



# PhD Student Registration at the UoC

- Please report any noticeable changes to the [✉PhD Office](#)
- Links are highlighted with a [👉](#) symbol, email addresses with a [✉](#) symbol

## Before you start

The UoC registration has two stages:

1. the **Admission** to the Faculty of Mathematics and Natural Sciences (MNF; steps **3** to **6**)
2. the **Enrolment** as a PhD student at the UoC (step **7**)

Please visit the [👉Doctoral Procedure](#) section of the MNF's doctoral office for the latest updates.

**IMPORTANT:** Full MNF admission and enrolment at the UoC from the start to the end of your PhD are the key prerequisite to obtain the PhD degree from the UoC. If you, at any stage of the PhD, have doubts or questions about your admission and enrolment status, contact the [✉PhD Office](#).

## Step 1: Arrange a meeting with the MPIPZ PhD coordinator

Text Monika Schlosser from the MPIPZ PhD Office using [✉gradschool@mpipz.mpg.de](#)

## Step 2: Select a formal supervisor at the University of Cologne

All professors at the UoC can formally supervise PhD students. These MPIPZ group leaders can formally supervise students: G. Coupland, R. Mercier, J. Parker, P. Schulze-Lefert, M. Tsiantis, (own and students from other groups), A. Hancock, A. Hay, S. Hacquard (only own students). If your direct supervisor is not on the list, you need to have an extra formal supervisor and it can help to have him/her in your Thesis Advisory Committee (step **8**) since the formal supervisor is often a reviewer of your PhD thesis. Discuss this with your direct supervisor and the [✉PhD Office](#).

## Step 3: Register with Docfile, an online tool for the administration of PhD students at the UoC

Create a [👉Docfile](#) account and get a registration number for step **4**, see the second page of [👉this guide](#).

## Step 4: Prepare the *Application for Admission* form

Please use the latest version of the form from [👉here](#). A commented version, which you should not use, is available [👉here](#). You need, preferably digital, signatures from

- Your supervisor
- If applicable, your formal supervisor (step **2**)
- [✉Monika Schlosser](#) (PhD coordinator)
- [✉Isabell Witt](#) (GSfBS coordinator, see below). Feel free to use this [👉email template](#).

**IMPORTANT:** As outlined in our [👉Agreement on Training and Supervision](#), all PhD students must become registered members of the Graduate School for Biological Sciences, [👉GSfBS](#). You should accordingly tick the GSfBS box on the *Application for Admission* form (step **4**). You should further list the GSfBS when registering with Docfile (step **5**) and take the start date of your PhD as the start date of your GSfBS membership. Once you have assembled your Thesis Advisory Committee (step **8**), you must formally register with the GSfBS (step **9**) and the GSfBS coordinator Isabell Witt will make the necessary changes in Docfile.

## Step 5: Complete the Docfile registration and make sure to upload the documents below

A [👉Docfile](#) registration guide is available [👉here](#). Make sure to upload:

- The *Application for Admission* form from step **4**, see Docfile registration guide

- University entrance qualification/high school leaving certificate
- Certificates and diplomas of the degrees (Bachelor and Master; a translation is only necessary if the documents do not use Latin letters)
- If possible, certificate of study progress i.e. transcripts of record; a translation is only necessary if the documents do not use Latin letters
- Curriculum Vitae that summarises your educational background

Please note that you will not be able to see your uploaded documents in Docfile until they have been approved by the MNF's doctoral office once you have completed step 7. They will only then appear in Docfile's document section.

**IMPORTANT:** Electronic versions of these documents are all you need at this stage. Original versions or [certified copies](#) will, however, be requested at later stages (steps 6 & 7) and you must make sure to respond to these requests to become and remain admitted and enrolled.

### Step 6: Inform the doctoral office of the Faculty of Mathematics and Natural Sciences (MNF)

Please use this [email template](#). Send the email to the [MNF's doctoral office](#) (✉ [mnf-promotionen@uni-koeln.de](mailto:mnf-promotionen@uni-koeln.de); ✉ [PhD Office](#) in CC). Always put your PhD subject, e.g. 'Biology', in the subject line when writing to [mnf-promotionen@uni-koeln.de](mailto:mnf-promotionen@uni-koeln.de) to speed up message assignment. The MNF will deposit a full or conditional admission letter in [Docfile](#) and notify you by email. This letter is essential to proceed with the registration as a doctoral student (steps 7 and 8). Please send a copy of the letter to the [PhD Office](#) and please note that this can take several weeks since the MNF thoroughly checks the academic qualification of all applicants. The MNF's doctoral office may ask you to provide originals or [certified copies](#) of documents mentioned in step 5. Make sure to respond to these requests in time to complete your admission to the MNF and to remain admitted.

**IMPORTANT:** Docfile is an essential platform to exchange information and documents between you and the MNF's doctoral office. You should regularly log in to your Docfile account and make sure that it is up to date and in good shape and to not miss important messages/documents. Questions related to Docfile can be addressed to [mnf-docfile@uni-koeln.de](mailto:mnf-docfile@uni-koeln.de) and Docfile FAQs are available [here](#).

**IMPORTANT:** Docfile allows you to enter a correspondence email address and the MNF's doctoral office will use this address to send messages concerning the doctoral procedure.

### Step 7: Register with KLIPS 2.0, an online tool for the administration of PhD students at the UoC

Internationals find further information on the [KLIPS](#) registration and enrolment at the UoC's International Office [here](#). Germans find further information on the [KLIPS](#) registration and enrolment at the UoC's *Studierendensekretariat* [here](#). Please make sure to choose *Biological Sciences (Graduate School)* (see [here](#)) as your degree program, follow the KLIPS instructions and upload all documents that KLIPS asks for.

Internationals are encouraged to, once they have completed the KLIPS registration, email the [International Office](#) to make sure that their request is processed in time. You can find an email template [here](#). Germans, as also described [here](#), must fill in this [contact form](#) to kick off the enrollment process.

The International Office or *Studierendensekretariat* may ask you to provide originals or [certified copies](#) of documents mentioned in step 5. Make sure to respond to these requests in time to complete your enrolment and to remain enrolled.

**IMPORTANT:** KLIPS is an essential platform to manage your enrolment at the UoC. You should regularly log in to your KLIPS account to make sure that you are properly enrolled. The KLIPS Online Help section is available [here](#).

**IMPORTANT:** KLIPS does not allow you to enter a correspondence email address. Instead, KLIPS exclusively uses the [☛small](#) account. You must make sure to read messages sent to your small account and a forwarding function can be set up as described [☛here](#).

### **Step 8: Assemble your Thesis Advisory Committee (TAC)**

Find regulations in our [☛Agreement on Training and Supervision](#) and discuss a suitable TAC with your supervisor and the MPIPZ PhD Office. Inform the [✉PhD Office](#) about your TAC immediately after assembly.

### **Step 9: Complete your Graduate School memberships**

All students must prepare our [☛Agreement on Training and Supervision](#). Contact the MPIPZ PhD Office to receive a personalised copy. The PhD coordinator will send you the completed and signed form.

All students must become a member of the departmental Graduate School for Biological Sciences (GSfBS). You are supposed to indicate this on the *Application for Admission* form (step 4). Please complete the GSfBS registration once you have selected your TAC, i.e. within the first 3 months of your PhD. Put in your TAC co-advisors as *Tutors* on the [☛registration form](#) and send it by email to the GSfBS coordinator [✉Isabell Witt](#) who will return a copy of the completed and signed form.