

Acceptance to Ph.D. Candidacy at the Institute of East Asian Art History (IKO)

(Updated April 30, 2016)

Pre-requisites for PhD candidacy at IKO

- Degree in East Asian art history.
- Final grade "2.0 (= gut)" or better in the German grading system (equivalent in an international degree will be checked by the university's international relations office).
- Approval of a (full) Professor of the IKO to act as your supervisor. Your prospective supervisor will ask you for a substantial research proposal of approximately 20 pages before acceptance. For requirements of the proposal see:
http://iko.uni-hd.de/md/zo/iko/media/study/download/merkblatt_annahme_doktorandin.pdf
- If your M.A. subject was not East Asian Art History proper, there are two options:
Option 1: If your degree's content was very closely related to or predominantly equivalent to East Asian Art History (e.g., global art history with a regional focus on Asia) you may receive a statement of equivalence and be accepted into the program.
Option 2: If no suitable equivalence can be established or East Asian Art History was your minor subject you must undergo a Colloquium (PhD Qualification Exam). If East Asian Art History was not your minor you also are expected to present one or more research papers. A Colloquium is a one-hour presentation including an in-depth discussion and an assessment of your general knowledge of East Asian Art History. It will be administered by your prospective supervisor and one other Professor to ensure your knowledge of the discipline is in the field to a regular graduate student equivalent. It must be graded "2.0 (= gut)" or better. Formal enrollment as Ph.D. student is possible only after passing the Colloquium. In the event time is required to meet the requirements for the Colloquium you may be accepted for two semesters, to enable you to finish the necessary courses, etc. During that time you are not yet considered a Ph.D. Candidate.
Attention: Applicants from mainland China are required to participate in/pass the Colloquium.

Language requirements German / English

- If you intend to **write your dissertation in German** you need to pass a German language exam before you are formally accepted as a Ph.D. student. The exam is: "Deutsche Sprachprüfung für den Hochschulzugang (DSH), " level 2. In the event you still need time to prepare you may enroll into a two-semester "short-time study" period.
- If you intend to **write your dissertation in English** you are also required to pass a German language exam (B2 or equivalent). **But you may take it at a later date by the end of your second or at the beginning of your third year.**
- If you intend to **write your dissertation in English** you need to submit an English language certificate (at the time of application) which is equivalent to at least IELTS 7.0.

Asian languages

- If you are not a native speaker of Chinese or Japanese or Korean, you need to demonstrate substantial language skills of at least four years training and preferably a longer period of language training in the respective countries.
- Your supervisor may ask you to acquire skills in languages other than that of your specialized regional area if she finds it necessary for your research (e.g. Japanese for pre- and early-modern Chinese art history, Chinese for pre-modern Japanese art, etc.).

Documents to be submitted:

- BA and MA diploma (translated into German or English; notarized)
- Transcript of records in English (stamped; notarized, if possible)
- Ph.D. topic and a 1-page abstract of research project (NOT the complete version of proposal)
- C.V.
- Letter of acceptance as Ph.D. student by supervisor (informal); please also note that the deadline for review of requests for Chinese Council for Scholarship (CSC) letters of support is **January 15**; the deadline for visiting student/scholar and the support letter for cluster fellowship application are **January 15 and March 15**, respectively.
Please note: Materials submitted after January 15 for consideration of CSC scholarships, may not be considered if substantial revisions are required or the number applications prevent detailed review of dissertation proposals.
- Written statement that the candidate is not currently writing a Dissertation elsewhere and that he/she did not fail the dissertation process before. Required form: http://www.uni-heidelberg.de/imperia/md/content/studium/vorlesungen/sose04/philosophische_fakultaet/erklarungpromotionsversuch.pdf
- Application form for domestic students: http://www.uni-heidelberg.de/md/philosophie/neu_annahme_als_doktorand.pdf
- Application form for international students: http://www.uni-heidelberg.de/md/philosophie/annahme_doktorand_ausl_nd_studienbewerber.pdf

Application process

- Step 1. Send complete set of documents to the IKO.
- Step 2. The documents will be forwarded to the Dean's Office for clearance of formal requirements.
- Step 3. International student's documents are further forwarded to the International Office to verify if the applicant fulfills the general prerequisites for enrollment at the Philosophische Fakultät.
- Step 4. After both offices give their approval the International Relations Office sends a letter of acceptance to the Candidate. This letter contains detailed information on the enrollment procedure.
- Step 5. There are no deadlines. An applicant can be accepted at any time during the year.
- Please note: For applicants from mainland China, applicants must to submit the APS certificate in order to secure a PhD offer/study visa.

Further information

- The administrative unit responsible for the handling of PhD affairs is the Dean's Office of the Philosophische Fakultät: <http://www.uni-heidelberg.de/fakultaeten/philosophie/index.html>
- Detailed information on the entire Ph.D. process may be found at: http://www.uni-heidelberg.de/fakultaeten/philosophie/philfak_studium_promotion.html
- Ph.D. program regulations (Promotionsordnung): <http://www.uni-heidelberg.de/md/philosophie/promotionsordnung.pdf>
- Graduate School: <http://www.graduateacademy.uni-heidelberg.de/>
- Heidelberg Graduate School for Humanities and Social Sciences: <http://www.hggs.uni-heidelberg.de/index.html>

Please note: This document is for information purposes only and not legally binding.

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