

PhD Student Registration at the University of Cologne

Please [read](#) the entire guide [first](#). Please [report](#) any noticeable [changes](#) to the MPIPZ PhD Office

The registration consists of 2 intertwined stages:

1. the [admission](#) to the Faculty of Mathematics and Natural Sciences (MNF; steps **3** to **5**)
2. the [enrolment](#) as a PhD student at the University of Cologne (UoC; steps **6** and **7**).

1 Arrange a meeting with the MPIPZ PhD coordinator

Text Stephan Wagner from the MPIPZ PhD Office using [✉gradschool@mpipz.mpg](mailto:gradschool@mpipz.mpg)

2 Select a suitable supervisor at the University of Cologne

All professors at the UoC can officially supervise PhD students. These MPIPZ group leaders can officially supervise students: G. Coupland, R. Mercier, J. Parker, P. Schulze-Lefert, M. Tsiantis, (own and students from other groups), A. Hancock, A. Hay, K. Schneeberger (only own students). If your direct supervisor is not on the list, you need to have an extra official supervisor and it can help to have him/her in your Thesis Advisory Committee (step **7**). Discuss this with your direct supervisor and the [✉MPIPZ PhD Office](mailto:gradschool@mpipz.mpg).

3 Prepare the *Application for Admission* form

You can find the form [here](#) and a commented version [here](#). You need (preferably digital) signatures from

- Your supervisor
- [✉GSfBS coordinator](mailto:gradschool@mpipz.mpg) (see comments & read step **8**)
- If applicable, your official supervisor (step **2**)
- [✉Stephan Wagner](mailto:gradschool@mpipz.mpg) (PhD coordinator)

4 Register with Docfile, an online tool for the administration of PhD students at the UoC

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

- 1. *Application for Admission* form (step **3** and Docfile registration guide)
- 2. University entrance qualification, i.e. diploma/certificate (e.g. high school) that permits you to enter university
- 3. Bachelor and Master certificates/diplomas in English or German
- 4. Bachelor and Master transcripts in English or German
- 5. Curriculum Vitae

5 Send the *Application for Admission* to the Faculty of Mathematics & Natural Sciences (MNF)

Once you have completed steps **3** and **4**, send the *Application for Admission* form to the [MNF's doctoral office](#) ([✉mnf-promotionen@uni-koeln.de](mailto:mnf-promotionen@uni-koeln.de); [✉MPIPZ PhD Office](mailto:gradschool@mpipz.mpg) in CC). Always put 'Biology' in the subject line to speed up message assignment and find an email template [here](#). The MNF will deposit a full or conditional admission letter in [Docfile](#) and notify you by email. This letter allows enrolment at the UoC (steps **6** and **7**). Send a copy to the [✉MPIPZ PhD Office](mailto:gradschool@mpipz.mpg).

6 Register with KLIPS 2.0 to enrol as a PhD student at the UoC

[KLIPS](#) registration for the summer/winter term (start on Apr 1st/Oct 1st) opens on Feb 1st/Aug 1st of each year. Guides to the KLIPS registration are available [here](#). Make sure to

- upload all requested documents. KLIPS will provide a full list which typically includes:
 - MNF admission letter: from step **5**
 - Signed *Antrag auf Einschreibung (Application for enrollment)*: a downloadable PDF document from KLIPS
 - A photo of the student ID card (UCCard)
 - A copy of your ID/passport (international students)
 - Exmatrikulation* (if you have studied at a German university before)
- Pay the semester fee, further instructions are available from KLIPS

Make sure to follow all instructions provided in KLIPS. This is the basis to complete your enrolment, to obtain PhD student status and to receive your student ID.

German students can address questions concerning the enrolment to the [✉Studierendensekretariat](mailto:studierendensekretariat@uni-koeln.de) (+49 221 470 1022), international students should contact the [✉International Office](mailto:international@uni-koeln.de) (Ms Julia Soucek: +49 221 470 7350).

7 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 [✉MPIPZ PhD Office](mailto:gradschool@mpipz.mpg) immediately about your TAC.

8 Complete your Graduate School memberships

Complete our [Agreement on Training and Supervision](#), the MPIPZ PhD Office can share a personalised copy.

You must become a member of the departmental Graduate School for Biological Sciences (GSfBS). Complete the [registration form](#) and send it to the GSfBS coordinator [✉Isabell Witt](mailto:isabell.witt@uni-koeln.de). You may be able to send the registration form together with the *Application for Admission* form if you have a TAC (*Mentors*) at this stage already (step **3**).

9 Deliver certified copies of your documents

Bring and be prepared to deliver [certified copies](#) of your Bachelor/Master documents (everyone) and a German *Abitur* (German students only) upon request.