

STEPS AFTER THE QE – ADMISSION TO THE FACULTY'S PhD LIST

After passing the QE, you must apply for admission to the official list of doctoral candidates at the Faculty of Mathematics and Computer Science at Saarland University.

Please submit the **following 5 documents** (*single PDFs*) in **paper form** and per **e-mail** to the Dean's office (in the Mathematics building):

Dekanat Fakultät MI
Campus E2 4, room 110
66123 Saarbrücken
(office hours Tuesday and Thursday 9-11)
mi-dekanat@uni-saarland.de

- *(1) request letter for the admission to the Faculty's PhD list (instead of the projected thesis title you may use the title of your QE talk)*

A sample letter can be found here

<https://www.graduateschool-computerscience.de/dissertation-phase/>

You may propose an academic mentor (*wissenschaftlicher Begleiter*) yourself when submitting your request letter or someone will simply be appointed for you.

Please contact them as soon as possible to get acquainted (if you aren't in touch already). You should familiarize yourself with your academic mentor before any possible (but unlikely) problems arise. Your mentor is meant to accompany and support your PhD journey. They can offer advice and support and will, should the need arise, act as a mediator in conflict situations.

The academic mentor has to be professor of the Faculty (not an associate or junior Faculty member): <https://www.graduateschool-computerscience.de/advisors/>

- *(2) request to change enrolment status (Antrag auf Änderung der Immatrikulation)*

https://www.uni-saarland.de/fileadmin/upload/studium/orga/Antrag_Aenderung_Imma_Regi.pdf

Once you have been admitted to the Faculty's PhD list, you need to promptly change your enrolment status accordingly. **First**, your request form for changing your **matriculation / enrolment status** (*we do not allow for the registration option*) has to be signed by the Dean's office, who will then also give you instructions for further steps to be taken at the registrar's office (studium@uni-saarland.de or via the SIM portal).

- (3) a supervision agreement (*including appendix A*) between you and your doctoral supervisor. Please do **not** attach a print-out of the DFG guidelines for good scientific practice!

If such a document has already been signed previously in your research group or institute, please submit the existing agreement. Otherwise, you may select and adapt one of the various **model agreements** on the Graduate School's website under "Downloads" on the right: <https://www.graduateschool-computerscience.de/dissertation-phase/>

- (4) last degree certificate (*copy only!*)
- (5) QE confirmation certificate (*you will receive a copy after passing the QE*)

Please allow us to also draw your particular attention to **Section 4 - Obligations** of the Doctoral Degree Regulations for the Faculty of Mathematics and Computer Science at Saarland University, which you can find here:

<https://www.graduateschool-computerscience.de/wp-content/uploads/neu-2024-Promotionsordnung-Fak-MI-Neu-15-11-2023-2-EN-acs-bereinigt.pdf>

Please don't hesitate to contact us if anything is still unclear to you after careful reading. We are here to help.