

Information on enrolment for doctoral students at the Harz University of Applied Sciences

Doctoral students of the doctoral centres whose first supervisor works at the Harz University of Applied Sciences and cooperative doctoral students whose second supervisor works at the Harz University of Applied Sciences should enrol at the Harz University of Applied Sciences. Please send your enrolment application with all documents filled out and signed by post with original signature to our Speaker for Promoting Early Career Researchers of the Harz University of Applied Sciences at the following address:

Katalin Raddatz
Harz University of Applied Sciences
Friedrichstraße 57-59
38855 Wernigerode

Ms Raddatz (kraddatz@hs-harz.de, Tel: 03943/659-892) will be happy to answer any questions you may have.

Required documents

For doctoral candidates of the doctoral centres: In addition to the enrolment application and all associated documents, the acceptance letter from the doctoral centre, the supervision agreement with the first supervisor and proof of payment of the current semester fee must be submitted.

For cooperative doctoral researchers: In addition to the enrolment application and all associated documents, a letter from the doctoral committee (e.g. acceptance letter), confirmation from the second supervisor, as well as proof of payment of the current semester amount must be submitted.

Notes on enrolment

Doctoral students are enrolled in the department to which their supervisor belongs at the Harz University of Applied Sciences.

The semester fee depends on the location of the department in which the doctoral student is enrolled. Before transferring the semester fee, please inform yourself about the current fee for your location in Wernigerode or Halberstadt. The amount of the current fees can be found [here](#). Please use the following bank details for the transfer:

Harz University of Applied Sciences
BIC: MARK DE F1 810
IBAN: DE 91 8100 0000 0081 0015 01
Reason for payment: Doctorate + your first and last name

- Doctoral students can enrol at any time during the current semester, but must always pay the full semester fee.
- 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 appropriate forms for re-registration. You can find the re-registration forms here:
[Campus Wernigerode](#)
[Campus Halberstadt](#)
- Please complete and sign the re-registration form and send it to our Speaker for Promoting Early Career Researchers of the Harz University of Applied Sciences at the address given above.
- Please adhere to the re-registration deadlines. If you are responsible for a late or omitted re-registration, you will have to pay a late fee according to the [General Fee Regulations of the State of Saxony-Anhalt](#). At the moment it is 10,30 € in addition to the semester fees.
- After the 10th enrolled semester, doctoral students must additionally submit the endorsement of the responsible doctoral committee and the supervisor at the Harz University of Applied Sciences to our Speaker for Promoting Early Career Researchers when re-registering.
- -Doctoral students may no longer re-register at the latest when they pass their disputation, i.e. when the doctoral procedure is completed. You will be automatically exmatriculated at the end of the semester.
- As soon as you are enrolled, you have the status of doctoral student. You will receive a doctoral student e-mail address, a matriculation number and a doctoral student ID in the form of a chip card. You will receive a re-registration reminder via this address.
- As a doctoral student, you may take a leave of absence in accordance with the matriculation regulations of the Harz University of Applied Sciences. To do so, please use the [application for leave of absence](#) from the Admissions Office and submit it by post with an original signature to our Speaker for Promoting Early Career Researchers of the Harz University of Applied Sciences at the address given above.
- If doctoral students finish/drop out of the doctoral programme in one semester but have already registered back for the next semester, they can apply for a refund of the fee, provided that the semester in question has not yet started. The student ID card must be submitted with the application. An informal application is sufficient for this purpose. Please submit your application, including your doctoral student ID, to our Speaker for Promoting Early Career Researchers at the Harz University of Applied Sciences.