

Dear Doctoral Candidates,

Recent amendments to the Higher Education Statistics Act have resulted in new duties for us as a University with regard to doctoral procedures. This affects the registration of doctoral candidates in the following two points:

- All doctoral candidates must now be registered right from the start of their doctoral studies. Every year, the state of North Rhine-Westphalia will collect data on all doctoral candidates. Therefore, if you have not yet registered with the Doctoral Office, we would ask you to please do so as soon as possible.
- In future, universities will be required to provide the state with more information on doctoral candidates as they currently do, for example, the degree qualifying you for doctoral studies and any stays abroad completed as part of your doctoral studies.

The data are relevant for statistics on final examinations and doctoral candidates. Section 3 (1), Section 4, and Section 5 (2) of the Higher Education Statistics Act form the legal basis for acquiring these data.

We would like to ask for your assistance so we can meet these legal requirements. If you have already registered as a doctoral candidate in your faculty, but have not yet provided the relevant information for the statistics, please fill in the attached PDF as thoroughly as you can and send it back by Email to PromoDat@fb5.rwth-aachen.de as soon as possible.

The document is divided into the following sections:

- **Basic Details of Doctoral Candidates:** enter your general personal details, such as your place of birth and current address.
- **Information About Your Doctoral Studies:** enter details regarding your studies, for example your subject and whether you are participating in a particular doctoral program.
- **University Entrance Qualification:** enter information on your university entrance qualification. This refers to the first qualification that enables you to study at a university (e.g. Abitur or high school leaving certificate), not about your eligibility for doctoral studies.
- **First Enrollment at a University:** enter details regarding the first time you were enrolled at a university. This does not have to be RWTH. This does not refer to your enrollment in doctoral studies, but your very first enrollment (e.g. for your Bachelor's degree).
- **Degree Qualifying You for Doctoral Studies:** enter details on the degree that makes you eligible to pursue doctoral studies at RWTH. This would usually be your Master's degree.
- **Stays Abroad:** If you have spent time abroad as part of your doctoral studies and this is related to the topic of your thesis and lasted longer than one month, please enter the corresponding details in this section.

Please fill out the document electronically and do not print it out beforehand, as each section uses drop-down menus for you to answer the respective questions. Please always select one of the options from the menu and do not insert any text.

If you have any questions, please feel free to contact us or send an email to promovierendenstatistik@rwth-aachen.de.