

### Self-registration as a doctoral candidate in Marvin

If you are doing your doctorate at the University of Marburg (UM), you will need to register as a doctoral candidate.

Depending on your status and your current or past affiliation with the University of Marburg, you will need to complete different steps within the registration process.

In all cases, you can complete your application online by using the **MARVIN** tool, which can be found at: <https://marvin.uni-marburg.de/>.

In order to register, please follow one of the options below, based on your current and past affiliation with the University of Marburg.

#### Option / scenario 1: You are currently enrolled at the University of Marburg

- Log in with your student account.
- Choose *Studies offered*, go to *Doctorate* and create a doctorate request. Please visit <https://www.uni-marburg.de/de/forschung/kontakt/formularcenter-downloads/promotion-1/guide-to-create-a-doctorate-request.pdf> for some guidelines on how to fill in the request.
- Complete all fields marked with an asterisk\*.

\*If the academic supervisor of your dissertation project is not included in the selection list: select *Academic supervisor* & inform [marvin@uni-marburg.de](mailto:marvin@uni-marburg.de).

#### Option / scenario 2: You were enrolled at the University of Marburg in the past

- Send an email to [marvin@uni-marburg.de](mailto:marvin@uni-marburg.de) and request new access data for your self-registration as a doctoral candidate (please state your former matriculation number, family name, given name and date of birth).
- We will send you new login data for your account .
- Follow the registration process as described in option / scenario 1.

#### Option / scenario 3: You are an employee of the University of Marburg and you already work with MARVIN

In addition to the roles you have for working with Marvin, you also have the role *Employee*.

- Log in to Marvin and choose the role *employee* from the dropdown list of roles.
- Using this role, follow the registration process as described in option / scenario 1.

#### Option / scenario 4: You neither studied at the University of Marburg in the past nor are you currently employed here or working with MARVIN

- Go to <https://marvin.uni-marburg.de/> and select *Admission* and then *Self-Registration*.
- Complete all fields marked with an asterisk.
- The registration link will be emailed to you, please follow the instructions.
- Follow the registration process as described in option / scenario 1.

The self-registration as a doctoral candidate is required before getting enrolled. Note, however, that enrollment is not mandatory. More information on the enrollment process is available here: <https://www.uni-marburg.de/en/studying/admissions/application-process/enrollment-as-a-doctoral-student>

[Register now!](#)

[Here you can sign up and choose your password, please record your data carefully.](#)

## **After submitting your doctorate request**

When your doctorate request in Marvin has the state “accepted” (genehmigt), you are registered as an accepted doctoral candidate. If you like, you can also enroll as a doctoral student or you can request a personal staff-account (even if you are not an employee of Philipps-Universität) which allows for the access of licensed online literature and software downloads, see <https://www.uni-marburg.de/en/hrz/services/central-user-account/staff> for further information.

From now on, we will ask you for an annual confirmation of your data in Marvin. In order to confirm your data in Marvin, you need to log in. If after logging in with your students- or staff-account you cannot choose the role „Doktorand/in“, please send a mail to [marvin@uni-marburg.de](mailto:marvin@uni-marburg.de) and ask to link your doctorate registration with your students- or staff-Account.

Please note that the request you created in Marvin is NOT the official application for acceptance as a doctoral candidate at your department and the status of the request in Marvin does not refer to your acceptance as a doctoral candidate at your department. If you haven't already done so, you need to submit a written application for acceptance as a doctoral candidate to the Doctoral Committee of your department. The Doctoral Committee decides whether you will be accepted as a doctoral candidate. For further information please refer to the respective internet pages of your department.