

Bern, 5.6.2019

Information sheet for prospective doctoral students at the Institute of Art History in Bern

If you are planning to apply to study for a PhD, the first step is to get in contact with a professor of the Institute of Art History whose fields of interest overlap with your own. Then, send in a proposal of your project.

1 Proposal

- Covering letter
- Outline describing your proposed thesis
- Motivation for choosing your advisor
- Abstract (from your master thesis or a paper, three to four pages).
- Transcript of records and certificates of completed programs of studies

Your master thesis should be reviewed at least with 5.0.

Once the professor of the IAH has examined your proposal, she or he will inform you whether it is appropriate to formally apply for admission to the University of Bern. You will have to wait with a formal application until you've been informed about the decision as to whether you will be admitted to study for a PhD in our department.

2 Terms

For applicants who do not have a subject-specific university Master's degree, the supervising professor jointly suggests the terms (requirements of 30-60 ECTS), which should be provided in the first year of the doctoral studies if possible (e.g. introduction to the methodology of the subject, seminar papers etc.). The individual terms should be recorded and filed with the study coordination of the IAH. The fulfilment of the requirements is coordinated by the supervising professor.

3 Registration process at the university of Bern

If you start your PhD you first have to registrate under www.anmeldung.unibe.ch

Fill in the *PhD confirmation* (Confirmation of Supervision):

With a Swiss MA: http://www.unibe.ch/e1006/e251033/e329960/confirmation-of-supervision1_eng.pdf

Without a Swiss MA:
http://www.unibe.ch/unibe/portal/content/e1006/e251033/e329961/confirmation-of-supervision2_eng.pdf

The PhD confirmation including further documents have to be filled in with and signed by your supervising professor: follow the third page of the document «Confirmation of Supervision»

Fill in the *PhD agreement* together with your supervising professor. Don't forget the institute stamp and the professor's signature:

http://www.unibe.ch/studies/programs/doctorate/doctoral_degree/doctoral_agreement/index_eng.html.

Please consider that a second opinion from another professor is required for your dissertation at the latest at the time of submission.

If you hold a Swiss MA, hand in all documents directly at the Dean's office. Complete the online registration at the Admissions Office at the same time.

If you do not hold a Swiss MA, hand in all documents directly at the Admissions Office. Complete the online registration at the Admissions Office at the same time.

The registration for PhD studies is possible anytime.

Consider the application deadlines:

For the autumn semester: 15 October

For the spring semester: 31 March

Hand in the completed form at the latest three months after you took up your PhD studies.

The Collegium Decanale decides upon your admission, and sends you a letter with the decision. Processing your application can take up to one month.