



Adlershof Dissertation Award

– Guidelines, as of July 31, 2025 –

Humboldt-Universität zu Berlin (HU), the Scientific Network of Non-University Research Institutions located in Adlershof (IGAFA) and WISTA Management GmbH (WISTA-MG) jointly award the Adlershof Dissertation Prize for outstanding dissertations from Adlershof.

Target group:

Doctoral graduates from all research institutes based in Adlershof (HU and IGAFA) who have completed a dissertation in Adlershof and graduated with a grade of at least “very good” (magna cum laude).

Award:

The Adlershof Dissertation Prize is awarded annually in the amount of €3,000.

The HU Presidium, the IGAFA Executive Board, and the WISTA-MG each appoint two representatives to the selection committee. The HU and IGAFA undertake to elect professors as representatives.

The selection committee selects a final round of three candidates from the applications received. These candidates will be invited to give a 15-minute public presentation on their work in a manner that is accessible to a general audience, which will also be open for discussion. Immediately afterwards, the selection committee will determine the winner. The other young researchers from the final round will each receive a prize of €1,000.00 and a certificate.

Application:

University lecturers must submit their applications in electronic form by November 1 each year (for work completed in the previous 18 months). The following documents must be uploaded to the HU Box <https://box.hu-berlin.de/u/d/7ee13b68e4464ff0ac10/>, bearing the name of the candidate:

1. the application letter with an evaluation of the work highlighting its award-worthiness,
2. the doctoral certificate/degree certificate,
3. the reviews (doctoral reviews) of the submitted work,
4. a brief CV,
5. a list of all publications,
6. a generally understandable summary of the dissertation (no more than one DIN A4 page), which must be signed by the candidate,
7. the dissertation,
8. if applicable, a reference to applications for other dissertation prizes (additional applications do not constitute grounds for exclusion from the Adlershof Dissertation Prize).

In addition, a printed copy of the dissertation must be deposited with the IGAFA Science Office for the duration of the selection process.

The use of personal data in the award process is in accordance with the enclosed data protection information. By submitting your application, you agree to this.

If you have any questions, please contact the IGAFA Science Office (Rudower Chaussee 17, 12489 Berlin, igafa@igafa.de).

Data protection information

We hereby inform you about the processing of your personal data in connection with the “Adlershof Dissertation Award” procedure and your rights in this regard. Your personal data will be processed exclusively in accordance with the applicable provisions of data protection law, in particular the General Data Protection Regulation (hereinafter “DSGVO”) and the Federal Data Protection Act (“BDSG”).

1. Who is responsible for data processing?

The following bodies have jointly determined the procedure for processing data in the process and act as joint controllers in accordance with Art. 26 DSGVO:

- Humboldt-Universität zu Berlin (HU Berlin), represented by the President, Unter den Linden 6, 10099 Berlin. If you have any questions about data processing in this procedure, please contact Petra Franz in the Office of the Vice President for Research (petra.franz@hu-berlin.de). The data protection officers at HU Berlin can be reached at: datenschutz@uv.hu-berlin.de.
- IGAFa e. V., Science Office, represented by Managing Director Dr. Ursula Westphal, Rudower Chaussee 17, 12489 Berlin. If you have any questions about data processing in this procedure, please contact Sanela Schläßer at igafa@igafa.de.
- WISTA Management GmbH, represented by Managing Director Roland Sillmann, Rudower Chaussee 17, 12489 Berlin. If you have any questions about data processing in this procedure, please contact Cindy Böhme at cindy.boehme@wista.de.

2. What is the subject of data protection?

The subject of data protection is personal data. This is all information relating to an identified or identifiable natural person (known as the data subject). This includes, for example, details such as name, postal address, email address, or telephone number.

3. Which of my personal data is processed and for what purposes?

As part of the process, we only process your personal data that is necessary to determine your professional and personal qualifications in relation to the awarding of the prize.

You have been nominated as a candidate for the Adlershof Dissertation Prize. This nomination requires the submission of the following documents as a basis for the decision on the award of the prize:

- the letter of application with an evaluation of the work highlighting its suitability for the prize,
- the doctoral certificate/degree certificate,
- the reviews (doctoral reviews) of the submitted work,
- a brief resume,
- a list of all publications,
- a generally understandable summary of the dissertation (no more than one A4 page), which must be signed by the candidate,
- the dissertation.

The documents will be supplemented during the course of the procedure with further data from our correspondence with you (e.g., bank details for the payment of the prize money).

4. Who has access to my personal data and which recipients receive it?

Only those employees who absolutely need access to your personal data in order to perform their duties have access to it. These are the employees responsible for organizing the award procedure and the members of the selection committee at HU, IGAFa, and WISTA.

5. On what legal basis is the data processed?

The legal basis for data processing is your consent in accordance with Art. 6 (1) a) DSGVO.

6. Is your data transferred to a third country or to an international organization?

No, the data is not transferred to a third country or to an international organization.

7. How long will your data be stored?

The documents submitted to us will be deleted no later than six months after the award ceremony.

8. Are you obliged to provide data?

You are not obliged to provide us with personal data. However, the provision of your data is necessary for the award procedure and for the decision on the award of the dissertation prize. If you do not provide us with all the personal data required for the procedure, we will not be able to consider your application.

9. What are your rights as a data subject?

- Right to information pursuant to Art. 15 DSGVO
- Right to rectification or completion pursuant to Art. 16 DSGVO
- Right to erasure pursuant to Art. 17 DSGVO
- Right to restriction of processing pursuant to Art. 18 DSGVO
- Right to data portability pursuant to Art. 20 DSGVO
- Right to object/withdraw consent pursuant to Art. 21 DSGVO

To exercise your rights, you can contact any of the above-mentioned institutions, and your request will then be forwarded to the responsible authority.

10. Right to lodge a complaint with a supervisory authority

If you believe that the processing of your personal data violates data protection regulations, you have the right to lodge a complaint with a data protection supervisory authority, for example, the Berlin State Commissioner for Data Protection and Freedom of Information (Art. 77 DSGVO): Berlin Commissioner for Data Protection and Freedom of Information, Alt-Moabit 59-61, 10555 Berlin, www.datenschutz-berlin.de, email: mailbox@datenschutz-berlin.de.