

## Information in English for doctoral candidates

### Acceptance as a doctoral candidate:

The doctoral regulations of the departments specify the details and requirements for acceptance as a doctoral candidate. If possible, the application should be submitted at the beginning of the dissertation, since acceptance as a doctoral candidate forms the formal and binding framework for the doctoral relationship for all parties involved. In addition, you can enjoy the advantages of the funding instruments for doctoral candidates right from the start.

### Self-registration via the online portal *Marvin*:

You have been accepted with a doctoral project at a department of Philipps-Universität or would like to apply for acceptance? You would like to register as a doctoral student ("Promotionsstudent/in")? In any case, please register first via the online portal Marvin. Self-registration is mandatory in any case and serves as proof of your status. You will receive access to the mail account (staff) and to the mail distribution list, which is also used by your doctoral student representative. You will also automatically become a member of the MARburg University Research Academy (MARA) and will be able to take advantage of the wide range of offers. Please also pay attention to the annual call to confirm your data, which is automated via Marvin. In case of technical problems, please contact email: [marvin@uni-marburg.de](mailto:marvin@uni-marburg.de).

### Enrollment:

Doctoral candidates have the opportunity to enroll as doctoral student. However, there is no obligation to do so <https://www.uni-marburg.de/de/international/aus-dem-ausland/promovierende>.

Doctoral regulations <https://www.uni-marburg.de/de/universitaet/administration/recht/studprueo/09-promotionsordnungen>: The doctoral regulations of the departments specify the details of the doctoral procedure. Please inquire at your department whether there are any further regulations or information in connection with the doctorate.

### Mentoring agreement:

The mentoring or supervision agreement deals with mutual rights and obligations in the relationship between supervisor and doctoral candidate. An example for a mentoring/supervision agreement can be found on here [https://www.uni-marburg.de/de/forschung/kontakt/formularpool/betreuungsvereinbarung\\_en](https://www.uni-marburg.de/de/forschung/kontakt/formularpool/betreuungsvereinbarung_en). A compilation of guiding questions will help you discuss the mentoring agreement with your supervisor.

Fixed-term employment: The UMR promotes the improvement of framework conditions through employment contracts that focus on achieving specific qualification objectives. Here you will find information provided by the Human Resources Department <https://www.uni-marburg.de/en/university/administration/administration-units/adminunit2/human-resources/info-hr-department>.

Statistics of Doctoral Students: On 2 March 2016 an amendment to the Higher Education Statistics Act was adopted. The deadline for the first survey of the associated doctoral student statistics was 01 December 2017. In this context, all doctoral students of Philipps-Universität are asked to provide a number of data, which are evaluated anonymously as static data.

### Relevant Forms/documents:

Fixed-term employment regulations (in German)

[Mentoring agreement](#) (in English)

[Possible questions for Supervision meetings](#) (in English)

[Human resources development concept](#) (in German)