

Enrolment

■ <https://docata.khys.kit.edu>

Step 1: Conclusion of a Doctoral Agreement ▼

Step 2: Registration with KHYS ▼

Step 3: Application for Acceptance at your KIT Department ▼

Step 4: Enrollment as a Doctoral Researcher ▼

Step 5: Application for Admission to the Doctoral Procedure and Opening of the Procedure ▼

Step 6: Oral Exam ▼

Step 7: Publishing your Dissertation ▼

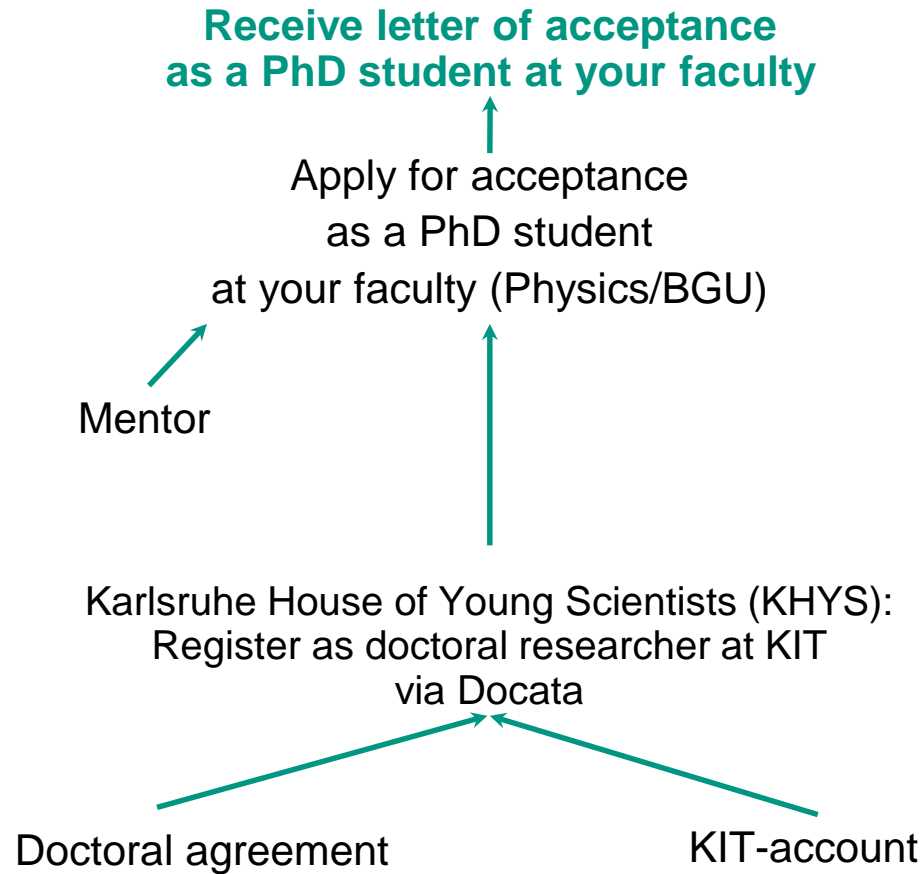
Step 8: Disenrollment/Deregistration ▼

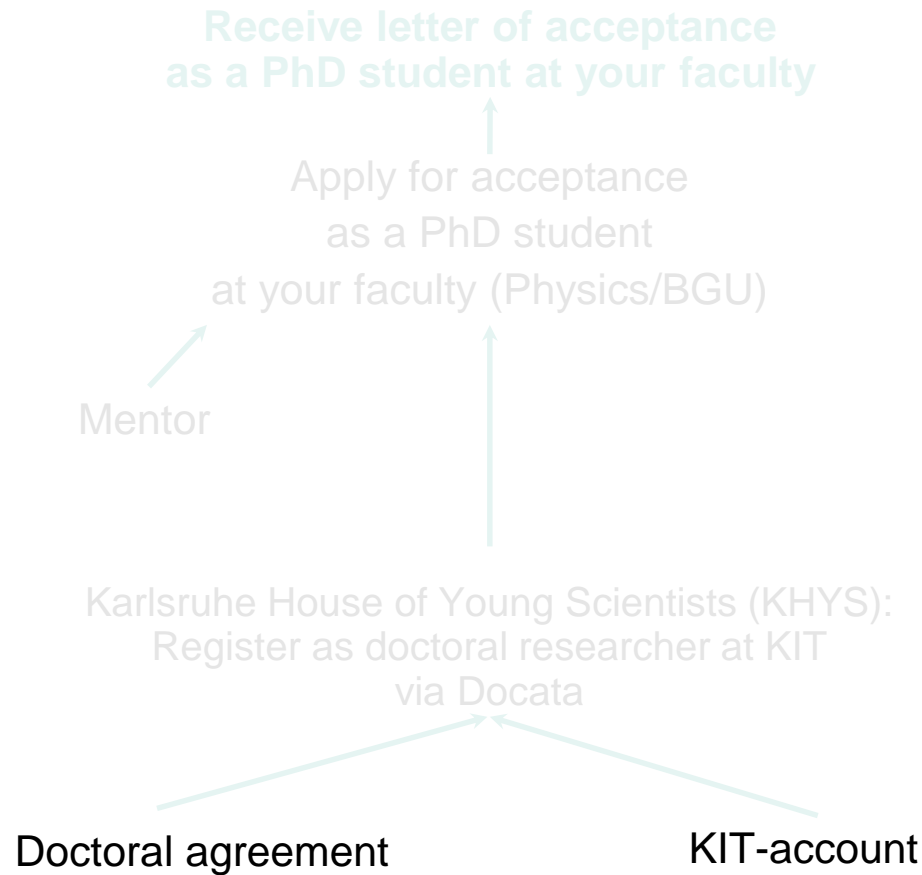
Step 9: Issuance of the Doctoral Degree Certificate ▼

Student Enrolment

Doctorate page
for PhD students
at IMK

<https://www.imk-tro.kit.edu/english/7281.php>





Step 1: Doctoral agreement

- 3 parts: Main part and two annexures
- Main part:
 - Agreement with your main supervisor
 - Form available here (only on KIT intranet): <https://www.haa.kit.edu/downloads.php> under "Promotion" and "Promotionsvereinbarung – Englisch"

Startseite > Informationen und Formulare

Informationen und Formulare

• Rechte Grundlagen	
• Studium (Bachelor, Master, Diplom)	
• Promotion	
Promotionsvereinbarung	PDF
Promotionsvereinbarung	DOC
Promotionsvereinbarung – Englisch	PDF
Promotionsvereinbarung - Englisch	DOC
Promotionsvereinbarungen - Handreichungen für Betreuerinnen und Betreuer sowie Doktorandinnen und Doktoranden	PDF

Doctoral Agreement

§1 Objective and purpose

The Doctoral Agreement is designed to generate a transparent relationship between doctoral candidate and doctoral supervisor with respect to content and time. Planning and execution of the doctoral project are to be designed by the parties in such a manner that the project can be concluded in high quality and within an appropriate period of time. The individual life situation of the doctoral candidate is to be considered. A successful conclusion of the doctoral project is not guaranteed by the conclusion of this Doctoral Agreement.

§2 Participating persons

This Doctoral Agreement is concluded between

Doctoral candidate: _____ and _____

First and or main supervisor: _____

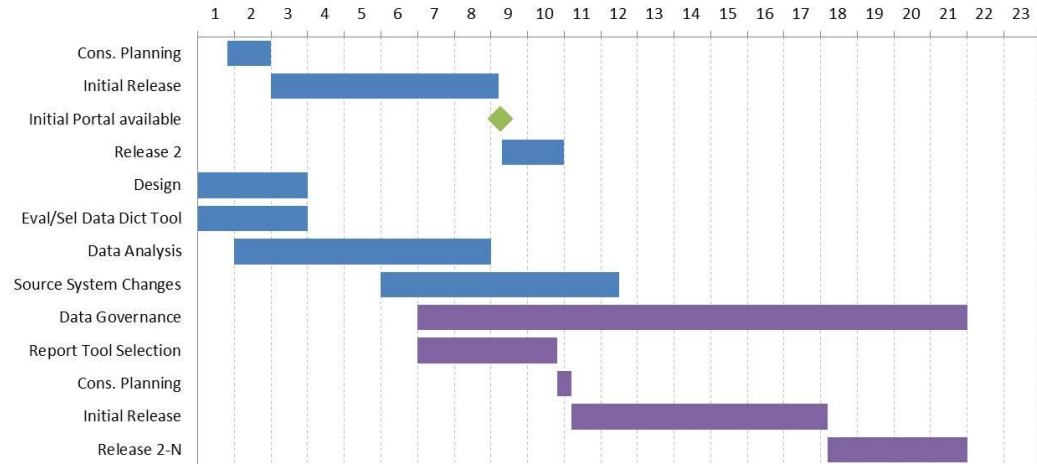
The chairperson of the doctoral committee of the KIT Department of _____ receives a copy of this Agreement.

Intended second supervisor is _____
(Facultative)

Step 1: Doctoral agreement

■ Annexure 1

- Suggestion of topic – your own proposal
- Time / work schedule



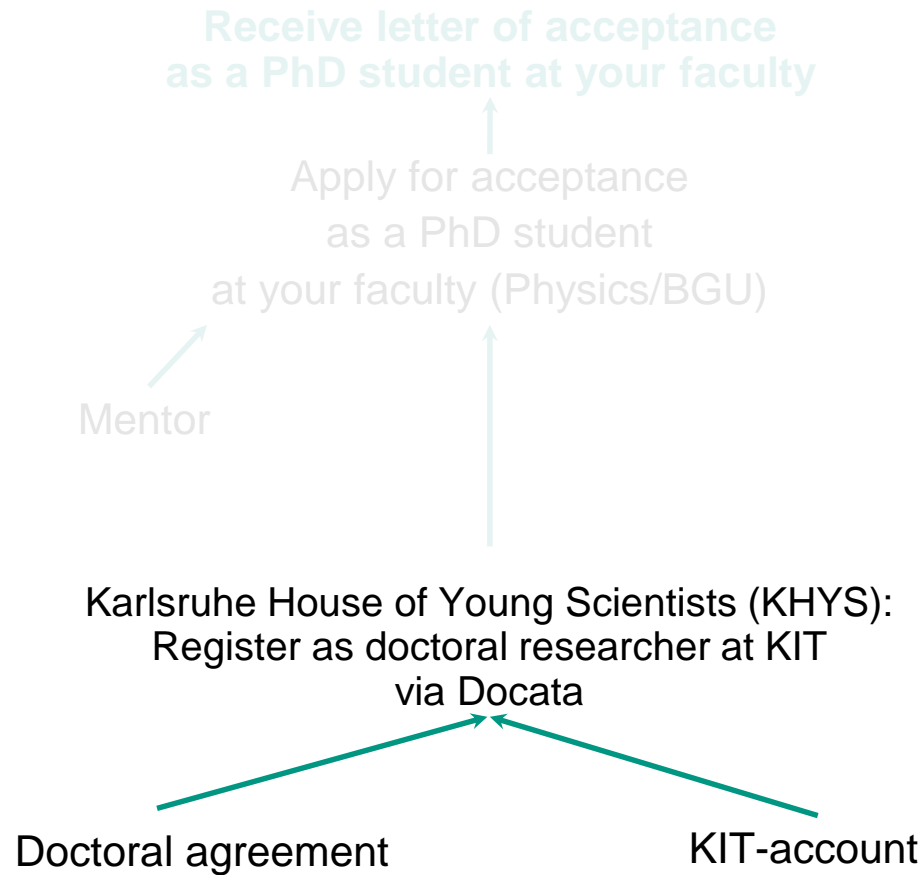
Step 1: Doctoral agreement

■ Annexure 2

- Qualification measures such as
 - Visibility of your project (planned publications and conferences)
 - Participation in professional events (subject-related or interdisciplinary)
 - Teaching

Step 1: Doctoral agreement - Overview

- **Main part:** Agreement with your main supervisor
- **Annexure 1**
 - Suggestion of topic
 - Time / work schedule
- **Annexure 2**
 - Qualification measures such as
 - Visibility of your project (planned publications and conferences)
 - Participation in professional events (subject-related or interdisciplinary)
 - Teaching



Step 2: Register as doctoral researcher at KHYS

- Register via Docata: <https://www.khys.kit.edu/>
- Afterwards log in with KIT ID
- Application can be saved and picked up later
- Good info sheets online with overview on procedure
 - Docata > Document Pool > Registration factsheet
 - Docata > Document Pool > Subsequent entry of data

Necessary documents (for uploading in pdf format):



- Proof of your academic qualifications in the original language (certificate)
- Subject and grade overview (Transcript of Records and/or Diploma Supplement)
- Additional for foreign degrees:
 - Officially certified English or German translation of certificate(s)
 - Officially certified English or German translation of the proof of examination performance (overview of subjects and grades, e.g. Diploma Supplement)
- Signed doctoral agreement with your first supervisor
- In case of a previous successfully completed doctorate: certificate

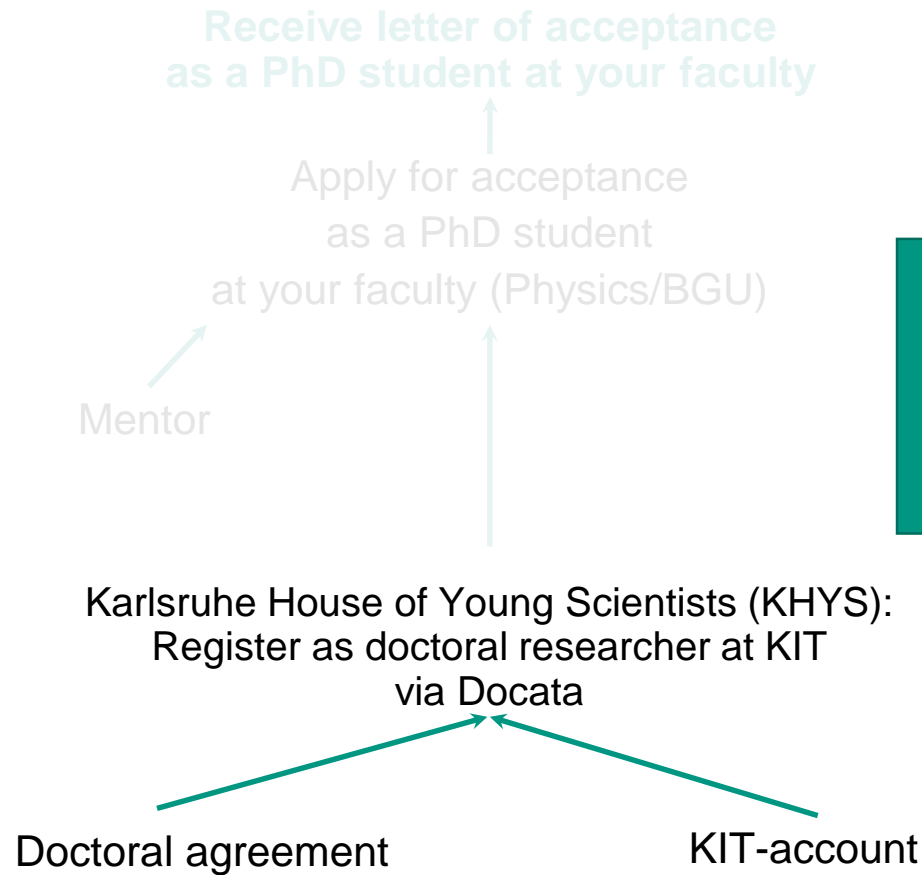
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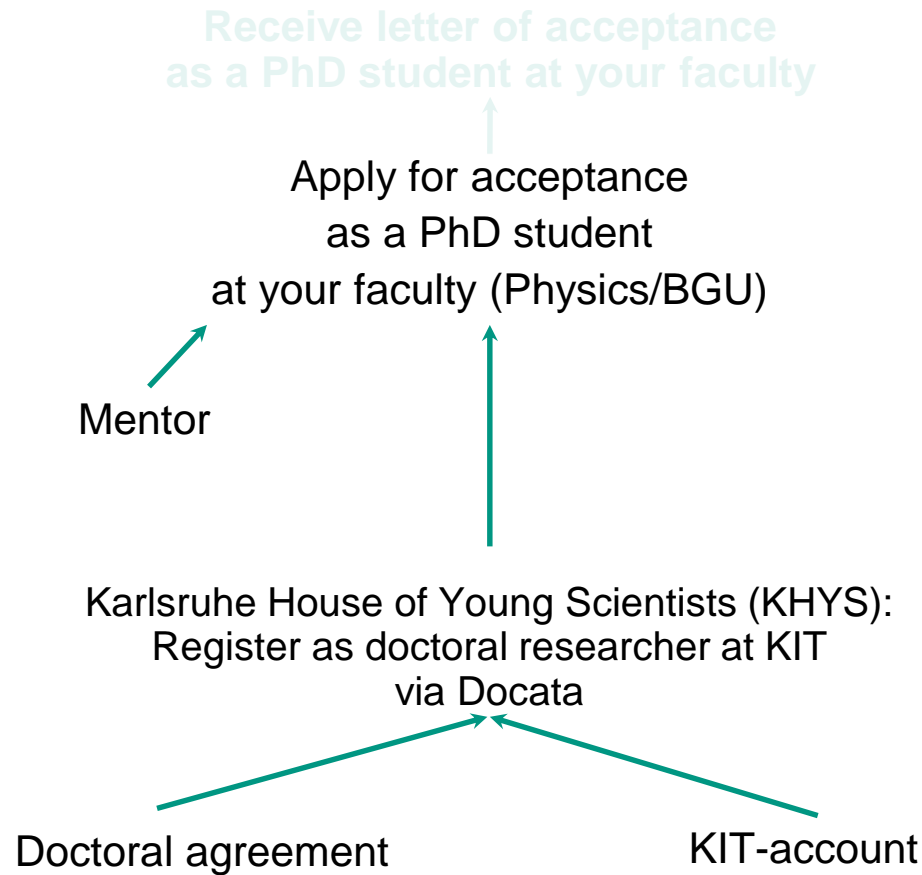


When approved as a member at KHYS:

- Access to KHYS e-material as well as courses for transferable skills
- Refundable language course per semester (if 80% attendance)
- Confirmation of registration at KHYS
- **Application form for acceptance as doctoral candidate at your faculty**



Member of KHYS
= registered as doctoral researcher at KIT
≠ acceptance as PhD student at your faculty



Step 3: Applying as a PhD Student at the Faculty of Physics

- 1) From Docata: Application form for acceptance as doctoral candidate at your faculty
 - Sign yourself
 - Find a Mentor: a professor outside of IMK that you can contact in case of professional emergency; I.e. when you have severe issues with your supervisor. Physics professors --> http://www.physik.kit.edu/en/Teaching_Staff.php, email and ask if it's possible to have them as a mentor, they all know what you talk about.

Step 3: Applying as a PhD Student at the Faculty of Physics

- 1) From Docata: Application form for acceptance as doctoral candidate at your faculty
 - Sign yourself
 - Find a Mentor: a professor outside of IMK that you can contact in case of professional emergency; I.e. when you have severe issues with your supervisor. Physics professors --> http://www.physik.kit.edu/en/Teaching_Staff.php, email and ask if it's possible to have them as a mentor, they all know what you talk about.

- 2) Signed version of “Anlage 5a” from the annex of “Promotionsordnung”:
<http://www.physik.kit.edu/Studium/Studienplaene/Promotionsordnung-2017.pdf>
(only exists in German)

Step 3: Applying as a PhD Student at the Faculty of Physics

- 1) From Docata: Application form for acceptance as doctoral candidate (Sign + Mentor)
 - 2) Signed "Anlage 5a" of "Promotionsordnung"
 - 3) From Docata: Confirmation of registration at KHYS
- +
- CV, certificates of degrees, PhD certificate if already obtained

Step 3: Applying as a PhD Student at the BGU Faculty

- 1) From Docata: Application form for acceptance as doctoral candidate at your faculty
 - Sign yourself
 - Find a Mentor: a professor in contact in case of professional emergency; I.e. when you need a supervisor. Physics professors --> <http://www.physik.kit.edu> mail and ask if it's possible to have them as a mentor, then they will be happy to help you out.

BGU:
No need for a Mentor

Step 3: Applying as a PhD Student at the BGU Faculty

Promotionsordnung (only in German ☐):

<https://www.bgu.kit.edu/download/20181128-bgu-promotionsordnung.pdf> or

<https://www.bgu.kit.edu/promotionsordnungen.php>

§ 11 Annahme als Doktorandin oder Doktorand

(1) Wer die Voraussetzungen für die Zulassung zur Promotion gemäß § 4 erfüllt und die Promotion beabsichtigt, soll vor der Anfertigung der Dissertation beim Promotionsausschuss schriftlich die Annahme als Doktorand/-in beantragen.

(2) Dem Antrag sind beizufügen:

1. der/die Nachweis/e gemäß § 4,
2. eine Darstellung des beruflichen und wissenschaftlichen Werdegangs des Kandidaten/ der Kandidatin,
3. Angaben über das beabsichtigte Arbeitsgebiet oder das Thema der Dissertation,
4. die Angabe des angestrebten Doktorgrades (Doktor/-in der Ingenieurwissenschaften (Dr.-Ing.) oder Doktor/-in der Naturwissenschaften (Dr. rer. nat.)),
5. eine schriftliche Erklärung gemäß Anlage 5a dieser Promotionsordnung,
6. eine Kopie der Promotionsvereinbarung gemäß § 10,
7. der Nachweis der erfolgten Registrierung als Doktorand/-in beim Karlsruhe House of Young Scientists (KHYS) und
8. die Promotionsurkunde, sofern dem Doktoranden/ der Doktorandin bereits ein Doktorgrad verliehen wurde.

Step 3: Applying as a PhD Student at the BGU Faculty

Application form for acceptance as doctoral candidate (**on paper**, send with house mail) +

1. Master's certificate or equal (proof of eligibility for admission)
 2. CV
 3. Information about the intended field of work (can use "suggestion of topic")
 4. Aimed doctoral degree (Dr.-Ing. or Dr. rer. nat.)
 5. Declaration as in Anlage 5a (**on paper**)
 6. Doctoral agreement
 7. Proof of registration at KHYS
 8. PhD certificate if already obtained
- + Proposal of the members of your doctorate committee

Promotionsordnung (only in German ☐):

<https://www.bgu.kit.edu/download/20181128-bgu-promotionsordnung.pdf> or
<https://www.bgu.kit.edu/promotionsordnungen.php>

Step 3: Applying as a PhD Student at the Faculty

Send to:

Physics: to Regina Hühn:
(CS-building 30.23, 9/14)

Everything you already uploaded at docata can be accessed by Regina Hühn, no need to print these documents

BGU: to Elis Engelmann
(ilse.engelmann@kit.edu)

- Hand in the documents at least 1 week before the faculty meeting (takes place once per month)

**Receive letter of acceptance
as a PhD student at your faculty**

Apply for acceptance
as a PhD student
at your faculty (physics/BGU)

Register as doctoral researcher at KIT

Doctoral agreement

Mentor

KIT-account

Enrolment as a PhD Student

■ <https://docata.khys.kit.edu>

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New since 2021: Mandatory enrolment as a student or opt out

If you do nothing you will automatically be obliged to enroll as a student:

Pros

&

Cons

New since 2021: Mandatory enrolment as a student or opt out

If you do nothing you will automatically be obliged to enrol as a student:

Pros

- You benefit from student discounts at e.g. the mensa and at KIT sport courses, the KVV (“Semesterticket”) and from travelling free on evenings and weekends
- You get a free participation in 1 language course per semester (also included with KHYS)
- You have a liability and accident insurance at KIT (which you also have when employed at KIT)
- Doctoral candidate status group (voting rights)

&

Cons

- You have to pay the “Semesterbeitrag” for each semester (currently 155,20 €)
 - you need to enroll every semester, deregistration like with students
- You do not get a reduction for your health insurance rates

More Pros & Cons:

<https://www.khys.kit.edu/english/benefits.php>

New since 2021: Mandatory enrolment as a student or **opt out**

Mandatory for all PhD Students UNLESS:

You are employed full-time by KIT (more than 50% employment)

AND

you actively **opt out** of the enrolment by signing a waiver

The respective forms (to enrol you also have to sign a form) can be found in Docata (<https://docata.khys.kit.edu/login>)

New since 2021: Mandatory enrolment as a student or opt out

- The respective form from Docata has to be signed by the PSE (you find the person who is responsible for you in your working contract and the ESS system)
- For German students, the enrolment process is via the Students Office (Studierendenservice, SLE)
- For international students (both from EU and non-EU), the enrolment process is via the International Students office (IStO)

You have to send the respective form to the “Welcome Desk at the Students Office” (Studierendenservice), Kaiserstraße 12, 76131 Karlsruhe) **within 2 weeks after you received the letter of acceptance as a PhD student at your faculty**

For more information see: https://khys.kit.edu/english/english/enrollment_process.php



**Next: PhD ASSEMBLY
at 15.30**