

## Contact Points

### KHYS

Karlsruhe House of Young Scientists (KHYS) supports early-stage researchers at KIT. Among others, KHYS offers networking grants (e.g. the Research Travel Grant), trainings courses, and consultation services for doctoral candidates. KHYS also provides information on scholarships ([khys.kit.edu/english/scholarships.php](https://khys.kit.edu/english/scholarships.php)) and structured doctoral programs which are offered at KIT ([khys.kit.edu/english/doctoral\\_programs.php](https://khys.kit.edu/english/doctoral_programs.php)), e.g. the “KIT Graduate School Computational and Data Science” ([kcds.kit.edu](https://kcds.kit.edu)). Four times a year, a welcome event is organized for doctoral candidates.

### Convention of Doctoral Researchers

At every KIT department there is a convention of doctoral researchers (Doktorandenkonvent). It consists of all doctoral candidates accepted at that department. Doctoral candidates are invited to actively contribute to their convention's work. Every convention has a board which is elected from among its members. The eleven conventions at KIT meet regularly. They represent the interests of doctoral candidates towards the department and other KIT bodies.

### Ombudspersons

The Ombudspersons for doctoral candidates and supervisors at KIT may be contacted in case of conflicts or disputes during the doctoral phase. You are free to contact an Ombudsperson at any time. They understand themselves as advisors and mediators and are obliged to secrecy.

## Contacts

### Questions Relating to the Doctorate

Anke Vennen, M.A.

Email: [Anke.Vennen@kit.edu](mailto:Anke.Vennen@kit.edu)

Telephone: +49 721 608 43802

### Informal Contact

Committee of the Convention of Doctoral Researchers

Email: [math-doktorandenkonvent@lists.kit.edu](mailto:math-doktorandenkonvent@lists.kit.edu)

Website: [www.math.kit.edu/forschung/page/konvent/en](http://www.math.kit.edu/forschung/page/konvent/en)

Transcripts of meetings and further information:

[intern.math.kit.edu/Konvent/Doktorandenkonvent/](http://intern.math.kit.edu/Konvent/Doktorandenkonvent/)

### Contact Partners in Case of Problems

Advisory Offices – Counseling in Conflict Situations

[www.khys.kit.edu/english/advisory-offices.php](http://www.khys.kit.edu/english/advisory-offices.php)

Ombudspersons for Doctoral Researchers

[www.khys.kit.edu/english/ombudspersons.php](http://www.khys.kit.edu/english/ombudspersons.php)

### Promotionsordnungen

Regulations (KIT Department of Mathematics)

[www.math.kit.edu/forschung/page/promhabil/en](http://www.math.kit.edu/forschung/page/promhabil/en)

Information on the Regulations

[www.math.kit.edu/forschung/seite/handreich2016/en](http://www.math.kit.edu/forschung/seite/handreich2016/en)

Interfaculty Regulations (Math und Economics)

[sle.kit.edu/downloads/AmtlicheBekanntmachungen/2025-AB-009.pdf](http://sle.kit.edu/downloads/AmtlicheBekanntmachungen/2025-AB-009.pdf)

### Digital Version of this Flyer

[www.math.kit.edu/forschung/seite/konvent/media/flyer\\_promovierende\\_eng.pdf](http://www.math.kit.edu/forschung/seite/konvent/media/flyer_promovierende_eng.pdf)

### Feedback on the Flyer

[math-doktorandenkonvent@lists.kit.edu](mailto:math-doktorandenkonvent@lists.kit.edu)



### Issued by

Karlsruhe Institute of Technology (KIT)

KIT Department of Mathematics

Convention of Doctoral Researchers

Email: [math-doktorandenkonvent@lists.kit.edu](mailto:math-doktorandenkonvent@lists.kit.edu)

Website: [www.math.kit.edu/forschung/page/konvent/en](http://www.math.kit.edu/forschung/page/konvent/en)

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## Information for New Doctoral Candidates

First steps towards the Doctorate at the KIT Department of Mathematics



## First Steps

We are happy to welcome you as a new doctoral candidate at the KIT Department of Mathematics. To facilitate your start, we have compiled some useful information below.

### KIT Card

Your KIT card has multiple functions and is indispensable on the campus. Among others, it serves as the means of payment at the canteens and cafeterias on the campus.

To get your KIT card you have to upload a photo with a neutral background on [my.scc.kit.edu/english](https://my.scc.kit.edu/english). You will receive an email as to when and where you can collect your KIT card.

Your card also serves as a library pass and can be used thus after creating a library account. To do so, visit [bibliothek.kit.edu/english/open-library-account.php](https://bibliothek.kit.edu/english/open-library-account.php)

You can also use your KIT card to enter the department building outside of the regular opening hours. For this you have to let your card be activated by Francesco Amoroso ([francesco.amoroso@kit.edu](mailto:francesco.amoroso@kit.edu)).

*Note: You can always enter the building with your key through the basement at the ramp.*

### KIT Account

Your KIT account is activated automatically. You receive your initial access data by internal mail. Every employee has their own ID code that consists of two letters and four digits. Additionally, you receive an email address of the format xy1234@kit.edu (access is provided via e.g. [owa.kit.edu](https://owa.kit.edu)).

Via a VPN connection, you can access the KIT network and use the intranet from any place (via [intranet.kit.edu](https://intranet.kit.edu)).

Your KIT account is also required for accessing the learning platform Ilias and the Campus-System.

### Web Administration: cms

At [cmsadmin.math.kit.edu/admin/person](https://cmsadmin.math.kit.edu/admin/person) you can log in and administer your personal homepage on the department website (office number, consultation hours, appointments, photo, research interests, etc.). You receive your initial access data from the secretary's office responsible for you.

*Note: Do not forget to edit the German page!*

### Mail Certificate

The certificate is required to receive and send encrypted emails. If possible, only encrypted emails are used for communication with the department. Personal data has to be sent in encrypted form exclusively. The certificate can be applied for at [portal.ca.kit.edu](https://portal.ca.kit.edu). (Further information at [docs.ca.kit.edu/main/en/](https://docs.ca.kit.edu/main/en/).)

### Token

Some systems, such as the Campus-System, require a two-factor authentication. Several options exist for the two-factor authentication. Further information at [scc.kit.edu/en/services/11160.php](https://scc.kit.edu/en/services/11160.php).

### Mailing Lists

Send an email to [ram@math.kit.edu](mailto:ram@math.kit.edu) to be put on the mailing list for employees. At [lists.kit.edu/sympa](https://lists.kit.edu/sympa) you can subscribe to other mailings lists and see which mailing lists you are already subscribed to.

*We recommend: [math-doktoranden@lists.kit.edu](mailto:math-doktoranden@lists.kit.edu)*

### Jobticket

The KIT offers to partially cover the costs of "JobTicketBW" or "Deutschlandticket". Further information at [pse.kit.edu/english/674.php](https://pse.kit.edu/english/674.php).

## Acceptance as a Doctoral Candidate

1. Completion of the doctoral agreement with your supervisor.
  - \* Complete the form
  - \* Establish the rules and obligations, the frequency of meetings and the type of supervision
  - \* Topic proposal
  - \* Qualification measures
2. Registration in Docata at KHYS.
  - \* [docata.khys.kit.edu](https://docata.khys.kit.edu)
  - \* You need your doctoral agreement and other attachments (certificates, academic records, etc.).
3. Wait for the confirmation of your registration by KHYS.
4. Application for acceptance.
  - \* All documents have to be submitted to Ms. Anke Vennen in paper and as a single PDF file.
  - \* The application form is on the Docata portal.
5. After confirmation of your registration: Enrollment (Immatrikulation).

Further information and the required forms to apply for acceptance are at [www.math.kit.edu/forschung/seite/annahme/en](https://www.math.kit.edu/forschung/seite/annahme/en). The registration as a doctoral candidate should happen within the first 6 months.

### Enrollment (Immatrikulation)

- \* Mandatory, except in case of main employment at KIT (>50%)
- \* Enrollment or objection

Shortly after your acceptance by the department you will be informed by KHYS about enrollment. All documents required for enrollment are listed on Docata. In case of questions: [khys.kit.edu/english/enrollment\\_faq.php](https://khys.kit.edu/english/enrollment_faq.php)

*Note: There is the possibility of an interdisciplinary doctorate in mathematics and economic sciences. For the regulations see [sle.kit.edu/downloads/AmtlicheBekanntmachungen/2025-AB-009.pdf](https://sle.kit.edu/downloads/AmtlicheBekanntmachungen/2025-AB-009.pdf).*