

**Universität Stuttgart**  
**C@MPUS**

# **Registration, Application, Enrollment of Doctoral Students**

As of: January 2024, 16, Version 2.6

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## 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 (entire 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 below 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If you were already enrolled at the University of Stuttgart in the past but your student account is no longer active, please fill out the registration form in C@MPUS to create a Basis account and follow the instructions in the e-mail you will receive afterwards.

Please note: If your exmatriculation 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 others

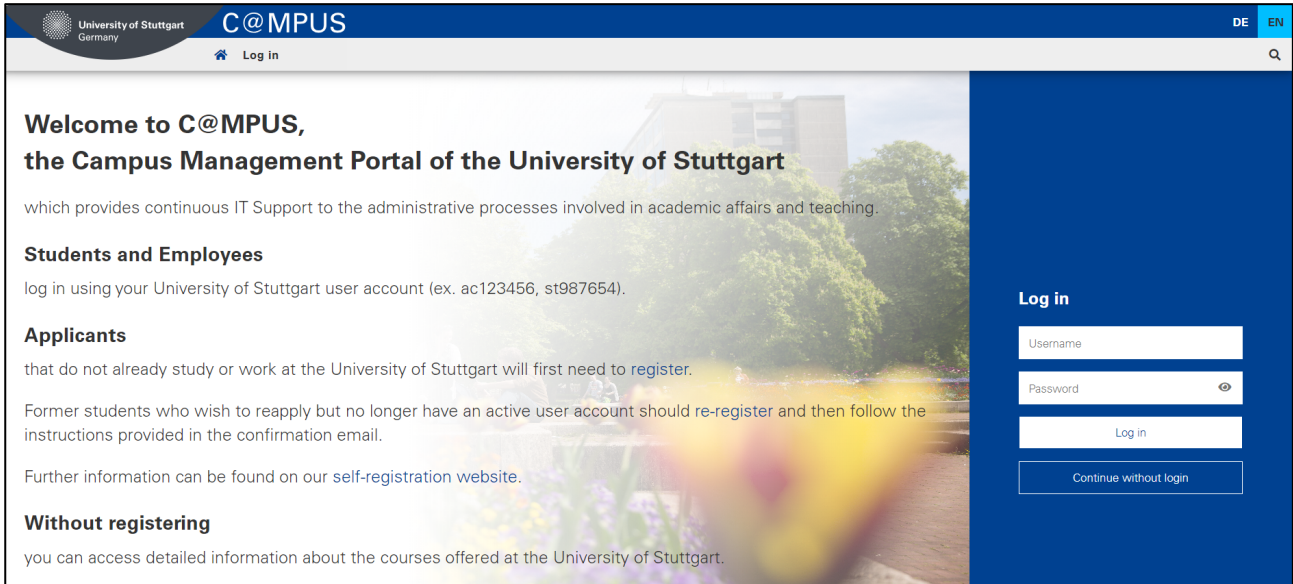
If you are not currently enrolled and have never been enrolled at the University of Stuttgart, you can create a Basis account with C@MPUS. On the C@MPUS home page, you can find a link to the registration form for creating an applicant account.

## 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](mailto:support@campus.uni-stuttgart.de)

Go to the C@MPUS system at <https://campus.uni-stuttgart.de> and log in to this page.

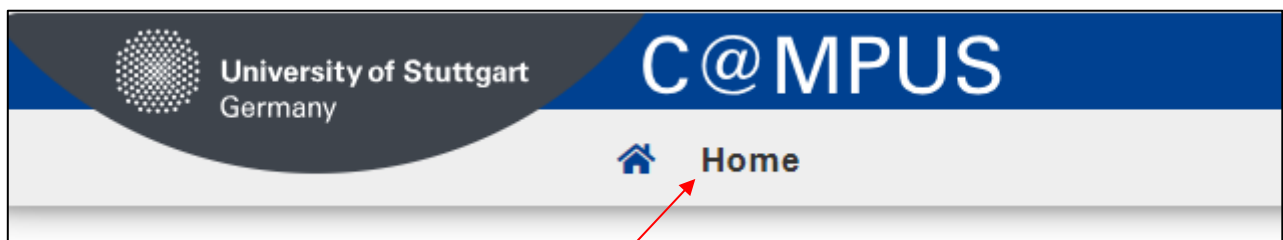


The screenshot shows the C@MPUS login page. The header includes the University of Stuttgart logo and the C@MPUS title. A 'Log in' link is visible. The main content area welcomes users and provides instructions for different groups: Students and Employees, Applicants, and Without registering. On the right, there is a 'Log in' section with fields for Username and Password, a 'Log in' button, and a 'Continue without login' button.

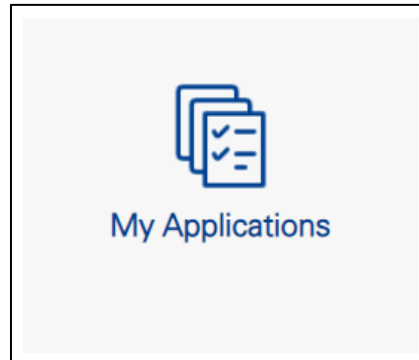
### Create and submit your application

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 "2.2 When you begin your studies ...".

1. Go to [Home page](#) in C@MPUS.



## 2. View the overview of your applications:



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

▼ Applicant number: 2-00138220

+ Enter new application

Number of applications: 1

|   |                           |   |
|---|---------------------------|---|
| 1-00458977<br>Enrollment procedure<br>Registration as Doctoral Student<br>Winter semester 2023/24   Entrance semester 1 | ✓ received electronically | > |
|---|---------------------------|---|

### 2.2. When you begin your studies, please select the current semester and click "Next".

**ONLINE APPLICATION**
[Help](#) [Support](#)

- Start of course**
  - [Select degree program](#)
  - [Personal data](#)
  - [Correspondence address](#)

**Start of course**

Please choose the semester for which you wish to apply at the University of Stuttgart. Please note that there are degree programs which might not be offered in every semester or for which you can only apply for a higher semester. Bachelor programs at the University of Stuttgart usually start in winter semester. Most International Master of Science programs only start in the winter semester.

Start of course Wintersemester 2019/20

When applying, please consider the upper limit of

- max. 6 undergraduate programmes subject to NC for the first semester

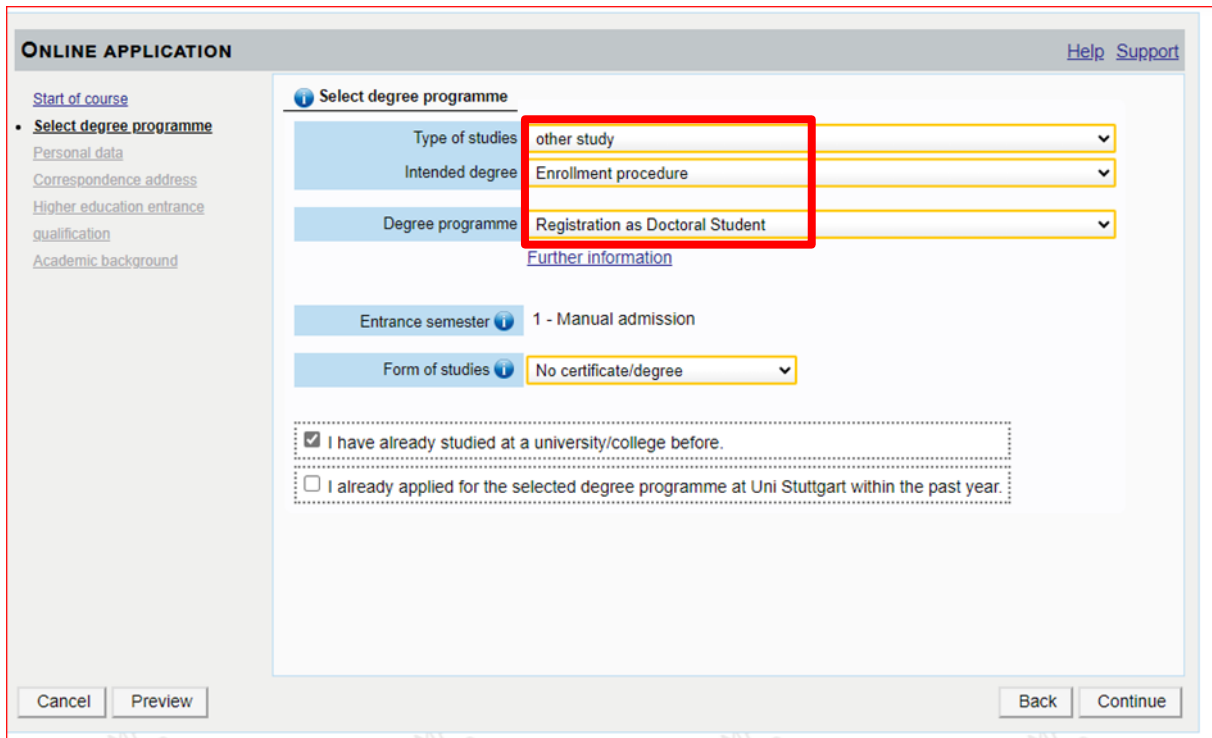
If you exceed the upper limit with this application you may have to withdraw another application before you will be able to continue with this one.

Please note that you can only file one application each for the first and for a higher subject-specific semester.

**NOTE:** In the winter semester 2017/18, the State of Baden-Württemberg has introduced a **tuition fee for international students from non-EU countries** (1.500 Euro/semester) as well as a tuition fee for a Second Degree (650 Euro/semester). During the registration process, you will be informed on the tuition fee/fee(s) obligatory for you, as well as on possible exception and exemption cases. Please, find more information here: <https://www.student.uni-stuttgart.de/studienorganisation/formalitaeten/gebuehren-und->

Cancel Preview Back **Continue**

### 2.3. When selecting the study program, please select "Registration for Doctoral Degree Studies" as shown in the screenshot and click "Next".



The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a sidebar with navigation links: 'Start of course', 'Select degree programme' (highlighted), 'Personal data', 'Correspondence address', 'Higher education entrance qualification', and 'Academic background'. The main content area is titled 'Select degree programme' and contains several dropdown menus: 'Type of studies' (set to 'other study'), 'Intended degree' (set to 'Enrollment procedure'), and 'Degree programme' (set to 'Registration as Doctoral Student'). Below these are 'Entrance semester' (set to '1 - Manual admission') and 'Form of studies' (set to 'No certificate/degree'). At the bottom, there are two checkboxes: 'I have already studied at a university/college before.' (checked) and 'I already applied for the selected degree programme at Uni Stuttgart within the past year.' (unchecked). Navigation buttons at the bottom include 'Cancel', 'Preview', 'Back', and 'Continue'.

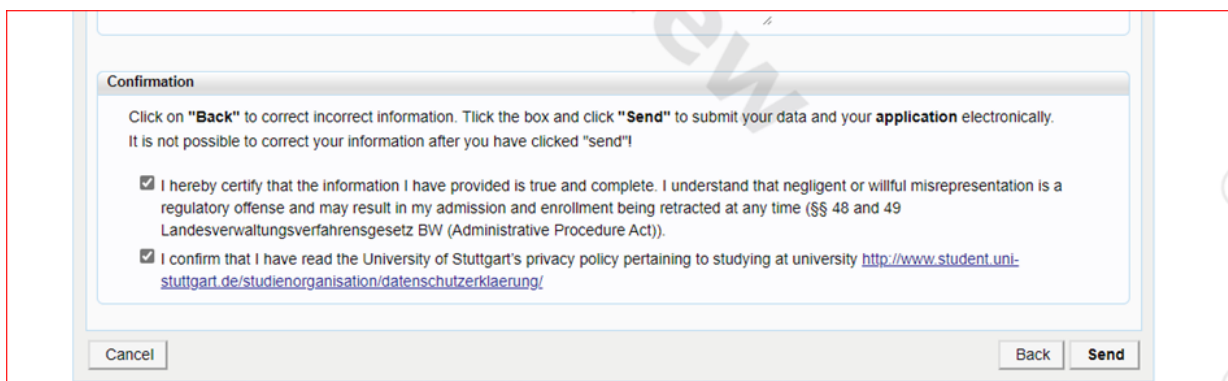
2.4. Please fill out the forms displayed on the following pages of the application wizard accordingly (personal data, address, university entrance qualification, academic background), or confirm the data already entered by clicking on "Next".

Please note: If you are an employee at the University of Stuttgart, you are not able to indicate your "Place of birth", "Country of birth" and "Nationality" at this point. Please click on "Continue" and add this information later (in the application for acceptance as a doctoral student).

2.5. The documents that you need to submit 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/en/study/application/online/instructions/application-status/>

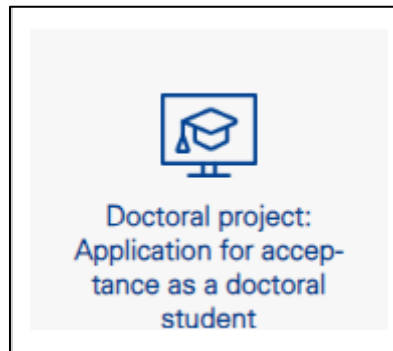
2.6 After the last "Next", you will see a summary of the information you have provided. Please scroll down to the bottom, confirm the details and click "Submit".



The screenshot shows a 'Confirmation' dialog box. It contains the following text: 'Click on "Back" to correct incorrect information. Tick the box and click "Send" to submit your data and your application electronically. It is not possible to correct your information after you have clicked "send"!'. Below this are two checked checkboxes: 'I hereby certify that the information I have provided is true and complete. I understand that negligent or willful misrepresentation is a regulatory offense and may result in my admission and enrollment being retracted at any time (§§ 48 and 49 Landesverwaltungsverfahrensgesetz BW (Administrative Procedure Act)).' and 'I confirm that I have read the University of Stuttgart's privacy policy pertaining to studying at university <http://www.student.uni-stuttgart.de/studienorganisation/datenschutzerklaerung/>'. At the bottom are 'Cancel', 'Back', and 'Send' buttons.



## Application for acceptance as a doctoral student



### Doctoral project: Application for acceptance as a doctoral student

In order to submit your application for acceptance as a doctoral student at the University of Stuttgart, please proceed as follows:

1. Registration and acquisition of your personal data: In order to record your personal data and your academic background, please submit an application "Registration as a doctoral student" in C@MPUS.
2. Application for acceptance: please enter now the data on your planned doctoral project. If you are not sure about what to state for some questions, please ask your supervisor.
3. Submit documents: After the final confirmation of your information on the planned doctoral project, you can print out the application for acceptance. Please sign the application for acceptance as a doctoral application) in paper form to GRADUS.

For further information and assistance on the procedure for acceptance as a doctoral candidate, please refer to GRADUS: [Registration, Application and Enrollment](#).

### Status of your application for acceptance as a doctoral student

Status of your registration: recorded under 2-655668 / 1-458939.

Status of your application for acceptance (AAD-Nr: 41): completely recorded

[CONFIRM OR CORRECT YOUR DATA](#)

Please fill in the forms displayed on the following pages of the application for acceptance wizard (contact details, personal details, details about the doctoral project: Institute, facility at the University of Stuttgart, faculty, doctoral degree and subject, structured doctoral program, cooperation, previous doctoral studies) accordingly or confirm the already entered data by clicking on "Next".

After the last "Next" a summary of your data will be displayed. Please scroll all the way down and confirm the information by clicking on "finally save and confirm".



| Information on the doctoral project            |                                |
|--|--------------------------------|
| Institute                                      | 060300 Aircraft Design         |
| Facility/Faculty                               | SC SimTech with Faculty 06 Aer |
| Desired doctoral degree                        | Dr.-Ing.                       |
| Doctoral subject                               | Aerospace Engineering          |
| Participation in a structured doctoral program | No                             |
| Institutional cooperation                      | In cooperation with a research |
| Previous promotion attempts                    | Yes                            |

[FINALLY SAVE AND CONFIRM](#) [BACK \(CORRECT INFORMATION\)](#) [DRUCKEN](#)

Please print the application and submit the signed application by post along with the attachments listed on the back of the application:

### Documents to be submitted on paper

Go to the overview of your applications (→ Click on “My Applications”). By clicking on the arrow symbol you can view details about the status of your application as well as the list of documents to be submitted to GRADUS by post (see page 8).

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  
Promovierendenmanagement  
Pfaffenwaldring 5c  
70569 Stuttgart

Alternatively, you can leave them in the letterbox in front of 5c Pfaffenwaldring. 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): <https://www.uni-stuttgart.de/en/study/application/online/instructions/application-status/>

▼ Applicant number: 2-00138220

+ Enter new application

Number of applications: 1

1-00458977  
Enrollment procedure  
Registration as Doctoral Student  
Winter semester 2023/24 | Entrance semester 1

✔ received electronically

>

## Basic data

|                      |   |
|----------------------|---|
| Applicant number     | 2-00123304  |
| Application number   | 1-00458942  |
| Matriculation number | 3736672   |
| Degree programme     | Enrollment procedure<br>Registration as Doctoral Student<br>Winter semester 2023/24   Entrance semester 1 |

## Submission of application

Status ✔ received electronically  
✘ "Application documents": not checked yet.

Documents stated herein must be included in your application


|   |                        |
|---|------------------------|
| ✓ Higher Education Entrance Qualification / High School Diploma | 🕒 Deadline: 15.01.2024 |
| ✓ Application for Admission as a Doctoral Student               | ✘ not provided         |
| ✓ Supervision Agreement (Doctoral Student)                      | ✘ not provided         |
| ✓ Degree certificate  | ✘ not provided         |
| ✓ Curriculum Vitae  | ✘ not provided         |

Documents stated herein may be included in your application

|   |                        |
|---|------------------------|
| ✓ Exemption from the obligation of enrollment for employees (main occupation) | ✘ not provided         |
| ✓ Notice of acceptance as doctoral student from the Doctoral Degree committee | 🕒 Deadline: 31.03.2024 |



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.

| Documents stated herein must be included in your application  |  |
|---|--|
| <a href="#">^</a> Higher Education Entrance Qualification / High School Diploma <span style="float: right;">🕒 Deadline: 15.01.2024</span> |  |
| Status  | not provided / You can upload or edit the document until 15.01.2024 23:59:59.  |
| Information   | Please upload your higher education entrance qualification.  |
| Current document  | <div style="border: 1px dashed #ccc; padding: 10px; text-align: center;">  Drop file to upload or <a href="#">browse</a>.<br/> <small>Supported file types: pdf. Maximum 2,000 KB.</small> </div> |

|   |   |
|---|---|
| <a href="#">^</a> Application for Admission as a Doctoral Student <span style="float: right;">⊗ not provided</span> |   |
| Status  | not provided / You cannot upload or edit the document. The document has to be submitted as "Original".  |
| Information   | <p>Please hand in the original form "Application for Admission as Doctoral Student" at GRADUS (completed and signed).</p> <p>For the respective application forms please see link below.</p> <p>If you are uncertain about what to state for your doctoral project, please discuss this with your advisor.</p> <p>For further information please follow the link: <a href="https://www.uni-stuttgart.de/forschung/nachwuchs/karriereweg/promotion/einschreibung/">https://www.uni-stuttgart.de/forschung/nachwuchs/karriereweg/promotion/einschreibung/</a></p> |

### 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:

<https://www.uni-stuttgart.de/forschung/nachwuchs/document/erklaerung-immatrikulation.pdf>

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 status 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.

If documents are not in order, you will receive information via e-mail.

If additional documents are required for your case, they will be added to the document list in C@MPUS.


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

<https://www.uni-stuttgart.de/en/study/application/online/instructions/application-status/>

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

Please upload the notification of acceptance as a doctoral researcher by the doctoral committee in the list of documents of your registration.

|   |  |                        |
|---|--|------------------------|
| ^ Notice of acceptance as doctoral student from the Doctoral Degree committee |  | 🕒 Deadline: 31.03.2024 |
| Status  | not provided / You can upload or edit the document until 31.03.2024 23:59:59.  |                        |
| Information   | <p>Please upload your letter of acceptance from the doctoral committee of your faculty as PDF here as soon as you have received it.</p> <p>Based on the upload, GRADUS will initiate your enrollment if no exception to the enrollment requirement is noted (see note for full-time employees). The actual enrollment is carried out by the Admissions Office, which will contact you via C@MPUS.</p> <p>Option: You made your application as doctoral student before the new registration procedure started in C@MPUS, and you want to be enrolled: please upload your letter of acceptance as a doctoral student here.</p> |                        |
| Current document  | <div> Drop file to upload or <a href="#">browse</a>.</div> <div>Supported file types: pdf. Maximum 2,000 KB.</div>  |                        |

As soon as your acceptance as a doctoral candidate has been recorded in C@MPUS by GRADUS (and you have not rejected the obligation to enroll), you will receive a notification by e-mail that the enrollment procedure has been started.

If you have not received any notification in C@MPUS to enroll, although you have already received your letter of acceptance, please upload this letter in the list of documents of your registration with that the enrollment procedure can be started.



Dear Tester FakAcht,

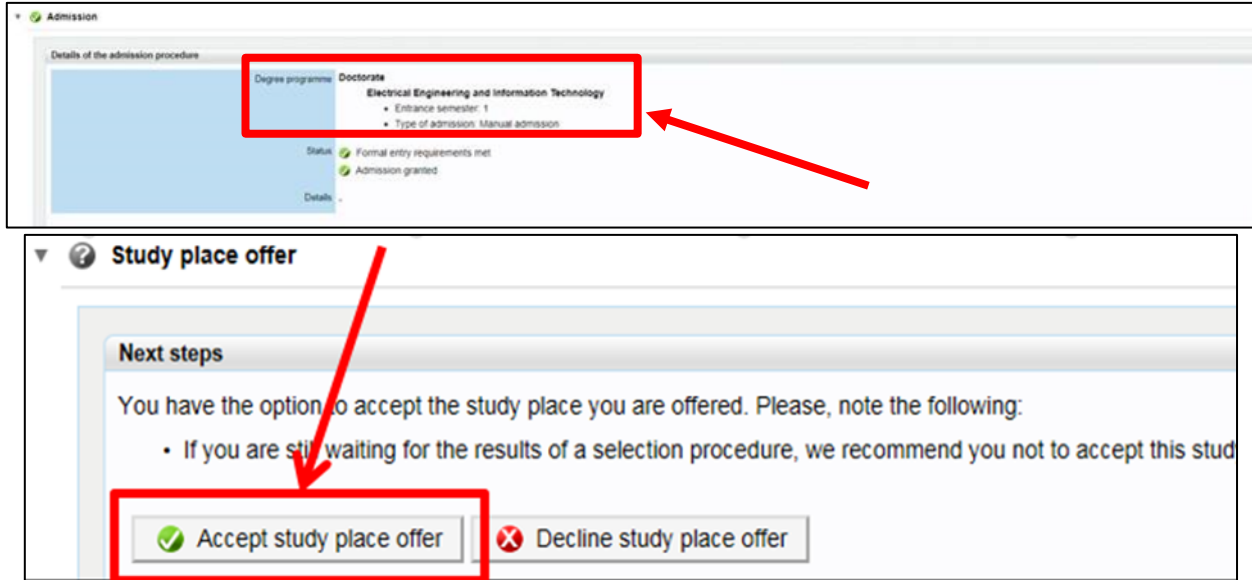
You have been offered a place on the study program Chemistry, Doctorate for the Summer semester 2024.

To enroll, please proceed as follows:

1. Go to the overview of your applications in C@MPUS. A new application “Doctorate Subject of the doctoral project xy” should have been added now.

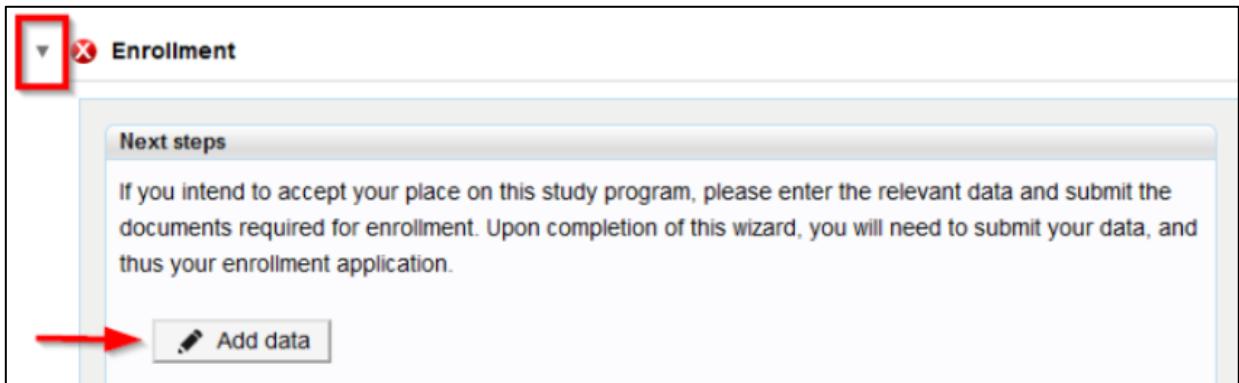
| Degree programme  | Submission of application | Admission | Study place offer | Enrollment | Operations |
|---|---------------------------|-----------|-------------------|------------|------------|
| 24<br>Enrollment procedure<br>Registration as Doctoral Student<br>• Entrance semester: 1<br>• Type of admission: Manual admission | 26.07.2023                |           | -                 | -          |            |
| Doctorate<br>Energy Engineering<br>• Entrance semester: 1<br>• Type of admission: Manual admission                                | 08.11.2023                |           |                   |            |            |

2. Accept the offer of a place.



The screenshot shows two parts of a web interface. The top part, titled 'Admission', shows 'Details of the admission procedure' for a 'Doctorate' program in 'Electrical Engineering and Information Technology'. It lists 'Entrance semester: 1' and 'Type of admission: Manual admission'. The status is 'Formal entry requirements met' and 'Admission granted'. A red box highlights the program name and degree, with a red arrow pointing to it. The bottom part, titled 'Study place offer', shows 'Next steps' and a message: 'You have the option to accept the study place you are offered. Please, note the following:'. A bullet point states: 'If you are still waiting for the results of a selection procedure, we recommend you not to accept this study place offer.' Below this, there are two buttons: 'Accept study place offer' (with a green checkmark icon) and 'Decline study place offer' (with a red X icon). A red box highlights the 'Accept study place offer' button, with a red arrow pointing to it.

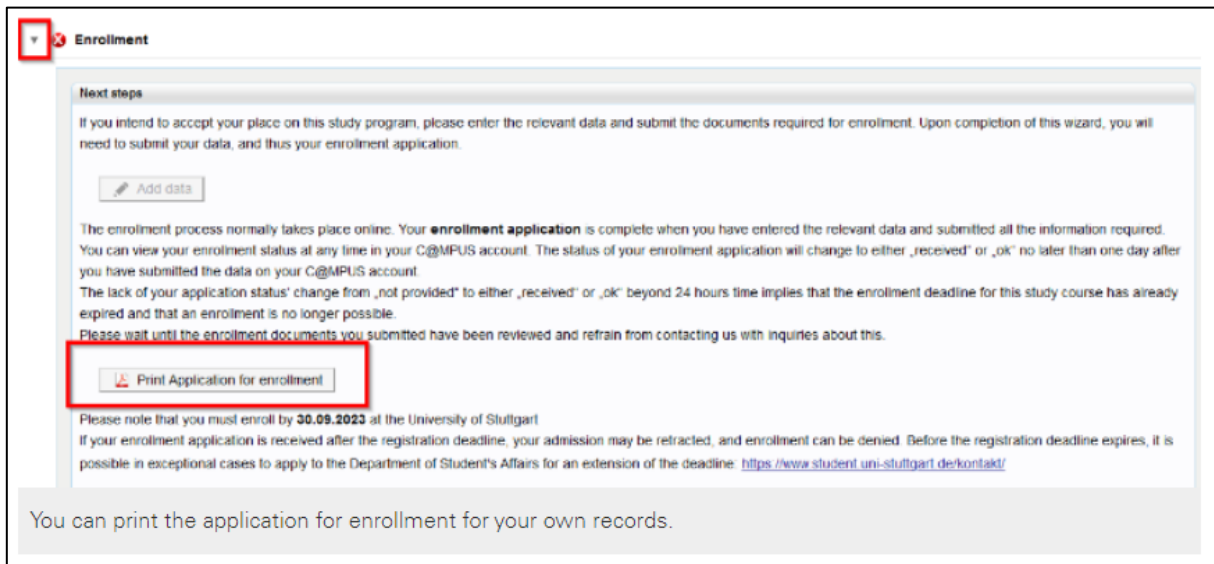
3. Complete the data required for enrollment (residual data entry):



The screenshot shows the 'Enrollment' section of a web interface. It has a red X icon and a dropdown arrow in the top left corner. The 'Next steps' section contains the text: 'If you intend to accept your place on this study program, please enter the relevant data and submit the documents required for enrollment. Upon completion of this wizard, you will need to submit your data, and thus your enrollment application.' At the bottom, there is a button labeled 'Add data' with a pencil icon. A red arrow points to this button.

4. Please complete the process of the residual data entry by clicking on "finish". This is followed by the preview window. Please tick the confirmation box and then click on SEND. You have now submitted the application for enrollment at the University of Stuttgart digitally. After sending your data, it is possible to upload or replace (additional) documents within the deadline (see the list "required documents (for enrollment)").

5. Please transfer the tuition fees as specified:



6. When all documents for enrollment and the payment have been received by the department “Application, Admission, Enrollment”, you will be informed by email of the enrollment. Please find all this information on enrollment in detail at: <https://www.uni-stuttgart.de/en/study/application/online/instructions/enrollment-procedure/>

## FURTHER INFORMATION AND SUPPORT

Further information on doctoral degree studies at the University of Stuttgart as well as on registration with C@MPUS, on submitting documents to GRADUS and on enrollment can be found here: <https://www.uni-stuttgart.de/en/research/early-career-researchers/doctoral-degree-studies/enrollment/>

For organizational questions related to registration and enrollment, please email Ms Hawlitschek or Ms Boztepe-Burgert/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/en/study/application/online/>

If you have any questions about how to use C@MPUS, please contact C@MPUS support at [support@campus.uni-stuttgart.de](mailto:support@campus.uni-stuttgart.de)