

Information on Enrolment for Doctoral Candidates at Hochschule Harz

As of April 2026

Doctoral candidates preparing for a doctorate at Hochschule Harz are expected to enrol at Hochschule Harz as doctoral students. Doctoral candidates who have been accepted at a doctoral centre of the State of Saxony-Anhalt or who receive funding under the Graduate Funding Act of the State of Saxony-Anhalt are required to enrol for the duration of their membership or funding. Doctoral candidates pursuing a cooperative doctorate with Hochschule Harz may voluntarily enrol as doctoral students.

Please send your completed and signed enrolment application with all required documents by post, including your original signature, to the Advisor for Early-Career Researcher Support of Hochschule Harz at the following address:

Carolin Haupt
Hochschule Harz
Friedrichstraße 57-59
38855 Wernigerode

For questions, Ms. Haupt is available via email (chaupt@hs-harz.de) or by phone at 03943 659 189.

Required Documents

For all doctoral candidates:

- Enrolment application with original signature
- Simple copy of your university entrance qualification
- A recent passport photo for the doctoral student ID (does not need to be biometric)
- Simple copies of certificates and diplomas of all university degrees (Bachelor, Master, and if applicable, Diploma)
- Proof of de-enrolment (Exmatrikulationsbescheinigung) from your most recently studied degree programme – German universities only
- Tabular, gap-free CV
- Proof of payment of the current semester fee

Additionally for candidates of doctoral centres:

- Simple copy of the letter of acceptance from the doctoral centre
- Simple copy of the supervision agreement with the primary supervisor

Additionally for cooperative doctoral candidates:

- A letter from the doctoral committee of the partner university (e.g., acceptance letter)
- A written confirmation from the secondary supervisor at Hochschule Harz stating that supervision will take place within the framework of a doctorate

Notes on Enrolment

- Doctoral candidates are enrolled in the faculty to which their primary supervisor at Hochschule Harz belongs.
- The semester fee depends on the location of the faculty in which the doctoral candidate is enrolled. Please check the current fee for your location – Wernigerode or Halberstadt – before making the payment. The current fee amounts can be found here. Please use the following bank details for the transfer:

Hochschule Harz

BIC: MARK DE F1 810

IBAN: DE 91 8100 0000 0081 0015 01

Verwendungszweck (Payment reference): Promotion + your first and last name

- Doctoral candidates may enrol at any time during the semester; however, the full semester fee must always be paid.
- After successful enrolment, doctoral students receive a student ID number, a student ID card in the form of a chip card, and a Hochschule Harz email address.

Re-Registration

- Re-registration takes place according to the published semester schedule. The semester fee must be paid within the specified re-registration period. Please use the corresponding re-registration forms. They can be found here:
 - **Location Wernigerode**
 - **Location Halberstadt**
- Please send the completed and signed re-registration form to the Advisor for Early-Career Researcher Support at the address above.
- Please observe the re-registration deadlines. If you are responsible for a late or missing re-registration, a late fee must be paid according to the General Fee Regulations of the State of Saxony-Anhalt. Currently, this fee is €10.30 in addition to the semester fees.
- From the eleventh semester onwards, re-registration is only possible if a written endorsement from the responsible doctoral committee and the primary supervisor at Hochschule Harz is submitted. These documents must also be submitted to the Advisor for Early-Career Researcher Support.
- Once the disputation (the official completion of the doctoral procedure) has been passed, re-registration is no longer possible. In this case, de-enrolment takes place automatically at the end of the corresponding semester.

Leave of Absence

- Doctoral students may request a leave of absence in accordance with the Enrolment Regulations of Hochschule Harz. Please use the leave-of-absence application form provided by the Enrolment Office and submit it by post with your original signature to the Advisor for Early-Career Researcher Support at the above address.

Refund in Case of Doctorate Completion

- If a doctorate is completed or discontinued before the start of a new semester, even if re-registration has already occurred, it may be possible to receive a refund of the semester fee under certain conditions. The condition is that the semester in question has not yet begun at the time of the request. For the refund, please submit an informal request together with your student ID to the Advisor for Early-Career Researcher Support.

De-Enrolment

- De-enrolment is carried out upon written application. Please send your application with an original signature to the following address:

Department of Student Affairs

Friedrichstraße 57–59

38855 Wernigerode

- The following reasons may be considered for de-enrolment:
 - Interruption of the doctorate
 - Change of university
 - Permanent discontinuation of the doctorate
 - Other reasons
- Please note that once the disputation (completion of the doctoral procedure) has been passed, re-registration is no longer possible. De-enrolment then occurs automatically at the end of the semester, meaning you do not need to submit a de-enrolment request in this case.