. Before you write me an email asking if I am willing to supervise your thesis

- Check whether you meet the necessary formal requirements (e.g., language requirements): <https://hfph.de/studieninteressierte/promotion>
- There you find also contact addresses for any questions regarding the formal requirements
- Check whether your research topic aligns with my research interests (check my homepage and CV): <https://hfph.de/hochschule/lehrende/patrik-zoll-sj>

2. What I need from you to determine whether I am able and willing to supervise your dissertation

- Most of all, I need from you a PhD prospectus: “A dissertation prospectus is a paradoxical piece of writing. It is not an abstract (which is to say, a summary of a completed dissertation) or an introductory chapter of a dissertation, but rather an attempt to describe what is planned before it has actually been done.”
 - Read Prof. Finkelde’s advise before formulating the prospectus: <https://hfph.de/hochschule/lehrende/prof-dr-dominik-finkelde-sj/anmerkungen-zum-verfassen-einer-promotion-bzw-eines-exposes-2.pdf>
 - Also helpful is: <https://www.routledge.com/our-customers/authors/submit-your-book-proposal> and https://asset.routledge.com/rt-files/AUTHOR/Guidelines/Proposal+guidelines.pdf?_gl=1*zoov81*_gcl_au*M TgxNDY5NjYzOC4xNzI4MDIxOTYx*_ga*MjA2Njk5NjEzMi4xNzI4MDIxOTYx*_ga_0HYE8YGM6*MTcyODAyMTk2Mi4xLjAuMTcyODAyMTk2Mi42MC4wLjA.
 - Please consult also the text titled “Stump, Structure of book, thesis, paper” you find at my homepage; You do not need to adopt this structure; however, experience shows that this structure or something similar is very helpful
- Once you are content with your prospectus, contact me along with the prospectus

3. What happens next?

- I will read your prospectus and provide you with feedback for revision
- At the same time, I expect from you to participate in my colloquium and to present your ideas
- Don’t expect that I will be content with the first draft! Usually, it takes several revisions to formulate a good prospectus
- Once your prospectus has reached a stage I am content with, we’ll sign a “Betreuungsvereinbarung” (contract for supervision)
- From that moment on (not before!) I have accepted you as a doctoral student and committed myself to the supervision of your thesis
 - The preceding phase is a kind of trial period in which I commit myself only to accompany you in the process of formulating a prospectus, with the aim of

determining whether your project is viable and whether we are a good fit on a personal level.

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