

Rules for submitting documents to the Doctoral School

To ensure the smooth and proper handling of documentation, we kindly ask you to observe the following rules regarding the submission of documents to the Doctoral School.

1. Documents sent electronically

Documents submitted in electronic form will be accepted if they bear:

a qualified electronic signature, or

a trusted signature (Trusted Profile).

When sending documents electronically, please add your supervisor to the 'CC' field.

2. Hand-signed documents

A scan of a document bearing a handwritten (traditional) signature does not constitute a valid form of electronic submission and will not be recognised as a document submitted in the required form.

In the case of hand-signed documents, the original document must be submitted:

in person to the Doctoral School's secretariat, or

by post to the Doctoral School's address.

Please pay particular attention to the format of the documents you submit, as ensuring they are correctly signed and submitted will avoid the need to resubmit documentation and speed up the processing of your application.