Registration, Application for Acceptance, Enrollment of Doctoral Students

As of: January 2024, 16, Version 2.6

Table of contents

REGISTRATION FOR THE C@MPUS ACCOUNT

As doctoral students of the University of Stuttgart, it is mandatory to register your doctoral project in C@MPUS upon conclusion of the agreement on doctoral studies.

Registration in 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. Additionally, you will receive feedback on the receipt of your submissions in C@MPUS.

Before log in for the first time to C@MPUS, please decide which of the described groups of persons you belong to for access to C@MPUS (see below). Please consider the order of the case descriptions. If you are unsure which group you belong to, please contact C@MPUS support at support@campus.uni-stuttgart.de

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If you were already enrolled at the University of Stuttgart in the past but your student account is no longer active, please fill out the registration form in C@MPUS to create a Basis account and follow the instructions in the e-mail you will receive afterwards.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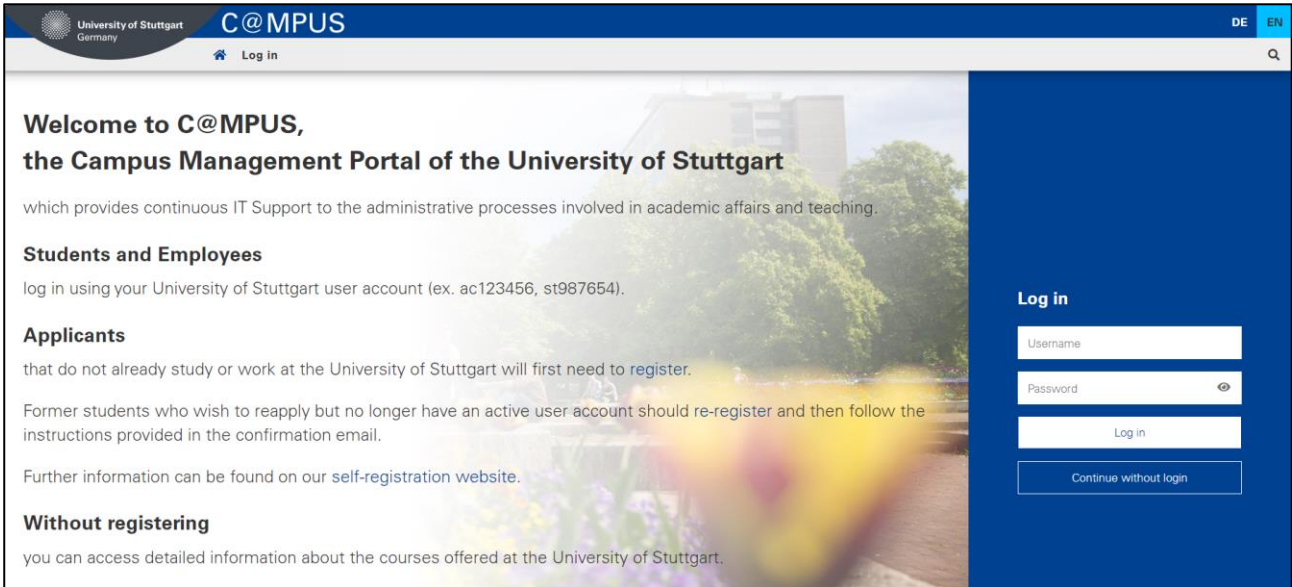
4. All others

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

CREATE AN APPLICATION AND SUBMIT THE DOCUMENTS

Go to the C@MPUS website and log in

Go to the C@MPUS system at https://campus.uni-stuttgart.de and log in on this page with your access data.
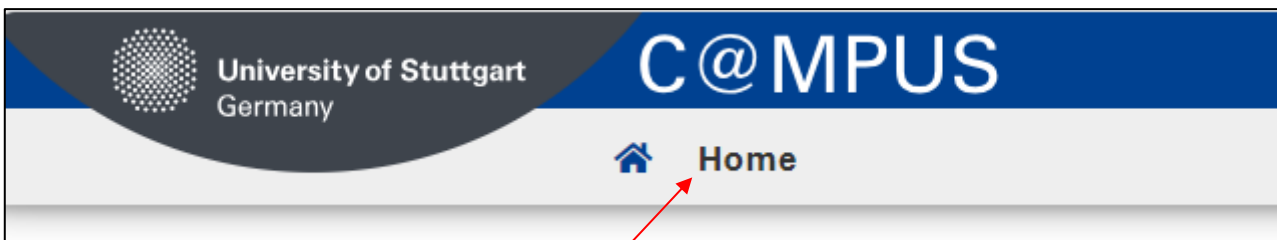
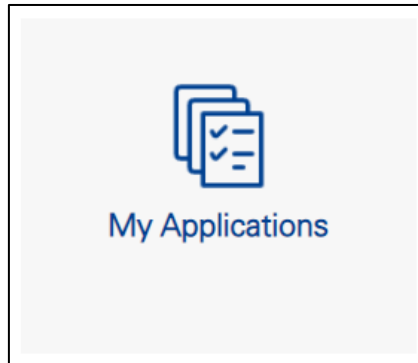## Create and submit your application

If you end up directly in the application wizard after logging in to C@MPUS, skip the first steps of this guide and continue with "2.2 When you begin your studies ..."
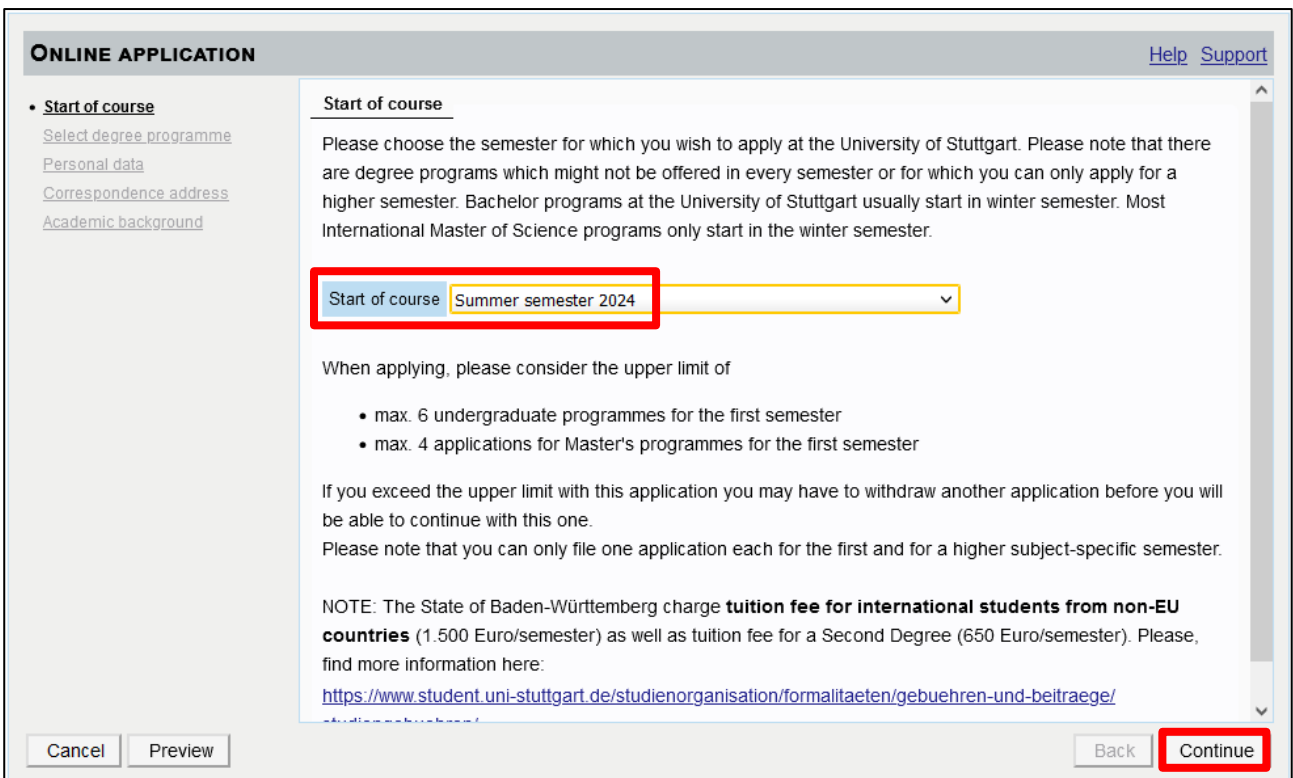
1. Go to homepage in C@MPUS.

2. View the overview of your applications:
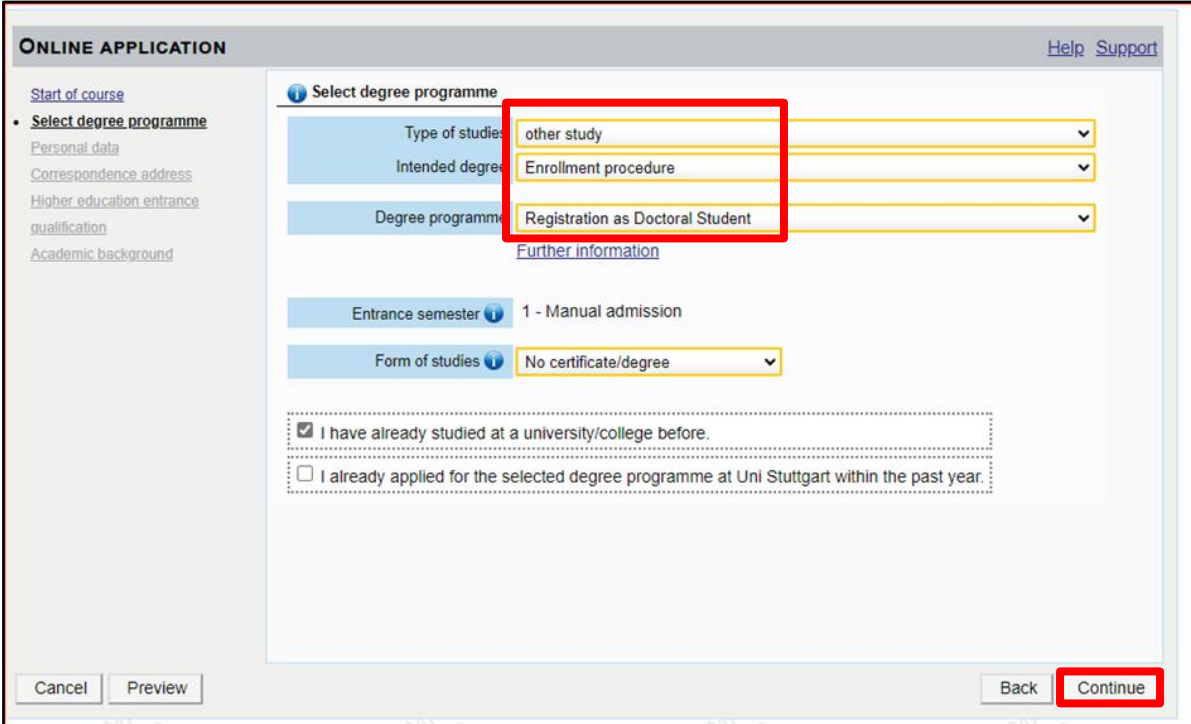
2.1. Create a new application **or** edit an application that you have already started:

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

2.3. When selecting the study program, please select "**Registration as Doctoral Student**"as shown in the screenshot and click "Continue".
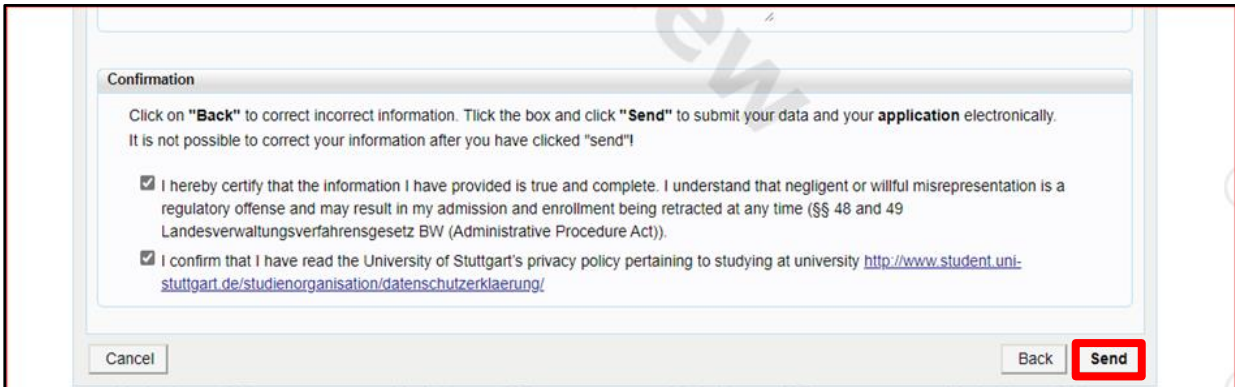
2.4. Please fill out the forms displayed on the following pages of the application wizard accordingly (personal data, address, university entrance qualification, academic background), or confirm the data already entered by clicking on "Continue".

Employees of the University of Stuttgart are not able to edit the fields "Place of birth", "Country of birth" and "Nationality". Please click on "Continue" and provide this information later in the **application for acceptance as a doctoral student (AAD)**.

2.5. Afterwards the higher education entrance qualification is requested in the wizard.
You can upload the higher education entrance qualification directly here or at any time after submitting the application. Refer to the instructions on how to upload documents after submission here:

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

2.6 A summary will then be displayed, which you confirm by clicking "Send".
You must then generate the application for acceptance as a doctoral candidate (see page 6).

Application for acceptance as a doctoral student (AAD)
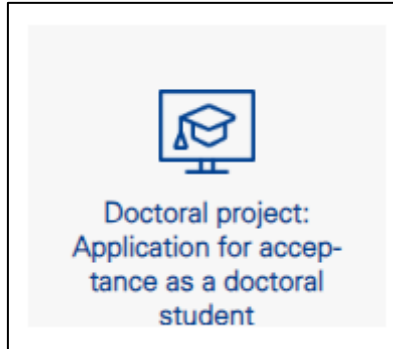

Doctoral project:
Application for acceptance as a doctoral student

Please fill in the forms displayed on the following pages of the AAD 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"

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 candidate and submit it together with the other required documents (on the back of the 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 2-138220 / 1-458977.

Status of your application for acceptance (AAD-Nr: 81): completely recorded   **CONFIRM OR CORRECT YOUR DATA**

Finally, a summary of your information will be displayed. Please scroll down to the bottom 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)   DRUC

Documents to be submitted by post

Please print out the application for acceptance as a doctoral student and submit the signed application by post along with the attachments listed on the back of the application.

Go to the overview of your applications (→click on "My Applications"). By clicking on the arrow symbol, you can also view the list of documents to be submitted by post to GRADUS as well as details on the status of the application.

By clicking on the documents, you can access the corresponding information and see in which form the documents should be submitted

Documents stated herein must be included in your application

∧ Higher Education Entrance Qualification / High School Diploma   🕐 Deadline: 15.01.2024

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	⬆ Drop file to upload or browse. Supported file types: pdf. Maximum 2,000 KB.

∧ Application for Admission as a Doctoral Student   ⊗ not provided

Status	not provided / You cannot upload or edit the document. The document has to be submitted as "Original".
Information	Once you have entered the data for your doctoral project in C@MPUS, you must submit the original printed and signed 'Application for acceptance as a doctoral student' form to GRADUS.

The following submission forms are distinguished:

• For original submissions, please submit signed: the application for acceptance as a doctoral student, the agreement on doctoral studies, curriculum vitae, and the form "Formal Equivalence of Foreign Degrees".

• Officially certified copies of certificates and academic transcripts that were not obtained at the University of Stuttgart.

• Simple copies of certificates and academic transcripts obtained at the University of Stuttgart.

• Electronic documents to be submitted: Upload the higher education entrance qualification as a PDF file in 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!

Please note:

Foreign degree-holders:
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. If a recognition of equivalence has already been completed as part of

your employment, please attach a copy of the result to your documents. Otherwise, please submit the form "formal equivalence of foreign degrees".
https://www.uni-stuttgart.de/forschung/nachwuchs/document/aequivalenzpruefung.pdf

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. 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.
You can find the form here:
https://www.uni-stuttgart.de/forschung/nachwuchs/document/erklaerung-immatrikulation.pdf

FEEDBACK IN C@MPUS AND APPLICATION STATUS

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 or not complete, you will receive information via e-mail. 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 student by the doctoral committee directly from the responsible faculty. 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/

ENROLLMENT AS A DOCTORAL STUDENT

To initiate the enrollment process, please upload the notification of acceptance as a doctoral student in the list of documents of your application.

Your acceptance as a doctoral student will be recorded by GRADUS in C@MPUS. If you have not objected to enrollment, you will receive a notification by e-mail that the enrollment process has been started.

If you have not received a notification in C@MPUS although you have not objected to the enrollment, please upload the notification of acceptance in the list of documents of your application with that the enrollment process can be started

> Dear Tester FakDrei,
>
> 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 (→ Click on "My Applications"). A new application "Doctorate Subject of the doctoral project xy" should have been added now. Using the arrow symbol, you can view the details of your new application.

2. Accept the study place offer:

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

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. Once your data has been submitted, it is possible to upload or replace additional documents within the deadline (see the step "Documents stated herein must be included in your application").

5. Please pay the semester fee as specified:

Next steps	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.
	Please pay the semester fee. For more information please follow the link: Semester fee You receive the notification about tuition fees in Student Dossier at C@MPUS.

6. Once all enrollment documents and payment have been received by the "Application, Admission and Enrollment Department", you will be notified of your enrollment by e-mail. You can also find information about enrollment here:
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 in 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