

University of Mannheim · Division I · L 1, 1 · 68131 Mannheim

To all
Doctoral Candidates
at the University of Mannheim

internal mail

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Obligation to Enroll According to the Act on Higher Education of the Land of Baden-Württemberg (LHG)

Dear Doctoral Candidates,

As accepted doctoral candidates you are obligated to enroll according to section 38 subsection 5 of the Act on Higher Education of the Land of Baden-Württemberg (Landeshochschulgesetz).

Read the following example cases to find out what this means for you:

- **Case 1:** You were accepted as a doctoral candidate at a school/department of the University of Mannheim and **do not hold an employment** at the University of Mannheim.
 - You are **obligated to enroll** in the current semester.

Example:

Jan K. is working as a researcher at the Leibniz-Institut für Deutsche Sprache (IdS) at Mannheim since July 2018. After having dedicated a few months to finding a suitable subject for his dissertation and meeting with potential supervisors, he submits his application for admission as a doctoral candidate to the School of Humanities in March 2019. On 6th April 2019, the head of school informs him that he has been admitted to the list of doctoral candidates of the school. Jan K. is therefore obligated to enroll according to section 38 subsection 5 LHG.

To be enrolled as a doctoral student please fill in the form **“Request for Enrollment”** (available together with the Application for admission as a doctoral candidate or from Division I – for contact please see at page 3) and submit it to the central Doctoral Students' Office at Division I.

- **Case 2:** You were accepted as a doctoral candidate at a school of the University of Mannheim and the University of Mannheim is your main employer (you hold an employment equal to 50% or more of the regular working time of a full-time position according to the Collective Agreement for Public Service Employees of the German Länder (TV-L)).
 - You have the possibility to choose whether you would like to enroll or be exempted from enrollment.
 - If you want to be exempted from enrollment, please submit the duly completed form “Request for exemption from mandatory matriculation” (available together with the Application for admission as a doctoral candidate or from Division I – for contact please see at page 3) to Division I. If you choose not to enroll, you do not have student status and the associated advantages.
Please inform Division I and/or the Welcome Center **immediately** in case of any changes regarding your employment (if possible, bring a copy of your employment contract).
 - If you want to enroll, please submit the duly completed form “Request for Enrollment” (available together with the Application for admission as a doctoral candidate or from Division I or the Welcome Center – for contact please see at page 3) together with the required documents (see page 3) to Division I.

Information on the right to vote and the right to stand for election

If your main employer is the University of Mannheim (academic as well as non-academic staff) and you enroll, you can choose whether you would like to exercise your rights of participation in the group of doctoral candidates or academic/other staff.

Example:

Birte B. works as an academic staff member equal to 65% of the regular working time of a full-time position at the School of Social Sciences since February 2019. Her request to be admitted as a doctoral candidate was approved by PhD Committee and was confirmed by a letter from the dean on 16 April 2019. Birte B. can now choose whether she would like to enroll or not. In her case, enrollment would determine for which group (doctoral candidates or academic staff) she would like to exercise her right to vote and the right to stand for election, whether she would like to receive a discounted semester ticket etc.

Please find more information on enrollment and contact persons on page 3 of this document.

If you have any questions, please do not hesitate to contact Mrs. Johanna Fatokun (Division I) or Mr. Claudius Werry (Welcome Center).

Yours sincerely,



Andrea Borkenstein

(Director of Division I – Research Services, Controlling, Quality Management)

Please submit the following documents for enrollment:

- filled in application for enrollment (available together with the Application for admission as a doctoral candidate or from Division I – for contact please below)
- confirmation of the school regarding your admission as a doctoral candidate at the University of Mannheim (these regulations also apply for doctoral students from the GESS)
- copy of your university entrance qualification (only if you are not already enrolled at the University of Mannheim)
- copy of your last degree certificate (only if you did not obtain the degree at the University of Mannheim)

Fees:

The semester fee currently amounts to EUR 174.90 and has to be paid after you were given a student ID number. Doctoral candidates do not have to pay tuition fees. International doctoral candidates do not have to pay tuition fees of EUR 1500 for international students from countries outside of the EU or EAA.

Submission of documents:

- If you are a doctoral candidate, please contact:
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consultation hours: Mon to Thurs 9 – 11 a.m.