

Registration and Application in the Campus Portal for Doctoral Candidates

If you already have an active Campus Portal account, registration is not necessary. Please refer to “Exceptional cases” below.

Step 1: Registration procedure

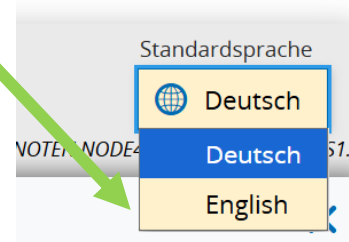
Go to the Campus Portal of the University of Passau at www.campus.uni-passau.de.

Change the language to English on the bottom right corner.

You can register via the “**Doctoral Portal**” button or the “**Doctorate**” tab:

Click on “**Register now**”.

- 1) Complete the form to create an account.
- 2) Confirm your registration by clicking “Register”.
- 3) You will receive your login details for the applicant portal by e-mail from no-reply@campus.uni-passau.de.
- 4) Log in to the Campus Portal and start your doctoral application (see page 2).



Exceptional cases

You already have an active account with the role “Applicant”, “Student (provisional)” or “Student”?

- Log in using your **ZIM user ID** and go to the “**Doctoral Portal**” (see page 2).

You have or previously had an active account in a different role, or you interrupted your doctorate and your account was deactivated?

- Please contact the **Support** team to have the “**Applicant**” role activated.

You studied at the University of Passau in the past but have not been enrolled for more than six months?

- In this case your account is inactive. Please register again by following the steps under “**Registration procedure**”.
- Once you are enrolled again, your former ZIM user ID will be reactivated. To use it, please reset your password **after enrolment** via the **24h-Passwortservice**.

Step 2: Doctoral application in the Campus Portal

Log in at www.campus.uni-passau.de using your **ZIM user ID** and start your **application for admission as a doctoral candidate** via the “**Doctoral Portal**”.

You can **save the application temporarily** at the bottom of the page and **continue editing it later**.

At the end of the application process, you must upload all required **documents** in accordance with our relevant Doctoral Degree Regulation.

Important:

Please also submit these documents in person or by post to the Dean’s Office. Only then can your application be processed.

If you have questions **regarding your application**, please contact us (Contact listed at the end of this guide).

For **technical** questions or problems with the Campus Portal, please contact doc-management@uni-passau.de.

General explanations:

Request base: Please select „Application for doctoral study at the Faculty of Social and Educational Sciences”.

Doctoral subject: If your specific doctoral subject is not listed, please assign it to a broader subject area and enter the exact subject name in the comment field at the very end of the application.

Type of doctorate: If you are completing your doctorate exclusively at the University of Passau or in cooperation with a German university, select “Doctoral degree awarding rights – Germany”.

For cooperation with a foreign university, select “Doctoral degree awarding rights – abroad” or, where applicable, „**Double-Degree-Promotion**”.

Type of dissertation: Enter the currently intended type of dissertation. Changes can be made at a later stage.

Structured Doctoral Program: Only institutional cooperations (based on a formal agreement) must be stated. This applies, for example, if you are pursuing a **Double-Degree-Promotion**.

Supervisor: Enter the name of the primary supervisor of your doctorate.

If the person is not listed, please enter the name in the comment field at the end of the application.

Under “**Agreement**”, you may enter the date on which the supervision agreement was concluded.

University entrance qualification: Enter the qualification that **initially (!)** entitled you to access a German higher education institution.

First enrollment data: Enter your first enrolment at a higher education institution, even if this took place abroad.

Final Examination that qualifies for a Doctorate: State your highest degree that qualifies you for a doctoral study.

First registration as a doctoral student: Enter any previous registration as a doctoral candidate, provided an application for admission was submitted and approved.

Documents for the doctorate: Upload the required documents in accordance with the relevant Doctoral Degree Regulation. The templates can be found on our [website](#). Multiple uploads are possible.

- **Fachgebietsnachweis/documents certifying previous qualifications in the academic field/discipline in which doctorate is to be undertaken:**
Upload evidence of the three prior qualifications pursuant to § 4 (3) FPromO, as stated in the form *“Appendix to the Supervision Agreement”*.
This can, for example, be provided in the form of your transcript of records.
- **Certificates/admission requirements:** Upload the certificate of the degree qualifying you for doctoral studies.
- **Declaration of insurance:** Upload the form *“Written declaration pursuant to § 8 (2) sentence 1 no. 2 APromO”*.
- **Supervision agreement:** Upload the signed supervision agreement and the appendix to the supervision agreement.
- **Curriculum vitae:** Upload an academic CV.
- **Language certificate:** Upload proof of language skills if required.

Comment applicant: Here you may provide the Dean’s Office with relevant notes or information that will be forwarded together with your application.

Contact for legal and administrative questions regarding your doctorate:

<p>Veronika Forster Raum NK 223 Tel.: +49(0)851/509-2603 veronika.forster@uni-passau.de</p>	<p>Anna Paz Crosetti Raum NK 223 Tel.: +49(0)851/509-2604 anna.paz-crosetti@uni-passau.de</p>
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