

Contact Points

KHYS

Karlsruhe House of Young Scientists (KHYS) supports early-stage researchers at KIT. Among others, KHYS offers networking grants, training courses, and consultation services for doctoral candidates. Four times a year, welcome events are organized for doctoral candidates.

Convention of Doctoral Researchers

The Convention of Doctoral Researchers (Konvent) consists of all doctoral candidates accepted by the respective KIT Department. Doctoral researchers are invited to actively contribute to the convention's work. Every convention is chaired by a person elected from among the doctoral researchers. This person represents the convention members. The eleven conventions of doctoral researchers at KIT meet regularly. They represent the interests of doctoral candidates towards the Department and other KIT bodies.

Ombudspersonen

The Ombudspersonen for doctoral researchers and supervisors at KIT may be contacted in case of conflicts or disputes during the doctoral phase. You are free to contact an ombudsperson anytime. They understand themselves as advisors and mediators and are obliged to secrecy.

Contact

Questions Relating to the Doctorate

Anke Vennen
E-Mail: anke.vennen@kit.edu
Phone: +49721-608 43802

Informel Contact

Chairperson of the Convention of Doctoral Researchers
E-Mail: math-doktorandenkonvent@lists.kit.edu
<https://www.math.kit.edu/forschung/seite/konvent/en>

Contact Partners in Case of Problems

Ombudspersonen
<https://www.khys.kit.edu/english/ombudspersonen.php>

Digital Version of this Flyers

https://www.math.kit.edu/forschung/seite/konvent/media/flyer_promovierende%20-%20eng.pdf



Contact

Karlsruher Institut of Technology (KIT)
KIT Department für Mathematik
Chairperson of the Convention of Doctoral Researchers
E-Mail: math-doktorandenkonvent@lists.kit.edu
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Information for New Doctoral Candidates

First Steps towards the Doctorate at the KIT Department of Mathematics



100 % Recyclingpapier mit dem Gütesiegel „Der Blaue Engel“

First Steps

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

KIT Card

Your KIT card has many functions and is indispensable on the campus. It can be used for paying food and beverages at the canteens and cafeterias on the campus, for example.

To get your KIT card, you have to upload a photo with a neutral background on www.my.scc.kit.edu. Then, 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 after you have set up your library account. This can be done here: <https://www.bibliothek.kit.edu/english/how-open-account.php>.

Outside of the regular opening times, you can use your KIT card to enter the Mathematics building. For this, you have to let your KIT card activated by Mr. Klaus Spitzmüller (klaus.spitzmueller@kit.edu).

Note: You can always enter the cellar with a key.

KIT Account

Your KIT account is activated automatically. You will receive your initial access data by internal mail. Every employee has his/her own ID code that consists of two letters and four figures. In addition, you will receive an email address of the type firstname.lastname@kit.edu (access is provided via e.g. <https://owa.kit.edu>).

Via a VPN connection, you can access the KIT network from home and use the intranet from any place (via <https://intranet.kit.edu>). Your KIT account is also required for accessing the learning platform Ilias and the Campus system.

Web Administration: cms

You can log in at <https://cmsadmin.math.kit.edu/admin/person> and administrate your personal homepage on the Department's website from there (office number, consultation hours, appointments, photo, research interests, etc.). You will receive your initial access data from the secretary's office responsible for you.

Note: Do not forget to edit the German website!

Mail Certificate

The mail certificate is needed to receive and send encrypted mails. If possible, only encrypted mails are to be used for communication within the Department. Personal data must be sent encrypted exclusively. Here, you can apply for the certificate: <https://pki.pca.dfn.de/dfn-pki/kit-ca-g2/0/>

Token

Some systems, such as the Campus system, require two-factor authentication. Several options exist for two-factor authentication. More information can be found at <https://www.scc.kit.edu/en/services/11160.php>.

Mailing Lists

Send an email to ram@math.kit.edu in order to be entered in the mailing list for employees. At <https://www.lists.kit.edu/sympa>, you can join other mailing lists and find out on which mailing lists you already are.

We recommend: math-doktoranden@lists.kit.edu

Acceptance as a Doctoral Candidate

1. Conclusion of the doctoral agreement with your supervisor.
 - * Complete the template
 - * Define rules and obligations on how often you will meet and on the type of supervision
 - * Proposed subject
 - * Qualification measures
2. Registration in Docata of KHYS.
 - * <https://docata.khys.kit.edu/welcome?1>
 - * For this, you will need your doctoral agreement and other attachments (certificates, etc.)
3. Wait for KHYS's confirmation of registration.
4. Apply for acceptance.
 - * All documents must be submitted to Ms. Anke Vennen in paper and PDF form
 - * The form to be used for applying for acceptance can be found in the Docata portal
5. Upon confirmation of acceptance: Enrollment.

For more information and the form to apply for acceptance as a doctoral candidate, click: <https://www.math.kit.edu/forschung/seite/annahme/en>.

Enrollment

- * Mandatory, except in case of a main employment at KIT (> 50%)
 - * Enrollment or objection
- Shortly after your acceptance as a doctoral candidate by the Department, you will be informed by KHYS about enrollment. All documents are listed on Docata. For questions on enrollment, click https://www.khys.kit.edu/english/enrollment_faq.php.