

To the  
PhD students  
of Faculty 8

Naturwissenschaftlich-  
Technische Fakultät III  
Geschäftsführung  
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## **New mandatory central registration for the PhD students of Faculty 8**

Dear PhD students of Faculty 8,

On December 1st 2013 Faculty 8 will be the first faculty to introduce a mandatory registration at the student's office<sup>1</sup> for doctoral candidates. Thereafter, the doctoral candidates must be continuously – from the beginning of their PhD thesis through its completion - either enrolled or registered in the student's office, whereby both recordings (the enrolling and the registration) follow the same administrative procedure. While the registration is free of charge, a semester fee is due with enrolling, making several benefits available for the enrolled students (semester ticket, refectory prices etc.)

The President of Saarland University (Universität des Saarlandes, UdS) and our faculty have determined that introducing the mandatory central registration is indispensable for the participation of the doctoral candidates in university processes as well as for the use of infrastructure and services of the university. Thus, it will be possible to receive an IT user profile as well as a UdS card, a so-called "PhD card", and to benefit from additional university services (e.g. the multidisciplinary graduate program GradUS) without being regularly enrolled or employed at the university.

In practice, the new mandatory registration will have the following consequences for you:

**a. You are already enrolled as a PhD student and included in the list of doctoral candidates of the faculty:**

You do not need to do anything during this term. In the summer term 2014 at the earliest, you can opt from enrolling to registering, if you do not wish to be enrolled any longer. By December 1<sup>st</sup> 2013 you will find the respective form by clicking <http://tinyurl.com/uni-saarland-f8-promotion>, which has to be submitted at the dean's office.

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<sup>1</sup> See Article 7 (1) No. 9 Basic Regulation; § 2 (9) University Legislation; § 5 (1 & 2) University Legislation.

**b. You are included in the list of doctoral candidates of the faculty, but not enrolled as a PhD student:**

You have to come to the dean's office on January 31 2014 at the latest and be registered free of charge (or be enrolled and pay the enrollment fee). By December 1<sup>st</sup> 2013 the form for registration/enrollment will also be available by clicking <http://tinyurl.com/uni-saarland-f8-promotion>, which has to be submitted at the dean's office,

**c. You are enrolled as a PhD student, but not included in the list of doctoral candidates of the faculty:**

You have to come to the dean's office by January 31st 2014 at the latest and apply for being entered in the list of doctoral candidates of the faculty. To find the necessary form click <http://tinyurl.com/uni-saarland-f8-promotion>. This entry in the list of doctoral candidates is your evidence, that you seriously pursue your proposed doctoral thesis thus justifying your enrolled status as a PhD student.

**Confirmation of enrollment:** Information on how to confirm your status as a registered/enrolled PhD student for the next summer term 2014 will be sent to you via email on time.

**Subject (doctorate subjects):** The subjects PhD students can be enrolled or registered in future have recently been updated. By now, doctoral candidates of Faculty 8 are to enroll or register for one of the following subjects (please, specify your subject within the respective form):

- Human and Molecular Biology (Faculty 8)
- Chemistry
- Pharmaceutics
- Material Science and Engineering
- Biotechnology
- Bioinformatics (Faculty 8)

If questions arise, you are welcome to contact the dean's office during the official office hours, or send a message to the email address of the letterhead.

Best regards



Kirsten Trapp  
Faculty of Science and Technology III  
15. November 2013