

Application for admission as a doctoral candidate at the Business School

With this form you apply for admission as a doctoral candidate at the Business School. Once accepted, you will automatically be **enrolled as a doctoral student** according to Section 38 Paragraph 5 of the Act on Higher Education of the Land of Baden-Württemberg (LHG). Doctoral candidates who are employed full-time at the University of Mannheim, i.e. who hold an employment equal to 50 % or more of the regular time of a full-time position according to TV-L, can be **exempted from the obligation to enroll**.

Please indicate if you wish to be exempted from the obligation to enroll after being accepted as a doctoral candidate. You can revise your decision at any time:

I, _____ (name), have a full-time position at the University of Mannheim at the time of acceptance as a doctoral candidate and I would like to be exempted from the obligation to enroll. I will complete and sign the form "Request for exemption from mandatory enrollment" (see p. 7) and send it to the central Doctoral Office in Division I immediately after being accepted as a doctoral candidate.



If you have any questions regarding the enrollment or if you have problems to fill in the form, Johanna Fatokun in the central Doctoral Office in Division I is at your disposal:

Johanna Fatokun

Division I

L 1, 1 — room 326

68131 Mannheim

Phone: +49 621 181-1283

E-mail: johanna.fatokun@verwaltung.uni-mannheim.de

Consultation hours: Mon–Thu, 9–11 a.m.

Please hand in the completed and signed application for acceptance as a doctoral candidate to the Doctoral Office of the Business School:

Natalie Holm

Dean's Office Business School

L 5, 5 — room 203 (2. floor)

68161 Mannheim

Phone: +49 621 181-1463

E-mail: natalie.holm@uni-mannheim.de

Consultation hour: on appointment

To the
Dean of the Business School
of the University of Mannheim
L 5, 5
68131 Mannheim

Application for admission as a doctoral candidate at the Business School



According to Section 5 of the Act on Statistics for Higher Education and for Universities of Cooperative Education (University Statistics Law), the universities are obliged to provide certain survey characteristics on all their doctoral candidates, regardless of their enrollment status or any employment relationship. Further information on data protection, especially in the context of the survey, can be found on the enclosed information sheet on page 6.

I hereby apply for admission as a doctoral candidate at the Business School in accordance with Section 4 of the current Doctoral Regulations.

1. Personal information		
1.1	Last name	
1.2	First name	
1.3	Gender	
1.4	Date of birth	
1.5	Place of birth	
1.6	Nationality	
1.7	Name at birth (if different)	

2. Address and contact		
2.1	Street and number	
2.2	Postal code, city	
2.3	E-mail address	
2.4	Phone number	

3. Information on Doctorate		
3.1	Field of study	
3.2	Supervisor	
3.3	Provisional dissertation topic (working title of the dissertation)	
3.4	Type of doctorate	<input type="checkbox"/> Doctorate at the University of Mannheim (incl. cooperation with other universities in Germany) <input type="checkbox"/> Doctorate at the University of Mannheim in cooperation with a university abroad <input type="checkbox"/> Doctorate at the University of Mannheim in cooperation with a University of Applied Sciences <input type="checkbox"/> Doctorate at the University of Mannheim in cooperation with a research institution (i. e. Leibniz-Institut für Sozialwissenschaften (GESIS), Leibniz-Zentrum für Europäische Wirtschaftsforschung (ZEW)) <input type="checkbox"/> Doctorate at the University of Mannheim in cooperation with a private company or other institutions
3.5	Type of dissertation	<input type="checkbox"/> Monograph <input type="checkbox"/> Cumulative dissertation
3.6	Participation in a structured doctoral program	<input type="checkbox"/> yes (please indicate) <hr style="width: 200px; margin-left: 0;"/> <input type="checkbox"/> no
3.7	Type of registration	<input type="checkbox"/> Initial registration (first registration as a doctoral candidate at a German university) <input type="checkbox"/> Re-registration (new registration after break-off or successful completion of a previous doctorate, new registration after change of university)
3.8	Employment at the University of Mannheim	<input type="checkbox"/> yes <input type="checkbox"/> no

4. Information on previous studies and semesters at <u>German universities</u>		
4.1	University semesters Number of semesters you were enrolled at <u>German universities</u> , including semesters on leave (the semester applied for is included in counting)	
4.2	Semester on leave Number of semesters, you were on leave of absence during your studies at <u>German universities</u>	

5. University of initial enrollment (information on the university at which you were <u>first enrolled</u>, in Germany or abroad)		
5.1	University of initial enrollment	
5.2	City	
5.3	Country	
5.4	Semester and year of initial enrollment	

6. Study in the previous semester (information on the university at which you were <u>last enrolled</u>, in Germany or abroad*)		
6.1	University of last enrollment	
6.2	City	
6.3	Country	
6.4	Degree	
6.5	Form of study (usually consecutive Master)	
6.6	Subject 1 (if necessary)	
6.7	Subject 2 (if necessary)	
6.8	Subject 3 (if necessary)	

* If you have acquired several degrees in different subjects, please indicate only the one that is relevant for your doctoral project.

7. First degree (usually Bachelor)*		
7.1	University	
7.2	City	
7.3	Country	
7.4	Degree	
7.5	Subject 1	
7.6	Subject 2 (if necessary)	
7.7	Subject 3 (if necessary)	
7.8	Semester and date of degree (DD.MM.YYYY)	
7.9	Final grade	

8. Last degree (Master, Diplom, Magister, Staatsexamen)*		
8.1	University	
8.2	City	
8.3	Country	
8.4	Degree	
8.5	Subject 1	
8.6	Subject 2 (if necessary)	
8.7	Subject 3 (if necessary)	
8.8	Semester and date of degree (DD.MM.YYYY)	
8.9	Final grade	

* If you have acquired several degrees in different subjects, please indicate only the one that is relevant for your doctoral project.

With this application is enclosed:

1. my CV with details of passed and failed academic and state examinations and those that did not lead to a doctoral degree,
2. a copy of my University Entrance Qualification,
3. a certified copy of my Master's Degree, Bachelor's Degree Diplomzeugnis,
(please mark here according to your degree entitling you to do a doctorate)
4. the Advising Agreement signed by myself and my supervisor for (please mark)
 is enclosed with this application. has already been submitted.

I hereby declare that

- the information I have provided is correct and complete; I am aware that untrue or missing information may lead to refusal and, if necessary, to the cancellation of acceptance as a doctoral candidate,
- this application has been preceded by
 - no other request to obtain a doctoral degree.
 - another request to obtain a doctoral degree at _____ (name of the university)
(if the latter applies, a separate declaration on the previous request to obtain a doctoral degree and, if applicable, a certified copy of the doctoral degree certificate must be attached to this application),
- I have have not
currently applied to another university or faculty to be accepted as a doctoral candidate or to open a doctoral process,
- I have taken note of the [Doctoral Regulations](#) of the of the Business School in its currently valid version.

Upon acceptance as a doctoral student or subsequent compulsory enrollment the University IT automatically assigns my user ID, initial password and e-mail address. I accept the [terms of use for the University Library](#) and for the [University IT](#) of the University of Mannheim in the currently valid version.

place, date

signature applicant

I have taken note of the information on data protection on the attached information sheet (page 6).

place, date

signature applicant

Information on Data Protection

according to the application of admission as a doctoral candidate

1. Responsible authority and data protection officer

University of Mannheim
L 1, 1
68131 Mannheim
phone: 0621/181-1001
E-mail: rektor@uni-mannheim.de
Internet: <https://www.uni-mannheim.de>

Datenschutzbeauftragte
L 1, 1, room 327
68161 Mannheim
Phone: 0621/181-1126
E-mail: datenschutzbeauftragte@uni-mannheim.de

2. Legal basis

- Art. 6 para. 1 lit. e in connection with para. 3 of the EU's General Data Protection Regulation (GDPR) in connection with § 12 of the Landeshochschulgesetz LHG (state law on higher education) from 01.01.2005, whose Article 1 was last amended on 13.03.2018 (published in GBl. p. 85), and the Ministry of Science, Research and the Arts's legal regulation "Hochschul-Datenschutzverordnung" on the collection and processing of personal data of university applicants, students and examination candidates for administrative purposes of the institutions of higher education from 28.08.1992 (GBl. p. 667), whose Article 2 was last amended on 14.05.2019 (GBl. p. 225),
- "Hochschulstatistikgesetz" (law on university statistics) from 02.11.1990 (BGBl. I S. 2414), whose Article 3 was last amended on 07.12.2016 (BGBl. I p. 2826),
- Landesdatenschutzgesetz (data protection act) from 12.06.2018 (GBl. p. 173), and
- § 4 of the "Studentenkrankenversicherungs-Meldeverordnung" (student health insurance registration provision) from 27.03.1996 (BGBl. I p. 568), whose Article 20 was last amended on 11.11.2016 (BGBl. I p. 2500).

3. Purpose for data processing

The data provided in the application will be processed for the purpose of fulfilling the statutory tasks of the University, especially in the area of study and teaching. Without this information, no acceptance can take place.

4. Recipients

- The data will be forwarded to the following organizational units of the University of Mannheim: Division I (Promotion of Young Researchers), Division II (Student Affairs, provided that an enrollment will follow).
- Passing on data to third parties: Personal data may be passed on to third parties, particularly to other universities, public health insurances and offices for educational assistance if the legal requirements are fulfilled.

5. Storage duration

Basically, all data is saved until exmatriculation or the end of the examination procedure, then deleted. The following data is exempt from this regulation as it must be kept for 40 years after exmatriculation or the end of the examination procedures (§ 12 Hochschul-Datenschutzverordnung (university data protection regulation)):

- last name, first name(s), birth name, date of birth, place of birth, gender,
- study program, student ID number,
- internship semesters, leave of absence semesters, other interruptions,
- result and date of the preliminary (degree) examination,
- result and date of the final examination including the overall grade and the individual grades the overall grade is calculated from,
- date of enrollment and exmatriculation as well as the reason for exmatriculation.

6. Your rights

- In accordance with Article 15 GDPR, you have the right to request information from the University of Mannheim about any data it stores that is related to your person and/or to have incorrect data corrected as per Article 16 GDPR.
- You also have the right to demand that your data be deleted (Article 17 GDPR), that the processing and use thereof be restricted (Article 18 GDPR), as well as to object to the processing and use of your data (Article 21 GDPR), unless legal requirements stipulate otherwise.
- To better understand and exercise your rights, please contact the Business School.
- You also have the right to file a complaint with the regulating authority if you believe that the processing and use of your personal data is in violation of the law (Art. 77 GDPR).

The responsible contact person at the regulating authority is the Landesbeauftragter für den Datenschutz und die Informationsfreiheit Baden-Württemberg (state commissioner for data protection and the freedom of information Baden-Württemberg).

7. Information on your right to object according to Art. 21 paragr. 1 DS-GVO

You have the right to oppose for legitimate reasons the treatment of your personal data that was collected according to Art. 6 paragr. 1 lit. e DS-GVO (data-processing in public interest).

To the
central Doctoral Office
Division I
L 1, 1
68131 Mannheim



Request for exemption from mandatory enrollment

I, _____ (name) hereby declare that I have been accepted as a doctoral candidate at the Business School on ____ . ____ . ____ (date) and that the University of Mannheim is my main employer with _____% of the regular working time of a full-time position according to the collective agreement for public service employees of the German Länder (TV-L) working as (please check as appropriate)

- an academic staff member a non-academic staff member.

I hereby waive my enrollment.

I am aware that by waiving my enrollment

- I am forgoing my student status,
- I can exercise my rights of participation only within the group of the academic or non-academic staff members.

I hereby declare that I will inform the central Doctoral Office in Division I immediately and without being asked of any changes concerning my employment or the scope of my employment and that I will present a copy of my current employment contract.

If the University of Mannheim is no longer my main employer, that is to say if I work less than 50 % of the regular working time of a full-time position according to the collective agreement for public service employees of the German Länder (TV-L), I am obliged to be enrolled.

I can revoke my exemption from the mandatory enrollment at any time and enroll at the University of Mannheim, provided that my dissertation project continues.

A copy of my current employment contract is attached to this form.

place, date

signature