

First Steps

On your way to achieving your [doctorate](#) you should be aware of some [formal steps](#).

Step 0: Activate KIT Account

1. the access data comes by letter (usually addressed to your institute secretariat)
2. each employee has their own ID consisting of two letters and four digits
3. log in with the access data and activate the account under <https://my.scc.kit.edu/index.php>
4. activate your email account under <https://owa.kit.edu/>

Step 1: Conclusion of a [Doctoral Agreement](#)

1. fill out the doctoral agreement with your supervisor(s)
 - a. KIT provides a [template and guidelines](#) for the doctoral agreement (accessible within the KIT network)
 - b. don't forget the appendixes!
 - c. this does **not** replace the application for acceptance as a doctoral candidate

Step 2: Registration with [KHYS](#) via [Docata](#)

1. Login in with your KIT account and fill out the registration form with the following documents:
 - a. **Curriculum Vitae** with your academic career
 - b. **Bachelor** documents (Certificate of completion, Transcript of Records, Diploma)
 - c. **Master** documents (Certificate of completion, Transcript of Records, Diploma, (if you don't have it yet, you can use a title certificate first and submit the official document later))
 - d. **Doctoral Agreement**
 - e. **Mentor**: According to the official regulation of the faculty of physics, a third supervisor from another institute has to be selected. The task of the mentor is mainly to mediate and help if there are conflicts with the main supervisors. Please ask a prof or private lecturer from another institute to be your mentor. After you filled out the KHYS form you will get a document ("Appendix - confirmation for mentoring") which your mentor has to sign.

Step 3: Application for PhD Acceptance

1. you will receive an email regarding [application for acceptance](#). Give this signed application for acceptance and all documents required by the doctoral regulations to the dean's office of the KIT physics faculty.
2. confirmation of your registration: KHYS will send you a written registration certificate within 10 working days. With your registration, you are automatically a member of KHYS.

Step 4: [Enrollment](#) / [Matriculation as a Doctoral Researcher](#)

Enrollment is mandatory if employed at KIT with a <50% contract, e.g. if you are funded by a scholarship

1. after your registration is confirmed you can find the document to **apply for matriculation as PhD student** on the bottom of the Docata website. However, you can only proceed with the matriculation as soon as you get the application confirmation letter from the faculty via mail (to your home).
2. fill out the form, copy the faculty confirmation letter and send both via mail to the address given on the top of the form (Studierendenservice). You can put it into the KIT house mail boxes ("Post Ausgang", no stamps needed) e.g. on the ground floor of the physics high rise building.

Step 5: [KIT \(student\) Card](#)

Your **KIT employer card** (green) has many functions and is an indispensable part of campus life (entering buildings and Campus North, paying, ...). In addition, after enrollment you can also get a **KIT student card** (blue) to get cheaper (student) prices in the Mensa and to verify that you are a student outside of KIT which can give you several discounts. You can also use it as verification for getting GitHub Copilot (by signing up as student at [GitHub Globalcampus](#)).

1. upload your ID photo under [mySCC](#) (within the KIT network)
2. wait until you get an email
3. get your cards in the [ID card office](#) (Building 10.11 at Ehrenhof, room 214 on the 2nd floor, Kaiserstrasse 12, 76131 Karlsruhe)
4. get your employee card activated for entrance at your local secretary office
5. (optional) [activate](#) your card for the library

Contact points

Convention of Doctoral Candidates

The convention consists of all accepted doctoral candidates of the respective KIT faculty. They can actively participate in the convention themselves. Each convention has an elected board, which is elected from its own ranks and represents its members. The eleven conventions are networked through regular KIT-wide meetings. They represent the interests of doctoral candidates vis-à-vis the faculty and other KIT bodies.

PhD Student Council

Web: <https://www.khys.kit.edu/doktorandenkonvent-physik>

Mail: physik-doktoranden-vorstand@lists.kit.edu

Questions about the doctorate

Corinna Knodel-Rupp

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Physics high rise building 9/14

Phone: +49 721 608-42052

Prof. Dr. Kirill Melnikov

Recognition of diplomas, MSc. etc. (especially from abroad)

E-Mail: kirill.melnikov@kit.edu

Physics high rise building 11/06

Tel. +49 721 608-43883

Ombudspersons

The ombudspersons for doctoral candidates and supervisors at KIT are contact persons in the event of conflicts or disputes during the doctoral phase. You can contact one of the ombudspersons at any time. They see themselves as a counseling and mediation office and are bound to secrecy.

Web: <https://www.khys.kit.edu/english/ombudspersons>

Digital Version of this Flyer

https://www.khys.kit.edu/doktorandenkonvent-physik/downloads/Onboarding_Flyer.pdf

