Manual for new doctoral students at TiHo[1]

Welcome to TiHo! Whether you are exploring potential doctoral projects, new to campus or already knee-deep in your first research proposal, this guide will help you navigate the essential bits of doctoral life at TiHo.

TiHo doctorates: Pick your path

At TiHo, there are different doctoral paths you can take, depending on your academic background and the research area of your project. Common doctoral degrees include the **Dr. med. vet.** (veterinary medicine) and the **Dr. rer. nat.** (natural sciences). Which degree you pursue usually depends on your previous studies, the topic of your research and the faculty under whose regulations your doctorate is conducted.

TiHo also offers structured **PhD programs** through the Hannover Graduate School for Neurosciences, Infection Medicine and Veterinary Sciences (HGNI). These programs

[1]**Status: October 2026.** This document was prepared in consultation with the Doctoral Office (Promotionsbüro) and the HGNI of the University of Veterinary Medicine Hannover. While every effort has been made to ensure its accuracy, no guarantee is given that it is complete or exhaustive. It is intended solely as a practical guide and should be used as a source of assistance rather than as an authoritative or binding reference.

combine your research project with additional courses, training and networking opportunities.

Within HGNI, you can choose from three PhD programs:

- **Systems Neuroscience** – focusing on how the nervous system and brain function.
- **Animal and Zoonotic Infections** – focusing on infectious diseases in animals and diseases that can spread between animals and humans.
- **Veterinary Research and Animal Biology** – covering a wide range of topics in veterinary and biomedical research.

Each program has its own section on the TiHo website (PhD, Dr. med. vet., Dr. rer. nat.). Here you will find all the official information regarding each program including program-specific deadlines and important dates. Furthermore, this is where you find the contact person for your program of choice. You can reach out to them for specific questions or help with the administrative issues.

Looking for a doctoral project? Start here

If you are interested in pursuing a doctorate at TiHo Hannover but do not yet have a project, there are several ways to find a suitable doctoral position:

A common starting point is the job and vacancy pages of **University of Veterinary Medicine Hannover** where doctoral researcher positions are regularly advertised as part of funded research projects.

You can also explore the **websites of TiHo institutes and clinics**, where research groups often present their current projects and contact people. If you find a topic that interests you, it can be worthwhile contacting the principal investigator or research group directly to ask about potential doctoral opportunities. You can also visit the "**Doctoral Platform of Lower Saxony**" for additional information and opportunities (GoProm).

In addition, doctoral projects may be advertised on **academic job portals**, **research networks** or through **professional contacts and conferences**. Networking with researchers, supervisors or current doctoral candidates can also help you learn about

upcoming projects that may not yet be publicly advertised. If you already have a research idea of your own, you may also approach a potential supervisor at TiHo to discuss whether the idea could be developed into a doctoral project and how it might be funded.

Registration as a student

Once your application has been accepted and your research proposal approved, you will usually need to complete the following administrative steps in accordance with the doctoral regulations at TiHo:

1. **Admission to doctoral studies**
   Apply for formal admission to the doctoral program in accordance with the applicable doctoral regulations.
2. **Dissertation announcement (Dissertationsanzeige)**
   Register your dissertation project with the doctoral office (Promotionsbüro) by submitting a dissertation announcement (Dissertationsanzeige), as required by the relevant doctoral regulations.
3. **Enrollment (Immatrikulation) as a doctoral student**
   Complete the enrollment procedure by submitting the required enrollment forms and any additional documentation requested by the university.

Please note that these are separate administrative procedures and may take place at different stages of your doctorate. Furthermore, neither the admission to doctoral studies nor the announcement of your doctorate is automatically included in an employment contract. It is your responsibility to complete all required administrative steps with the relevant university offices.

TiHoStudIS

The TiHoStudIS portal is your central portal during your time here. It is the central student portal for enrolment, course registration and administrative communication. There you'll find:

- Important semester dates
- Course enrolment options (Course requirements may differ between programs)

- Administrative updates
- And a few other crucial things necessary for maintaining your student status and meeting program requirements

You'll need your **TiHo ID number** and password to sign in. Make a habit of checking it regularly — it's the first place where important announcements appear (and where deadlines like to hide).

Access the TiHoStudIS portal *here*.

Re-registration for the next term

At the end of every semester, if you wish to remain enrolled (and we assume you do!), you must re-register for the next term. At TiHo, doctoral candidates are generally required to remain enrolled for the entire duration of their doctorate in accordance with the University's regulations. Re-registration is done via the "**Student Services**" section in **TiHoStudIS**. The process is fairly straightforward — just follow the prompts provided in the system. As part of re-registration, you will need to pay the **semester fee**, which is required to maintain your student status. Please note that the semester fee may vary slightly each term, so be sure to check the exact amount before making the payment. You can find the **re-registration deadline** under "Important Dates" on the StudIS page and on the TiHo webpage in the category "Vorlesungszeiten und Rückmeldung". It is important to complete both the payment and the online re-registration steps before the deadline to ensure your enrolment continues without interruption.

Course enrolment

Depending on your doctoral program, you'll likely need to attend a few lectures or seminars. All available courses for your current semester are listed in the "*Online Course catalogue*" on the TiHo StudIS portal. Please note, that the course requirements differ between Dr. med. vet., Dr. rer. nat., and structured PhD programs. Therefore, check the **Doctoral Degree Regulations** of your program (PhD Vet. Res., PhD Systems Neuroscience, PhD Zoonoses, Dr. med. vet., Dr. rer. nat.) to find out about the courses you have to attend and in which order you have to attend them (in some programs specific courses are **mandatory** in the **first semester**).

Pro tip: Before browsing, make sure to select the correct semester — Winter or Summer — using the dropdown menu at the top right of the page. Once you've found a course that interests you, the contact details for enrolment will be displayed.

Stay in the loop: Don't miss news and events!

As a student, you receive an official **TiHo email account** (Firstname.Lastname@tiho-hannover.de), which should be checked regularly, since all important announcements and mailing list messages are sent there. To stay updated on seminars, events and opportunities specifically for doctoral students, subscribe to the **TiHoDocs mailing list**. It's quick and easy — just go to the "Settings" section of your TiHoStudIS profile and click to join.

This ensures you won't miss announcements like "free cake at the next seminar" (or, you know, important academic events).

TiHo doctoral office

At TiHo, each doctoral program has a **doctoral office (Promotionsbüro)** that handles dissertation announcement, enrollment and official documents. They are also your contact for deadlines, regulations and administrative questions.

Each program (Dr. med. vet./rer. nat. and PhD) has its own office, so always reach out to the one linked to your track. Even prospective students can consult the doctoral office for guidance on applications and choosing a program. Staying in touch helps avoid delays and keep your doctorate on track.

Contact the doctoral office (Promotionsbüro):

	Dr. med. vet.	**Dr. rer. nat.**	**PhD**
Email:	promotion@tiho-hannover.de	promotion@tiho-hannover.de	PhD@tiho-hannover.de
Website:	Dr. med. vet.	Dr. rer. nat.	HGNI

TiHo international office

For international students — or anyone dreaming of an exchange semester abroad — the International Academic Office is your go-to place.

They offer:

- Assistance with study abroad
- Visa/residence permit support for international students
- Social events to help you connect
- Guided tours of Hannover
- Excursions and cultural programs
- And, perhaps most importantly, German language courses taught in English

Even if you're not an exchange student, it's worth checking out their offerings. Learn more about the International Office *here*.

Student accommodation

Looking for a place to stay? The **Studentenwerk Hannover** offers housing options for students. You'll need to fill out an application form to be added to the waiting list. For details and to apply, visit the Studentenwerk Hannover website.

University sport

Doctoral life isn't all lab work and literature reviews (thankfully). The **Hochschulsport Hannover** offers a wide range of sports and fitness courses year-round — from yoga and climbing to dance and team sports. Staying active is one of the best ways to balance academic life with well-being (and meet people who won't ask how your thesis is going… at least not immediately). Check out the Hochschulsport Hannover page to explore what's on offer.

Counselling and support services

The TiHo offers different support systems. If you're having problems, you might want to check them out (Counselling and support services; Info: There are more offers on the German site than on the English one).

Doing a doctorate is a marathon, not a sprint — but you're now officially part of the TiHo herd! And remember — we at the ProV are here to help whenever you need guidance, clarification, or just a friendly human to talk to about administrative matters. Don't hesitate to reach out — no question is too small (or too strange, we've probably heard it before).

Contact us:

ProV – Promovierenden Vertretung TiHo Hannover
Email: ProV@tiho-hannover.de
For more information, visit our website: ProV Webpage