

Information sheet for registering as a doctoral candidate in Faculty 09 at Johannes Gutenberg University Mainz

Please note the following points both to ensure that the formal doctoral degree assessment procedure at Faculty 09 proceed as smoothly as possible as well as to prevent any recurring scheduling problems.

Prior to the starting doctoral studies

- You **must** register via [Jogustine](https://jogustine.uni-mainz.de) <https://jogustine.uni-mainz.de> under Application/Registration before starting your doctoral thesis.
 - While on Jogustine, you can decide whether you only want to register or if you also want to enroll.
 - Please answer all the questions on the application form on Jogustine. At the end of the registration process you must print out the application and keep a checklist of the documents to be submitted.
 - The registration application, all required documents according to the checklist, and the admission application must be submitted to the Dean's Office.

Registration is a prerequisite for admission/acceptance for doctoral studies.

Information for international applicants

- If the certificates required for registration are not from a German university or German university of applied sciences, they must first be reviewed in the [International Office](#). If a certificate of recognition is provided after the certificates have been reviewed, you must submit it along with the printed and signed registration application/admission application to the Dean's Office.
- Proof of German or English language skills must be submitted in accordance with the rules of Johannes Gutenberg University's enrollment regulations as they are relevant and apply. A certificate from the supervisor, if applicable, is sufficient.

After receiving the acceptance letter

- In accordance with § 34 para. 5 of the University Act (*Hochschulgesetz, HochSchG*) of Rhineland-Palatinate dated September 23, 2020, the supervisor and doctoral candidate **must conclude an advising agreement in writing within 3 months** of acceptance (in accordance with § 10 (1) of the Doctoral Degree Regulations for Awarding the Title of Dr. rer. nat. dated October 18, 2021 as amended on August 17, 2022).
 - All doctoral candidates receive a corresponding template with their acceptance letter, which can also be found on the website under Forms.
 - The original, completed, and signed advising agreement must be submitted to the Dean's Office no later than three months after acceptance and will be filed in the examination records.
 - **If no supervising agreement is submitted, admission to the doctoral degree assessment procedure cannot be granted. Failing to meet the deadline will result in the revocation of the applicant's acceptance as a doctoral candidate.**