

## Contact points

### KHYS

The Karlsruhe House of Young Scientists (KHYS) supports young scientists at KIT. Among other things, KHYS offers doctoral candidates funding for networking, further education programs and advisory services. A welcome event for doctoral candidates is also held four times a year.

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

Mail: [info@khys.kit.edu](mailto:info@khys.kit.edu)

### 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](mailto:physik-doktoranden-vorstand@lists.kit.edu)

### 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/ombudspersonen.php>

### Questions about the doctorate

#### Corinna Knodel-Rupp

E-Mail: [dekanat@physik.kit.edu](mailto:dekanat@physik.kit.edu)

Phone: +49 721 608-42052

#### Prof. Dr. Kirill Melnikov

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

E-Mail: [kirill.melnikov@kit.edu](mailto:kirill.melnikov@kit.edu)

Physikhochhaus 11/06; Tel. +49 721 608-43883

## Scientific Networks

Doctoral researchers are often involved in further scientific networks, e.g. via the [KIT Centers](#) or [coordinated research programs](#), and/or in [structured doctoral programs](#). At KIT there are [guidelines for doctoral studies](#) that give an overview of essential aspects to get a doctoral degree.

### Structured Doctoral Programs

The independent research of doctoral researchers is supported by structured doctoral programs such as doctoral schools or research training groups. They offer consistent concepts and the highest standards for the supervision of doctoral theses and for the professional and interdisciplinary qualification of doctoral students as well as support for their career development. Researchers of the department play leading roles in several doctoral schools:

[GRACE](#) – Graduate School for Climate and Environment

[KCDS](#) – KIT Graduate School Computational and Data Science

[KSETA](#) – Karlsruhe School of Elementary Particle and Astroparticle Physics: Science and Technology

[KSOP](#) – Karlsruhe School of Optics and Photonics

[KSQM](#) – KIT Graduate School of Quantum Matter

[MPSP](#) – Max Planck School of Photonics

### Digital Version of this Flyer



[https://www.khys.kit.edu/doktorandenkonvent-physik/downloads/Onboarding\\_Flyer.pdf](https://www.khys.kit.edu/doktorandenkonvent-physik/downloads/Onboarding_Flyer.pdf)

### Issued by

Karlsruhe Institute of Technology (KIT)

KIT Department of Physics

PhD Student Council of the Department of Physics

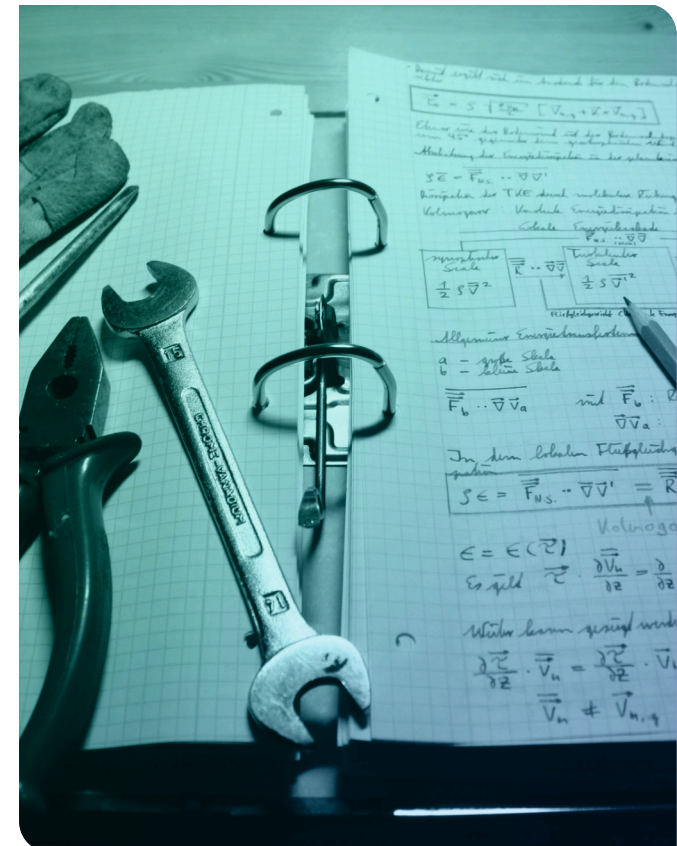
Web: <https://www.khys.kit.edu/doktorandenkonvent-physik>

Mail: [physik-doktoranden-vorstand@lists.kit.edu](mailto:physik-doktoranden-vorstand@lists.kit.edu)

<https://www.physik.kit.edu/english/>

## Information for New Doctoral Candidates

First Steps towards the Doctorate at the KIT Department of Physics



## 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](#)
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

## Useful

### Mail Certificate

The mail certificate is required to receive and send encrypted mails. You can apply for the certificate [here](#).

### Token

In some systems, such as the campus system, two-factor authentication is required. There are several options for two-factor authentication and you can find more information on the [SCC page](#).

### Mailing Lists

You are automatically added to some KIT mailing lists such as [physik-doktoranden@lists.kit.edu](mailto:physik-doktoranden@lists.kit.edu) and [mitarbeiter@lists.kit.edu](mailto:mitarbeiter@lists.kit.edu). Under <https://www.lists.kit.edu/sympa> you can join other mailing lists and see which mailing lists you are on.

## Last Steps

Step 6: Application for [Admission to the Doctoral Procedure](#) and Opening of the Procedure

Step 7: [Oral Exam](#)

Step 8: [Publishing](#) your Dissertation

Step 9: [Disenrollment](#)/Deregistration

Step 10: Issuance of the [Doctoral Degree Certificate](#)

## Regulations

[PhD Regulations of the KIT Department of Physics of March 27, 2017](#).

in addition: [Amendment of the PhD Regulations of the KIT Department of Physics of October 26, 2018](#).