

# Registration and Enrolment of PhD Students

Due to a change to the Higher Education Act of 10 March 2017, **all PhD students of a university must be registered**. In addition, **PhD students can be enrolled** on application. In the following, you will find information on the legal basis for registration and enrolment as well as information on the implementation of the registration obligation.

## Legal basis:

Because of an amendment to the Higher Education Statistics Act in 2016, the survey characteristics in the context of doctorates were significantly expanded. This was accompanied by a change of the relevant § 34 of the Higher Education Act to PhD students. For this reason, all PhD students have to register, regardless of whether they are already enrolled or not, whether they receive a scholarship or are a member of the TU Kaiserslautern due to an employment contract. If the PhD programme is completed before 01.11.2017, registration is not necessary.

## Registration:

The registration essentially comprises two elements:

- A) Indication of personal data and PhD data
- B) Declaration of acceptance by the department

To A)

With the "Form for Registration / Enrolment of PhD students" (<http://www.uni-kl.de/en/studies/prior-to-enrollment/application/phd-programmes/>) all relevant data will be collected. For already enrolled or previously enrolled PhD students, some of the necessary data are already available, so that not all data has to be entered. The form indicates which data are mandatory. For PhD students, who have not previously studied at the TU Kaiserslautern, all data must be entered.

To B)

- Submission of the declaration of acceptance is not required for already accepted PhD students. Already accepted PhD students must fill out the registration form, only. In this case, the date of your declaration of acceptance must be entered in the form as the start date for the PhD programme. If you have questions, please ask the Office of the Dean.
- For all other doctoral students, the declaration of acceptance will be issued by the Office of the Dean after decision of the Council of the Faculty (FBR). This document has to be attached to the registration form.

## Enrolment:

In addition, **enrolment** at the TU Kaiserslautern starting at the **beginning of a semester may** be requested by all PhD students. PhD students may be enrolled for a maximum of four years (here's a change planned for six years). After this period, a **one-time extension** of the enrolment as a PhD student is possible in exceptional cases, only.

For an enrolment, please complete the "Form for registration / enrolment of PhD students" (<http://www.uni-kl.de/en/studies/prior-to-enrollment/application/phd-programmes/>) and send it **not later than 20 October (for winter semester) or 20 April (for summer semester)**. The entrance at the TU Kaiserslautern is decisive! Unfortunately, applications for enrolment received after this deadline cannot be considered, so that enrolment is only possible in the following semester.

Please attach the following documents to this form:

- Officially certified copy of your qualifying degree (if not already present)
  - Special certificate verifying your health insurance (for enrolment at a university)
  - Signed Appendix regarding the chip card (page 5)
  - Confirmation of acceptance as a PhD student
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**Submission:**

You can submit the completed form directly at the SSC or send it by (intern) mail to the following address:

*TU Kaiserslautern*

*Office of Student Affairs*

*Postfach 3049*

*67653 Kaiserslautern*

(Unfortunately, a submission via E-mail is not possible)

Department of student affairs

Comments for completing section „3) PhD studies“ at page 2:

- The course of PhD studies is “Informatik” in all cases.
- Our PhD regulations allow a monograph as dissertation, only.
- Employment at the university: Please, indicate your current employment status at TU Kaiserslautern.
- Start of PhD studies: Date of the decision of the Council of the Faculty (FBR).