Guide to "*create a doctorate request*"
in Marvin

!!!You only need to fill in fields with an asterisk!!!

Course of study: Please select the course of study according to the doctoral regulations of your department. Please do NOT choose any course with the addition "alt" or "o.A.".

Supervisor: Select your supervisor from the supervisor name list. If the name of your supervisor is not included in the list, select *Betreuer Doktorandenbetreuer* and write to marvin@uni-marburg.de to ask for completion of the missing name.

Higher education entrance qualification

Information is required on your FIRST higher education entrance qualification. Usually this is a school/high school diploma. Please note that this refers to a valid entrance qualification to the first higher education institution that you visited, regardless of whether the entrance qualification would be valid for a German university.

- You might have to *create a new entrance qualification*, if the one applicable to you is not yet listed.
- Select the *country* in which you obtained this qualification (if not available or not valid any more: Select *Not specified*).
- Select the *type*: Usually, it is *sonst. HZB im Ausl.* if you visited a regular school in your country. If you're uncertain which type to choose, you can ask the person in charge for the doctorate administration in your department or the registrar's office for support.

First enrollment

Information is required on your first enrollment at ANY higher education institution. Usually this is the first university you visited after finishing school. Please do NOT fill in the date when you started your doctorate in Germany, as you need to have former qualification in order to start a doctorate – thus, your doctorate at the Philipps-Universität CANNOT be your first enrollment.

- Select the *country* of your first enrollment (if not available or not valid any more: select *Not specified*); in case, it is *Germany*, please select the *University name* from the list.
- Specify the *term* and *year*. Select *summer term* if your enrollment dated in the period from April until September and *winter term* for the remaining months.

Final examination qualifying for the doctorate

Information is required on the successfully completed course of study that you need to have proof of for the acceptance of your doctorate. Usually this is a Master degree or a similar higher institution diploma. Note that it is not necessary to give information on any other former studies.

- You might have to *Add an external study with a final examination*, if the one applicable to you is not yet included in the list.
- Select the *country* of the *Studies Before/External Studies* (if not available or not valid any more: select *Not specified*); in case it is *Germany*: select the *University name* from the list.
- In *Degree Program 1*, add the exam *date* and select the *Status: passed*. If you want to add a *Grade* (which is not necessary!), please note that you have to fill in a number between 0.7 and 4.5. Foreign grades have to be converted into the German grading system using the „Bayerische Formel". For a translation of your grade, you can also ask the person in charge for the doctorate administration in your department for support.
- In the bottom section, you need to fill in the start of this degree program. Choose *summer term* if this dated in the period from April until September and *winter term* for the remaining months.
- If you have a Master degree, select *Master Uni mit Abschluss* as *Degreetarget*. Else, you might select *Abschl. außerh. Deutschland* for any degree outside Germany or ask the person in charge for doctorate administration in your department for assistance.
- Select the *subject* from the list or ask the person in charge for the doctorate administration in your department for assistance, if you cannot find one applicable to you.
- In *Form of studies*, select *konsekutiver Master* if you have a Master degree or *First enrollment* if your degree is tied to a long-term study program. If you are not sure which one is correct, select *Keine Studiumsform*.
- In the field *S.term*, please fill in number of semesters you studied for the degree.

Submit the request - and enjoy the rest of the day!