To: Universität Rostock
Graduiertenakademie
(grada@uni-rostock.de)

Registration of Doctoral Candidates

Section A: Personal Details of the Doctoral Candidate					
a) Personal Data					
Matriculation Number at the University of Rostock (if applicable):					
Surname:		First Name(s):			
Sex:		Date of Birth:			
Nationality:		Other Nationality (if applicable):			
Address:		E-mail Address:			
b) Details of the Doctorate					
Beginning of Doctorate:		Supervisor:			
Faculty:		Aspired Doctoral Degree:			
Doctoral Subject:					
Working Title:					
Type of Doctorate		Doctorate at the University of Rostock (without cooperation)			
		Doctorate at the University of Rostock in cooperation with other university in Germany			
		Doctorate at the University of Rostock in cooperation with other university abroad			
		Doctorate at the University of Rostock in cooperation with a university of applied sciences			
		Doctorate at the University of Rostock in cooperation with a research institution			
Type of Dissertation		Monography		Cumulative Dissertation	
Do you participate in a structured doctoral program?		No			
		Yes	Name:		
Are you employed at the University of Rostock?		No			
		Yes			
c) Information on Initial Enrollment as Student					
At which university or university of applied sciences were you enrolled for the first time?					
Location of the University or University of Applied Sciences:					
State of University (if first enrollment outside Germany):					

Year of Initial Enrollment:			
Term of Initial Enrollment:		Summer Term	Winter Term
Subject of Study:			
Other Subject of Study (if applicable):			

d) Details of Final Examination that Entitles to a Doctorate

Degree (State Examination, Master, Magister, Diploma)	
At which university did you obtain the degree entitling you to a doctorate?	
Subject of Study:	
Other Subject of Study (if applicable):	
State of University (if final examination outside Germany):	
Examination Result / Overall Score:	
Examination Date:	

e) Information on University Entrance Qualification

At which school/institution did you obtain the degree entitling you to study?	
Date of Acquisition of University Entrance Qualification:	
Location of University Entrance Qualification:	
State of School/Institution (if acquired abroad):	

Attachments

The following document is attached to the registration form:

    Copy of identity card / passport

Declaration

Hereby I assure the correctness and completeness of the information provided.

_____   _____
Place, Date   **Signature of the Doctoral Candidate**

Section B: Supervision Commitment				
I hereby declare my willingness to supervise the dissertation of Mr./Ms.				
First Name(s):		Surname:		
Date of Birth:				
on the doctoral subject:				
Contact Details of the Supervisor:				
Degree:		First Name(s):		Surname:
E-mail Adress:				

It is explicitly stated here that this supervision commitment is not to be confused with an application for admission. The detailed requirements as well as the application modalities for admission to the doctoral procedure are defined in the doctoral regulations of the respective faculty in which the doctoral candidate is thematically located and supervised.

_____   _____

Place, Date   **Signature of the Supervisor**

Privacy Policy

This privacy statement provides information on the collection and processing of personal data of doctoral candidates. In addition, it fulfills the information obligations required under Art. 13 of the General Data Protection Regulation (DSGVO).

I. Responsible Authority

University of Rostock
Legally represented by the Rector
Prof. Dr. med. Wolfgang Schareck
Universitätsplatz 1
18055 Rostock
Phone: +49 381 498 0
E-Mail: rektor@uni-rostock.de

II. Responsible for the Procedure

University of Rostock
Corina Reinheckel
Graduate Academy
Universitätsplatz 1
18055 Rostock
Phone: +49 381 498 1022
E-Mail: grada@uni-rostock.de

III. Contract Data Processing

Divinus Soft GmbH
Leutragraben 1
07743 Jena
Phone: +49 3641 559011
E-Mail: info@divinus-soft.de

IV. Data Protection Officer

University of Rostock
Albert-Einstein-Str. 22 (Konrad-Zuse-Haus), Room 104
18057 Rostock
Phone: +49 381 498 8333
E-Mail: datenschutzbeauftragte@uni-rostock.de

V. Processing Framework

1. Data processing offices within the university

- staff members responsible for the administration of doctoral procedures in the Dean's Offices of the faculties
- the Central Doctorate and Post-Doctorate Office of the Central University Administration
- The Coordination Offices of structured doctoral programs for doctoral candidates of the respective program

2. Purposes of Data Processing

In the "Docata" program for the registration of doctoral candidates at the University of Rostock, personal data is processed for the purpose of conducting the respective doctoral procedure in order to ensure legally compliant documentation, processing and storage/archiving of doctoral procedures/dissertation files and to avoid the duplication of data. In addition, with the entry into force of the "Act Amending the Higher Education Statistics Act" (Hochschulstatistikgesetz - HStatG) on March 1, 2016, higher education institutions in Germany were obliged to collect data on their doctoral candidates and forward this data to the statistical offices of the federal and state governments. These data, which are intended to be collected, also serve to ensure the quality of the doctoral process and to determine the need for counseling and service offers.

3. Legal Basis

Federal/State Law:
- § 7 para. 1 no. 1 Mecklenburg-Vorpommern State University Act (LHG MV) in conjunction with data protection statutes of the UR (see above) (administrative purposes).
- § 7 para. 1 no. 2 in conjunction with § 3a para. 1 LHG MV in conjunction with § 7 para. 1 no. 2, para. 3 no. 2, 3 QO UR (Quality Assurance) in conjunction with
- §§ 2 no. 1; 4; 5; 9 no. 1 Law on Statistics for Higher Education and for Vocational Academies (Higher Education Statistics Act - HStatG).

Legal Norms within the University:
- §§ 1; 3 S. 1; 6 para. 2, 3; 10; 11 Statutes on the Processing of Personal Data of Applicants, Current and Former Students, Examination Candidates and Doctoral Candidates at the University of Rostock dated April 3, 2018 (Data Protection Statutes UR, administrative purposes, see Annex 2)
- Directive for Retention Periods of Student, Doctoral and Personnel Records of the University of Rostock (Official Announcement 2004/5) with regard to the storage period (see Annex 3)
- § 7 para. 1 no. 2, para. 3 no. 2, 3 Regulations for Quality Development in Studies, Teaching and Scientific Education at the University of Rostock (QO UR, Annex 4)

4. Deletion/Duration of Storage of Personal Data

Data of doctoral candidates who have successfully completed their doctorate are electronically archived four years after completion of the procedure, i.e. access for data processing offices is blocked. The electronic files of a doctoral candidate are completely deleted 50 years after the date on which the procedure was completed. This regulation ensures that, if necessary, the doctoral candidate's doctoral procedure can be reviewed throughout their lifetime.
In the event of rejection of applications for admission, the data collected in connection with the application for admission shall be deleted two years after the rejection decision becomes effective.
Data of doctoral candidates who have not successfully completed their doctorate at the University of Rostock will be deleted immediately after exmatriculation or termination of their doctoral status, if the doctoral candidate has disagreed with the use of their data according to § 7 paragraph 3 of the Statutes for the Processing of Personal Data of Applicants, Current and Former Students, Examination Candidates and Doctoral Candidates at the University of Rostock.

5. Disclosure of Data to Third Parties

Within the University of Rostock, data will only be processed by the institutions and persons designated as data processors. Data is only passed on to third parties in anonymized form within the framework of legal requirements (e.g. University Statistics Act).

6. Information on Data Security

Data is processed on secure servers of the University of Rostock.
Appropriate technical and organizational measures have been taken in accordance with the state of technology to ensure the protection of the users' data on Docata.
In the course of technical support, the data processor, Divinus Soft GmbH, may access personal data.

VI. Rights of Data Subjects

On request, we will provide you with information on your personal data stored by us at any time and free of charge. If there is inaccurate personal data about you, you can demand its correction at any time. You can, under the conditions of Art. 17 DSGVO, demand the deletion of your personal data at any time. You may, under the conditions of Art. 18 DSGVO, at any time request the restriction of the processing of your personal data. You may refuse the processing of your personal data at any time. Right to Data Transfer (Art. 20 DSGVO)
If you believe that the processing of your personal data violates data protection regulations, please contact the Data Protection Officer (see section IV.). Independently of this, you have a right to complain to the competent supervisory authority. The competent supervisory authority is:

Der Landesbeauftragte für den Datenschutz und Informationsfreiheit Mecklenburg-Vorpommern
Werderstraße 74a, 19055 Schwerin
E-Mail: info@datenschutz-mv.de