



Information sheet on enrolment for doctoral candidates

With the Act on the Further Development of the Higher Education Law (HRWeitEG) coming into effect, § 38 para. 1 Federal State Higher Education Act Baden-Württemberg (LHG) was amended. Accordingly, persons that have been admitted as doctoral candidates are enrolled as students; this does not apply to admitted doctoral candidates whose primary employment is at the University and who have previously declared in writing to the Board that they do not wish to be enrolled.'

Enrolment of external doctoral candidates:

If the degree that qualifies you for your doctoral studies was not completed at Ulm University, please enter your data required for enrolment online via the following link:

<https://campus4.uni-ulm.de/>

When you finished entering your data, you can print out a confirmation of the data entry and the documents that are required for enrolment. Please submit a signed copy of this printout together with your request for admission as a doctoral candidate to the Promotionssekretariat (office for doctoral studies). Please send the data entry confirmation, the documents required for enrolment and proof of payment of the semester fees to the Studiensekretariat (Student Administration and Examinations Office) at Ulm University.

Once your request for admission as a doctoral candidate has been granted, the Promotionssekretariat will inform the Studiensekretariat and the enrolment will be finalised. You can then pick up your enrolment documents at the Studiensekretariat or they will be sent to you by mail.

Enrolment of internal doctoral candidates:

If the degree that qualifies you for your doctoral studies was completed at Ulm University, the enrolment/change of enrolment will be carried out after the faculty admitted you as doctoral candidate. Please send the form "Antrag auf Studiengangwechsel" (only available in German) together with a copy of your admission as a doctoral candidate to the Studiensekretariat (Student Administration and Examinations Office). In order to finalise the enrolment, the semester fees must be paid.

Exemption from compulsory enrolment:

Compulsory enrolment can be omitted if your primary employment is at Ulm University or the University Medical Centre Ulm. Primary employment means that you have a work contract with at least 50% of the regular work hours for a minimum of six months. For this to be effective you need to declare to the Presidium of Ulm University that you wish to forego enrolment. The declaration and a confirmation of the employment from the personnel department responsible. Both must be handed in at the Promotionssekretariat. Should the terms of your doctoral studies contract change and thus no longer be your primary form of employment, enrolment becomes compulsory as per § 38 para. 5 LHG.