

PhD application UniBE & SINTA

5 steps

Applying for a PhD at the University of Bern involves the following 5 steps. First and foremost, you apply for a PhD in the discipline in which you would like to do your PhD (for example, Art History or Social Anthropology). Only step 5 is about your voluntary but recommended membership in the PhD program. Steps 1–4 are UniBE guidelines.


1 Do you fulfill the formal criteria?

- University Master's degree or FH degree recognized by the University of Bern (see [specific additional list](#)).
- Overall grade of the master's degree: cum laude (5.0).
- Recommended: Secure the funding for the doctoral project.

2 Requesting supervisors

You have to submit the following documents to your future supervisors at UniBE and HKB:

- Application letter with detailed explanation for the specific selection of the supervisor.
- Project description: research question, thesis, theory, method, literature, preliminary work (4–5 pages)
- Excerpt from a scientific paper (e.g. seminar work) or an article (3–4 pages)
- Excerpt with all academic achievements and diplomas of completed courses of study

Do you need help finding a supervisor?
 Just get in touch with [us](#). Please avoid asking several potential supervisors at the same time.

3 Have you received a confirmation?

Here's how to proceed

Discuss the requirements:
If you do not have a subject-specific university Master's degree, you have to complete additional courses (requirements) of 30–60 ECTS. The su-

perators will determine the courses, number of ECTS and the deadline with you. Note that 20 ECTS are added from the SINTA program.

Written commitment of supervision:
Both supervisors write a commitment of supervision with recommendation of the applicant and define the additional requirements.

Doctoral agreement:
In addition to the requirements, the doctoral agreement has to include further proof of performance, e.g. attendance of the subject-specific doctoral colloquia with both supervisors or attendance of international conferences as well as the writing of publications. The deadlines of the requirements as well as the cadence of the meetings must be recorded. Meetings with your supervisors have to take place at least once a semester. You are responsible for organizing these meetings.

4 Inscription at the UniBE

Register [here](#) for the doctorate online at the Admissions Office (ZIB). Select the "humanities doctorate" degree program and choose "Studies in the Arts".

- Submit the letters of recommendation with the additional requirements.
- Save the confirmation email by the ZIB as PDF (matriculation and doctorate confirmation).

5 Application GSAH | SINTA

To apply to the Graduate School of the Arts and Humanities for the SINTA doctoral program, submit the following documents in one PDF file to [Mike Toggweiler](#):

Letter of application (max. 2 pages)

- Letter of motivation for applying to the Graduate School and the doctoral program envisaged
- A list of disciplines relevant to your research
- Specifications of the benefits of an inter- or transdisciplinary exchange for your project

Project Description

- Summary in English (15 to 20 lines)
- Description of planned research: theses, theories, method, literature, preparatory steps (not more than 4 pages)
- 5 to 10 theoretical-methodological concepts, categories for analysis, keywords for your doctoral research project

Further Documents

- Confirmation of matriculation and doctorate at the University of Bern (confirmation e-mail)
- Confirmation and recommendation by your supervisors
- CV (not more than 2 pages)
- List of publications (if available)

Please note: To participate in the program your command of *German* (at least passive knowledge) and English has to be sufficient.

Questions?
Contact Hannah Ambühl
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