

Welcome to the IRTG!

Here is some orientation for registering as a doctoral candidate.

You already have a supervisor and a contract (or a scholarship). Having a contract with the department/LMU does not mean that you are registered as a doctoral candidate – it is strictly a **work** contract which covers insurance issues, pay, visa (if applicable), and inclusion in the institutional system structure with building access, IT, library, parking, etc. privileges. And it serves also a time reference for when you start your doctoral project.

The next steps introduce you officially into the **academic** system. For this, you need to clarify:

- Who is my formal doctoral supervisor?
- Which degree, from which faculty will I receive my doctorate?
 - *Dr. rer. nat.* Faculty of Biology, LMU
 - *Dr. rer. nat.* Faculty of Medicine, LMU
 - *Dr. rer. nat.* Faculty of Chemistry, LMU
 - *PhD* Faculty of Medicine, LMU

Please Note: Lists of required documents, office hours, and other such details are intentionally not specified here in order to avoid misinformation, especially since regulations do change and because different backgrounds have different requirements. You have to find the procedure that applies to you. Links are provided to help you find the most relevant pages in English; please use these to find details and current procedures! If you find any information here that is out of date, please let me (Elizabeth) know. If you run into difficulties, feel free to contact me, or ask your colleagues – a great source of support due to their own experience!

1) Admission/registration to the appropriate faculty as a doctoral candidate – required for all!

Your eligibility is formally reviewed and you receive a "letter of acceptance" from the faculty. You need this 1) to enroll as a student at the LMU, and 2) in order to later submit your finished dissertation. Note:

- *Dr. rer. nat.* from Faculty of Biology: you must be registered at least 2 years before finishing your doctoral project.
- *Dr. rer. nat.* from the Faculty of Chemistry: register no later than 3 months after starting your PhD undertaking.
- *Dr. rer. nat.* at the Faculty of Medicine: Register as soon as you commence your doctoral research project! You need a confirmation/*Mindestnotenbescheinigung* statement from the dean's office, Faculty of Biology (!), before you can register. Make an appointment for this!
- *PhD med. res.* from Faculty of Medicine, LMU: register as soon as you commence your doctoral research

Registering as a doctoral candidate is not the same as enrolling as an LMU student! It does not give you student status and student privileges (like public transportation rebate or special student prices).

Registration instructions and regulations:

Dr. rer. nat. Faculty of Biology

<http://www.en.biologie.uni-muenchen.de/organisation/dekanat/promotion-and-habilitation/index.html>

Dr. rer. nat. Faculty of Chemistry

<https://www.cup.uni-muenchen.de/en/promotion-habilitation/promotion/?lang=default>

Dr. rer. nat. Faculty of Medicine

https://www.en.mmrs.med.uni-muenchen.de/promotionsmoeglichkeiten_en/rer-nat_en/index.html

PhD Faculty of Medicine

https://www.en.mmrs.med.uni-uenchen.de/promotionsmoeglichkeiten_en/phd_en/index.html

Doctoral offices/Promotionsbüros:

Faculty of Biology:

http://www.en.biologie.uni-muenchen.de/forstudents/ansprechpersonen/stud_cont/index.html

Faculty of Medicine:

<https://www.en.mmrs.med.uni-muenchen.de/kontakt/index.html>

Faculty of Chemistry:

<https://www.cup.uni-muenchen.de/de/promotion-habilitation/>

2) Enroll as an LMU student (not necessarily required for all)

Do you want to enroll with the LMU to get student privileges? or
Are you required by your degree regulations to be enrolled as an LMU student?

- *Dr. rer. nat.* from Faculty of Biology: minimum 2 semesters required!
- *Dr. rer. nat.* from Faculty of Medicine: no requirement
- *PhD* from Faculty of Medicine: enrollment required for the duration!
- *Dr. rer. nat.* from Faculty of Chemistry: no requirement


Note application deadlines for respective semesters!


Student fees (129,40 €, as of Oct 2020) per semester are required if you enroll. You will receive instructions for how and when to pay fees.


If you received your bachelors or masters degree from a German university, you enroll through the Registrars Office/ *Studentenkanzlei* https://www.uni-muenchen.de/studium/hochschulzugang/bewerb_einschreib/verfahren/registration_en/index.html


If you recieved both your bachelors and masters degree from a non-German university, you have to apply for enrollment through the international office. https://www.en.uni-muenchen.de/students/degree/admission_info/index.html

or see for instructions: https://www.en.uni-muenchen.de/students/degree/application_guides/application_guide_doctorate/index.html

 Plan time for visits to the different offices! Especially the Registrars Office and International Office may take some time and waiting in line! During corona times leave time for possible postal delays.

 **Note: LMU Enrollment as a doctoral student terminates automatically after 6 semesters.** You can apply for semester extensions by email (providing a reason that you need extra time) at your respective dean's office/*Promotionsbüro* in the faculty where you are registered as a doctoral candidate. Once you have the extension confirmation, submit this to the registrars office and pay your fee (make sure you do this on time before the end of the semester, ie. before you are exmatriculated!)

 If you need **certified copies** for degrees and transcripts, most institutes have managing directors that can do this (free of charge) in the personnel department – ask at your institute! (e.g. in the BMC, Herr Hattendorf has the authority to make certified copies) This saves you having to look for (and pay for) a notary or the embassy for certified copies.

 Some benefits of having student status are:

- public transportation/ eligibility for "Semester Ticket"
- reduced amazon, spotify fees
- reduced entrance fees for museums, collections, concerts
- ... to be continued ...

Table 1: Overview of registration and enrollment procedures for doctoral candidates at the LMU

Degree and link to doctoral office	Registration/Admission as an eligible doctoral candidate with the Faculty awarding your degree	Enrollment/Matriculation at the LMU Registrars office International Office	Faculty links for instructions and regulations
<p><i>Dr. rer. nat.</i> LMU Faculty of Biology http://www.en.biologie.uni-muenchen.de/forstudents/ansprechpersonen/stud_cont/index.html</p>	<p>Register at least 2 years before finishing your doctoral project.</p>	<p>Required min. 2 semesters</p>	<p>http://www.en.biologie.uni-muenchen.de/organisation/dekanat/promotion-and-habilitation/index.html</p>
<p><i>Dr. rer. nat.</i> LMU Faculty of Chemistry https://www.cup.uni-muenchen.de/en/promotion-habilitation/promotion/2lang=default</p>	<p>Register no later than 3 months after you commence your doctoral project.</p>	<p>voluntary</p>	<p>https://www.cup.uni-muenchen.de/en/promotion-habilitation/promotion/?lang=default</p>
<p><i>Dr. rer. nat.</i> LMU Faculty of Medicine https://www.en.mmrs.med.uni-muenchen.de/promotionsmoeglichkeiten_en/rer-nat_en/index.html</p>	<p>Register as soon as you commence your doctoral project. You need a statement from the Dean's Office, Faculty of Biology ("Mindestnotenbescheinigung")</p>	<p>voluntary</p>	<p>https://www.en.mmrs.med.uni-muenchen.de/promotionsmoeglichkeiten_en/rer-nat_en/index.html</p>
<p><i>PhD med. res.</i> LMU Faculty of Medicine https://www.en.mmrs.med.uni-muenchen.de/promotionsmoeglichkeiten_en/phd_en/index.html</p>	<p>Register as soon as you commence your doctoral project.</p>	<p>Required for duration of doctoral project</p>	<p>https://www.en.mmrs.med.uni-muenchen.de/promotionsmoeglichkeiten_en/phd_en/index.html</p>
<p>You receive</p>	<p>A letter of acceptance from the faculty confirming that you are an eligible doctoral candidate</p>	<p>LMU student status, including a student ID (LMU card)</p>	
<p>This means</p>	<p>You need this letter of acceptance 1) as a requirement for all degrees, 2) in order to enroll at the LMU, 3) to submit your dissertation when the time comes. Recommendation: get this done as soon as possible!</p>	<ul style="list-style-type: none"> • You pay student fees per semester (129,40€). • You have student privileges and rebates, where applicable. • The default duration for doctoral studies is 6 semesters (can be extended if necessary). 	