Registration, Application, Enrollment of Doctoral Students

As of: July, 12 2019, Version 2.1

Table of contents

Access to C@MPUS: C@MPUS account for registration ................................................................. 2
Register and submit documents ........................................................................................................ 3
Feedback in C@MPUS and status of registration ........................................................................... 8
Enrollment as a doctoral student ...................................................................................................... 9
Acceptance already requested before July 2019 — enrollment ..................................................... 12
Further information and support .................................................................................................... 12
REGISTRATION OF DOCTORAL STUDENTS

As doctoral students of the University of Stuttgart, you are obliged to register your doctoral project with C@MPUS upon conclusion of the agreement on doctoral studies.

Registration with C@MPUS is part of your application for acceptance as a doctoral student, which is submitted to GRADUS and made to the responsible doctoral committee. A list of documents to be submitted will be displayed in C@MPUS, and you will receive feedback on the receipt of your submissions.

According to the LHG (law on institutions of higher education in Baden-Wuerttemberg), you are obliged to enroll at the University of Stuttgart after having been accepted as a doctoral researcher by the doctoral committee. Enrollment is also done via C@MPUS.

ACCESS TO C@MPUS: C@MPUS ACCOUNT FOR REGISTRATION

When registering, you must provide information about your academic background (curriculum studied and previous enrollments). To ensure that any data of the University of Stuttgart regarding your study history can be transferred correctly, please use the account as described when accessing C@MPUS (please note the order of the case descriptions!):

1. Current students of the University of Stuttgart
   If you are currently enrolled at the University of Stuttgart, please use your student account (user ID in the form of st123456 or abc54321) for access to C@MPUS.
   In case you have forgotten the password for your student account, please contact the TIK Student User Advice: https://www.tik.uni-stuttgart.de/beratung

2. Former students of the University of Stuttgart
   If you were already enrolled at the University of Stuttgart in the past but your student account is no longer active, please contact C@MPUS Support at support@campus.uni-stuttgart.de to access a special application account.
   Please note: If your unenrollment was less than eight months ago, then your student account is still active and usable. In this case, please use your student account as described above.

3. Current staff at the University of Stuttgart
   If you are currently an employee of the University of Stuttgart and are not currently enrolled or have never been enrolled at the University of Stuttgart in the past, please use your employee account (user ID in the form of ac123456) for access to C@MPUS.

4. All other
   If you are not currently enrolled and have never been enrolled at the University of Stuttgart, you can create a new applicant account with C@MPUS. On the C@MPUS home page, you can find a link to the form for creating an applicant account.
REGISTER AND SUBMIT DOCUMENTS

Go to the C@MPUS website and log in

Before registering for the first time with C@MPUS, please decide which of the groups described for C@MPUS access you belong to (see above). If necessary, contact the above offices to (re-)access the corresponding account. If you are not sure which group you belong to, please contact C@MPUS Support at support@campus.uni-stuttgart.de

Go to the C@MPUS system at https://campus.uni-stuttgart.de and click “Log-in” in the upper right corner.

Create and submit your application

In case you end up directly on the application wizard’s home page after logging in to C@MPUS, skip the first steps of this manual and read on with “4. When you begin your studies …”.

1. Go to your business card in C@MPUS by clicking on your name in the upper right corner.
2. View the overview of your applications:

![Applications](image1)

3. Create a new application for registration or edit an application that you have already started:

![My Applications](image2)

4. When you begin your studies, please select the current semester (note: from September or March you can also select the following semester) and click "Next".

![Online Application](image3)
5. When selecting the study program, please select “Registration for Doctoral Degree Studies” as shown in the screenshot and click “Next”.

6. Please fill out the forms displayed on the following pages of the application wizard accordingly (personal data, address, university entrance qualification, academic background), or confirm the data already entered by clicking on “Next”.

7. The documents that you need to submit via upload will then be requested by the application wizard. You can upload the documents directly here or at any time after submitting the application.

Instructions for the subsequent upload of documents can be found here: [https://www.uni-stuttgart.de/studium/bewerbung/document/howto_dokumentenstatus.pdf](https://www.uni-stuttgart.de/studium/bewerbung/document/howto_dokumentenstatus.pdf)

8. You will be asked to specify your desired doctoral degree and the faculty affiliation by means of a text field. This information is necessary for organizational reasons. If you are not yet able to provide information about the doctoral degree or if this could change during your doctoral degree studies, please comment on this in the text field accordingly.

9. After the last “Next”, you will see a summary of the information you have provided. Please scroll down to the bottom, confirm the details and click “Submit”.

---

![Screenshot of the application wizard]
Documents to be submitted on paper
Go to the overview of your applications (C@MPUS Business Card → Applications). With the magnifying glass icon you can view details about the status of your application as well as the list of documents to be submitted.

Click on the document to view the details regarding this document. You will receive background information on the type of document, links to further information as well as the required type of submission. Please read this information carefully.
For all paper submissions, please provide the application and applicant number of your registration in C@MPUS so that your documents can be correctly assigned. In C@MPUS, you can find the application and applicant number in the overview of your applications and at the top of the detailed view of your application:

<table>
<thead>
<tr>
<th>Application - Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant number</td>
</tr>
<tr>
<td>Application number</td>
</tr>
</tbody>
</table>

The different types of submission are as follows:

- **Original**: Please submit the original document. This applies in particular to forms on which your signature is required.
- **Certified copy**: Please submit a certified copy of the document. This applies in particular to academic transcripts and certificates.
- **Copy**: Please submit the document on paper. A simple copy or printout is sufficient.
- **Submit electronically**: Please upload a scan of the document as a PDF file to C@MPUS.

All documents to be submitted in the original or as a copy should be sent by mail (internal mail) to
Universität Stuttgart  
Graduierten-Akademie GRADUS  
z.Hd. Frau Hawlitschek  
Paffenwaldring 5c  
70569 Stuttgart

Alternatively, you can leave them in the GRADUS letterbox in the foyer at 5c Pfaffenwaldring. Please remember to provide the application and applicant number of your registration!

Please do not submit originals of academic transcripts and certificates!

You can check the status of your registration and of the documents submitted by mail anytime in C@MPUS (see below).

Please note: Foreign documents

Certificates, academic transcripts and proofs of performance from foreign universities must be submitted as a certified copy of the original with a certified translation in German or English, or a certified copy must include both the original and the translation.

Optional: Objection to mandatory enrollment for full-time employees

If you are a full-time employee (volume of employment at least 50%) of the University of Stuttgart, you can object to the mandatory enrollment for accepted doctoral students. If you want to use this option (i.e. you do not want to enroll), please fill out the corresponding form and submit it in the original.

You can find the form here:

Please send the form to Division IV/Personnel (not directly to GRADUS!), using the specified address. Division IV will confirm the employment relationship and forward the form to GRADUS.

FEEDBACK IN C@MPUS AND STATUS OF REGISTRATION

The receipt of your documents will be posted in C@MPUS next to the respective document as soon as your documents have been received by GRADUS and are processed there. When posting the “OK” status for the agreement on doctoral degree studies (and, if applicable, the account application), your registration will be deemed confirmed.

If documents are not in order, a “not OK” status will be posted in C@MPUS. You will receive information via email. In C@MPUS, you can see a justification for the “not OK” status next to the corresponding documents.

If additional documents are required for your case, they will be added to the document list in C@MPUS. You will be informed about this by email as well.

Instructions on how to retrieve the details regarding the documents and how to subsequently upload documents can be found here:

When all documents are in order, GRADUS will forward them to the responsible doctoral committee, which will then decide on your acceptance as a doctoral student. After that, you will receive the original notification of acceptance as a doctoral researcher by the doctoral committee directly from the responsible faculty.
ENROLLMENT AS A DOCTORAL STUDENT

A copy of the notification of acceptance as a doctoral researcher by the doctoral committee will automatically be sent to GRADUS, and then the notification will be posted in the list of documents of your registration.

If you have not objected to mandatory enrollment, the enrollment process will be started upon receipt of the copy. You will receive a notification via email.

Dear Ms. Teststud1,

You have been accepted for Dr. rer. pol (PhD) – Faculty 10, ...

To enroll, please proceed as follows:

1. Go to the overview of your applications in C@MPUS. Here, a new application “Doctoral degree studies Dr. xy F. AA” should now have been added. Click on the magnifying glass icon to view the details of this application.
2. Accept the offer of a place.

3. Complete the data required for enrollment:

4. You can then print the application for enrollment. The original must be sent with signature to the Admissions Office. For enrollment, you may still need to submit further documents to the Admissions Office; you will see a list in C@MPUS for this purpose as well.
5. Please transfer the tuition fees as specified:

6. When all documents for enrollment and the payment have been received by the Admissions Office, you will be informed by email of the enrollment.
ACCEPTANCE ALREADY REQUESTED BEFORE JULY 2019 — ENROLLMENT

If you have already received a confirmation of acceptance as a doctoral student by the doctoral committee without being registered via C@MPUS and would like to enroll now, please go through the registration/application process in C@MPUS as described above. Please also upload the proof of acceptance at the appropriate location in C@MPUS. Additional paper submissions are usually not necessary; if so however, you will be notified. After that, the enrollment process will be started as described above.

FURTHER INFORMATION AND SUPPORT

Further information on doctoral degree studies at the University of Stuttgart and on registration and enrollment can be found here:

https://www.uni-stuttgart.de/forschung/nachwuchs/karriereweg/promotion/einschreibung/

For organizational questions related to registration and enrollment, please email Ms Hawlitschek/GRADUS; contact details and information about office hours can be found on the website above.

General C@MPUS instructions for applications can be found here:

https://www.uni-stuttgart.de/studium/bewerbung/online/

If you have any questions about how to use C@MPUS, please contact C@MPUS support at support@campus.uni-stuttgart.de