

Enrollment for doctoral students at Magdeburg-Stendal University of Applied Sciences (h²)



Enrollment is open to

- doctoral students of the Doctoral Centers and to
- cooperative doctoral candidates whose second supervisor works at h².

To enroll, you can fill out the [enrollment application form](#), sign it digitally and send it by e-mail with the required documents to [Mandy Mattke](#) (Enrollment Office).

Required Documents

Doctoral students from the Doctoral Centers submit:

- the letter of acceptance from the Doctoral Center and
- the Doctorate Agreement.

Cooperative doctoral students submit:

- a letter from the other university's doctoral committee (e.g. letter of acceptance) and
- a confirmation from the second supervisor at Magdeburg-Stendal University of Applied Sciences that you are obtaining your doctorate and that the person is supervising you.

All doctoral students also submit the following:

- the application for enrollment,
- a CV,
- a scan of the university entrance qualification ("high-school" certificate that enabled you to study at a university – if possible in English),
- a scan of the Bachelor's and Master's certificates and transcripts, in English or German,
- a bank transfer receipt for payment of the semester fee.
→ The amount of the current semester fee can be found [here](#) under "Amount and components of the semester fee" - it differs according to the Magdeburg or Stendal location (see next section). The account details and reference can be found [here](#) under "Paying the semester fee by bank transfer" - for enrollment, simply omit the matriculation number in the reference.

Important Notes

- Doctoral students can enroll at any time, but must always pay the full semester fee.
- By enrolling, doctoral students receive an h² student e-mail address. The account data will be sent by e-mail after enrollment if you have agreed, in a previous query, to the account data being sent to you by e-mail.

- Via the h² student e-mail address, you will receive a reminder for the re-registration which is required each semester.
- [Re-registration](#) is then the same as for normal students: The semester fee must be paid within the re-registration period.
- The semester fee depends on the location of the Department in which the doctoral students are enrolled. Doctoral students are enrolled in the Department to which their supervisor belongs (see Department websites):
 - Departments in Stendal
 - Applied Human Sciences (*Angewandte Humanwissenschaften*)
 - Economics (*Wirtschaft*)
 - Departments in Magdeburg
 - Engineering and Industrial Design (*Ingenieurwissenschaften und Industriedesign*)
 - Social Work, Health and Media (*Soziale Arbeit, Gesundheit und Medien*)
 - Water, Environment, Construction and Safety (*Wasser, Umwelt, Bau und Sicherheit*)
- If you are enrolled in Stendal, you will receive a regional train ticket for the Magdeburg-Stendal route (by *Deutsche Bahn, DB*). If you can prove that you live in Magdeburg, you will also receive a local transport ticket for Magdeburg (by *Magdeburger Verkehrsbetriebe, MVB*) for an additional charge.
- If you are enrolled in Magdeburg, you will receive a local transport ticket for Magdeburg (by *Magdeburger Verkehrsbetriebe, MVB*).
 - Tip: If your only reason to enroll is to receive a ticket for the public transport, you may consider the [Deutschlandticket](#) by *Deutsche Bahn* instead of enrolling. You can travel all over Germany with this ticket.
- You can access your student ID and transport tickets via the [UniNow App](#). If you cannot or do not want to use the app, you can apply for a printed student ID card by email using [this form](#).
- If you have been admitted to the doctorate with conditions of catching up courses, none of the coursework you have successfully completed can be recorded in the university's digital system ("His"). Instead, you must obtain written proof from the lecturer for any course you have completed.
- Doctoral students can take Leave of Absence in the same way as other students. To do this, use the [application for Leave of Absence](#) from the Enrollment Office. Please note that you cannot take leave of absence for "study visits or internship", but as a doctoral student you can take leave of absence for an "extraordinary burden during your professional activity".
- After the 10th enrolled semester, you cannot automatically re-register, but must submit an endorsement from the responsible doctoral committee and the supervisor before you can continue to be enrolled.
- If you finish/drop out of your doctorate in one semester but have already re-registered for the next semester, you can apply for a refund of the fee with the Enrollment Office. If existent, the student ID card must be submitted with the application.
- You may no longer re-register once you have passed their disputation, i.e. completed the doctoral procedure. You will be automatically de-registered at the end of the semester.