

Enrolment and Registration: Regulations for Doctoral Researchers



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Regulations for doctoral researchers

Doctoral researchers of Saarland University must provide notification of their PhD project at the Admissions Office in the framework of Germany's law on higher education statistics. This rule applies as soon as you take up your doctoral project. Each semester you can decide whether you wish to *register* ("Registrierung") or to *enrol* ("Immatrikulation") as a doctoral researcher for the coming semester.

Registering or enrolling?

Registration costs €5 per semester. If you register as a doctoral researcher you will automatically receive personal accident, theft and public liability insurance cover through the Studentenwerk's insurance policy. You will also receive the Saarland University PhD student card (optional and free of charge). The card gives you access to services provided by Saarland University's central institutions and allows you to eat in the Mensa student refectory at university employee rates. Please note that once you have been issued with a PhD student card, any standard Saarland University student card that you may have will no longer be valid.

For **enrolment** as a doctoral researcher you will need to pay the semester fee. You will then be issued with a Saarland University student card including the semester travel ticket and you will also be eligible for the usual student concessions and benefits, for example regarding cheaper prices in the Mensa student refectory or free tickets for the state theatre in Saarbrücken. Against this backdrop, enrolment is generally recommendable. As an alternative, at least the registration as a doctoral researcher has to be present.



Services for doctoral researchers

No matter whether you have chosen to register or enrol, as a doctoral researcher at Saarland University you will receive a user ID to gain access to the university's IT infrastructure. Moreover, you can benefit from the services offered by Saarland University's doctoral training and networking programme GradUS:

- _ advanced training for doctoral researchers
- _ funding opportunities by GradUS
- _ information service for doctoral researchers (newsletter)
- _ opportunities for networking between doctoral researchers
- _ personal e-mail address (forename.surname@uni-saarland.de)
- _ free Saarland University business cards



How do I register or enrol as a doctoral researcher?

You can find all relevant information at **www.uni-saarland.de/promotion**, for example a link to the online application form and an information leaflet on the enrolment and registration. If you are registering or enrolling for the first time, please hand in the application form and the requisite documentation at your faculty's Doctoral Studies Office or the Dean's Office. You may enrol or register as a doctoral researcher at any time.

The Admissions Office will then issue you with an IT user ID (if you do not already have one). Your Saarland University PhD student card or regular student card will be issued to you at the card issuing office. You will also receive automatic cover under the personal accident, theft and public liability insurance policy for students.

Each semester you will be sent e-mail notification about re-registering or re-enrolling as a doctoral researcher for the following semester. Re-registration or re-enrolment occurs automatically once the respective payment has been received.



Doctoral Training Programme of Saarland University (GradUS)

The GradUS programme aims to support and promote doctoral researchers at Saarland University. GradUS offers advanced training of multi-faceted general and disciplinary skills, for example workshops on project management, leadership and communication skills or career perspectives of doctoral researchers.

GradUS also provides financial support to doctoral researchers as far as possible and offers them various services. Moreover, GradUS helps doctoral researchers to establish working groups on topics such as scientific writing and regularly organises events at which young scientists have the chance to network and exchange across disciplines. GradUS thereby promotes a cooperative, transdisciplinary and internationally oriented culture within the PhD phase at Saarland University.

Further information on GradUS:

www.uni-saarland.de/gradus



Contact:

General information on enrolment/registration as doctoral researcher:

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(GradUS)

phone: 0681 302-58095

e-mail: gradus@uni-saarland.de

www.uni-saarland.de/gradus

Details on enrolment/registration:

Admissions Office

phone: 0681 302-5491

e-mail: anmeldung@univw.uni-saarland.de