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

Dear Doctoral Candidates,

As you already know, the Act on Higher Education of the Land of Baden-Württemberg was amended on 30 March 2018. A number of new regulations apply for doctoral candidates, amongst others, **doctoral candidates who were accepted on or after 30 March 2018 are now obligated to enroll at their university** (cf. section 38 subsection 5 LHG).

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 of the University of Mannheim **before 30 March 2018** (the date on your acceptance letter from the school is the decisive date):
  - You are **not obliged to enroll**. This means that you may choose to enroll but you are not obligated to do so.

- **Case 2:** You were accepted as a doctoral candidate at a school of the University of Mannheim **on or after 30 March 2018** (the date on your acceptance letter from the school is the decisive date):
  - You are **obligated to enroll** in the fall semester 2018/2019, regardless of any employment you may hold outside of the university. Please find more information on enrollment on page 3.

  **Example:**
  Jan K. is working as a researcher at the ZEW since July 2017. After having dedicated a few months to finding a suitable subject and meeting with potential supervisors, he submits his request to obtain a doctoral degree to the Department of Economics in March 2018. On 6 April 2018, the head of department 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.

- **Case 3:** You were accepted as a doctoral candidate at a school of the University of Mannheim **on or after 30 March 2018** and the University of Mannheim is your main employer (you hold an employment equal to 50% or more the 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 would like to be exempted from enrollment, please contact division I for the form “Befreiung von der Immatrikulationspflicht”. Please fill in the form and submit it to division I. If you choose not to enroll, you do not have student status. 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 would like to enroll, please submit 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 Senate) in the group of doctoral candidates or academic/other staff. This also applies for doctoral candidates accepted before 30 March 2018.

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 2018. Her request to be admitted to the list of doctoral candidates was approved by a letter from the dean on 16 April 2018. 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 could exercise her right to vote and right to stand for election, whether she would receive the semester ticket etc.

Find more information on enrollment and contact persons on the next page. If you have any questions, please do not hesitate to contact Ms. Müller-Wolkenstein (division I) or Mr. Claudius Werry (Welcome Center).

Yours sincerely,

Christan Fäth
Deputy Head of Division
Please submit the following documents for enrollment:

- Filled in application for enrollment (if you are not enrolled already). The application form is available in division I or the Welcome Center (contact information below).

- Confirmation of the school regarding your admission as a doctoral candidate at the University of Mannheim/ of the GESS (Letter of Confirmation)

- If applicable, copy of your current employment contract

- 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)

- ID card/passport

- Proof of exemption from statutory health insurance

- If applicable, confirmation of disenrollment from the higher education institution you attended last

Fees:

The semester fee currently amounts to EUR 160.40 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 from Germany**, please contact:
  Ditta Müller-Wolkenstein
  Division I
  L1, 1 - third floor, room 332
  68131 Mannheim
  Phone: 0621/181-1283
  E-mail: Mueller-Wolkenstein@verwaltung.uni-mannheim.de
  **Opening hours:** Tue, Wed, Thu (from 10 a.m. - noon)

➢ If you are an **international doctoral candidate**, please contact:
  Claudius Werry
  Welcome Center
  L2, 2-4 - first floor, room 117
  Phone: 0621/181-2395
  E-mail: welcome@uni-mannheim.de or werry@verwaltung.uni-mannheim.de