Registration and Enrolment
of PhD Students

Dear PhD students!

Due to a change to the Higher Education Act of 10 March 2017, all doctoral students of a university must be registered. In addition, doctoral 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 doctoral students. For this reason, all doctoral students, regardless of whether they are already enrolled, receive a scholarship or are a member of the TU Kaiserslautern as an employment contract, have to register. If the PhD programme is completed before 01.11.2017, registration is not necessary.

Implementation of 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" (https://www.uni-kl.de/en/studies/after-graduation/phd-programmes/) all relevant data will be collected. For already enrolled or previously enrolled doctoral students, some of the necessary data are already present, so that not all data has to be entered. The form indicates which data are still to be given. For doctoral students, who have not previously studied at the TU Kaiserslautern, all data must be entered.

To B) For all PhD candidates, admittance to the PhD course can only be achieved via the Biology Faculty Academic Board ("Fachbereichsrat") (in accordance with § 3 of the doctoral regulations from 27 November 2018). After submission of a written agreement to supervise the candidate from a recognized supervisor, the application of the candidate will be considered in a Faculty Academic Board meeting. Shortly thereafter, a successful candidate will receive a written letter of acceptance. If no Faculty Academic Board meeting is planned in the near future, it is possible in exceptional cases for the Faculty Office to provide a provisional letter of acceptance. The letter of acceptance is to be attached to the application for registration.

Implementation of enrolment:
In addition, an enrolment at the TU Kaiserslautern for all doctoral students for the beginning of a semester may be requested. Enrolled doctoral students have the rights and duties of students and are members of the committees of the group according to § 37 Clause 2 sentence no. 2 Higher
Education Act (HochSchG). PhD students may be enrolled for a maximum of four years (here’s a change planned for six years). After this period, an extension of the enrolment as a doctoral student is only possible once in exceptional cases.

For an enrolment, please also fulfill the “Form for registration / enrolment of PhD students” (https://www.uni-kl.de/en/studies/after-graduation/phd-programmes/) completely and send it until latest 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 for enrolment of PhD students (Site 5)
- Confirmation of acceptance as a PhD student

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**Submission:**

You can submit the completed form in person at the SSC or send it by (intern)post to the following address:

**TU Kaiserslautern**

*Office of Student Affairs*

*Postfach 3049*

*67653 Kaiserslautern*

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

Best regards,

Your department + Department of student affairs