

## Enrolment as a PhD Candidate in the study program Intelligent Systems (ISY)

### 1. **Confirmation of supervision**

Ask your supervisor to please twice sign document 1 **“Bescheinigung zur Promotion“** (“Betreuungsbescheinigung“), which states that you will pursue your PhD under his/her supervision.

### 2. **Application for admission into Bielefeld University and enrolment in the study program Intelligent systems (ISY)**

Your admission to the doctorate program needs to be approved by the examination board of the respective faculty. Each faculty has its own PhD guidelines, indicating how to apply for admission. The written applications comprise several enclosures: outline of the PhD project, master certificate (or corresponding certificates), confirmation of the supervisor, CV, complete list of scientific publications, cognizance of the PhD guidelines, declaration on former PhD requests.

### 3. **Confirmation of the examination office on the approval as PhD candidate**

The examination board of the faculty will proof your application. The application as PhD candidate will be confirmed in the event you meet the admission requirements. The examination office will confirm your approval by signing the document for the enrolment at the student office of Bielefeld University with document 2 **„Bescheinigung über die Annahme als Doktorand zum Zwecke der Vorlage im Studierendensekretariat“**.

### 4. **Confirmation of the ISY steering committee**

Both documents have to be shown to the chair person of the steering committee (“Lenkungsausschuss“) of the ISY study program, Dr. Carola Haumann (office 1.313 in the CITEC building, or her secretary Ms. Ruth Moradbakhti's office, 1.311). Dr. Carola Haumann has to approve document 2.

### 5. **Enrolment at Bielefeld University**

You can apply for enrolment at the student office of Bielefeld University (“Studierendensekretariat“, Uni Main Building, C0-152 – D0-102, open on Monday to Friday from 09.30 to 12.00, and 13.30 to 15.30, and for PhD applicants only on Mondays from 13.30 to 15.30, as well as on Thursday from 09.30 to 12.00):

a) Enrolment as a PhD candidate

b) Enrolment in the Study Program Intelligent Systems (ISY)

The Documents 1 and 2 (confirmation from your supervisor, confirmation of the faculty of your admission as a doctoral student, from your Graduate School or faculty), as well as your original certificates of qualification as proof of a completed tertiary degree in a relevant subject (e.g. Magister, Master) should also be presented at the student office when enrolling at Bielefeld University. The equivalence of international degrees will be checked before the enrolment process can be completed. The first step is to fill in the online application form:

<https://wwwhomes.uni-bielefeld.de/einschreibung/cgi/neuimmatrikulation/seite1.php>