Onboarding for new PhD students

April 11, 2024

Onboarding Workshop, 11.04.2024

Part II

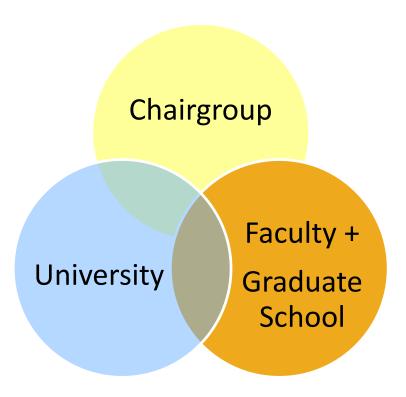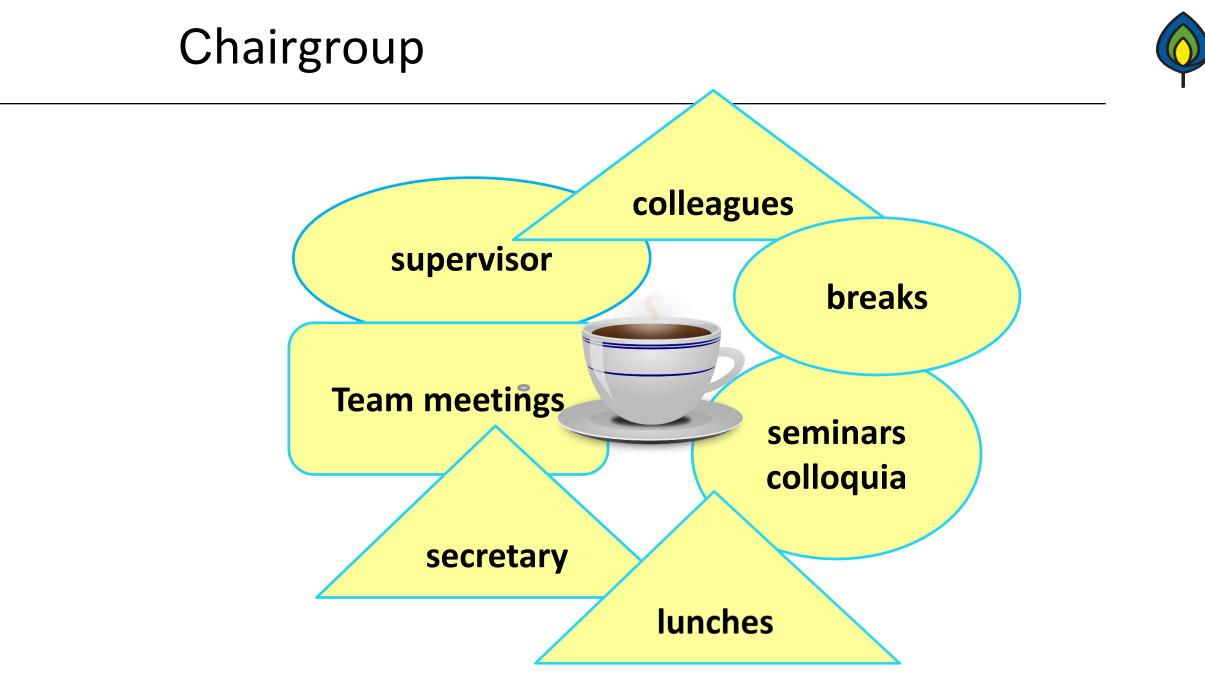- Resources for PhD students

- Administrative Processes

Resources for PhD students

Chairgroup

colleagues

supervisor

breaks

Team meetings

seminars colloquia

secretary

lunches

Faculty

Examination office
(Deans office)

Graduate School ESGC

Statistics Café
By Prof. Carsten Dormann
Bi-monthly

PhD representatives
(Konvent)

Müller-Fahnenberg-
Foundation
(Deans office)

University of Freiburg

Workshops / Mentoring

Graduate Center (GraCe)
Workshops
Counseling
Funding
Ombuds Office

Teaching didactics
(in German, some in Engl.)
University Didactic´s Center

Staff training (in German only)
Workshop and Sports for Employees

Mentoring
AdvanceMent

Kite Mentoring
For women only, incl. workshops

Services

Welcome Service / pre-arrival and arrival info from International Office

Psychological Counseling
SWFR (if matriculated)
University(if employed)

Medical Service
Vaccinations, health checks

Family Service

Uni Sports

Advocates for PhD

Representation of PhD students at faculty level: Assembly

Representation of PhD students at University level: GAA

Funding

Funding
for conferences, field research, equipment, publication
Wissenschaftliche Gesellschaft

Funding
for travel costs
Müller-Fahnenberg-Stiftung (Faculty)

State Graduate Funding
Full or final year scholarships

The Faculty´s Graduate School ESGC

(ESGC: Environment, Society and Global Change)

What does it offer?

- Workshops

- Peer support

- Events

- Networking – exchange – support – fun – company –   across disciplines

Graduate School - workshops

Workshops

Academic writing

Thesis Studio
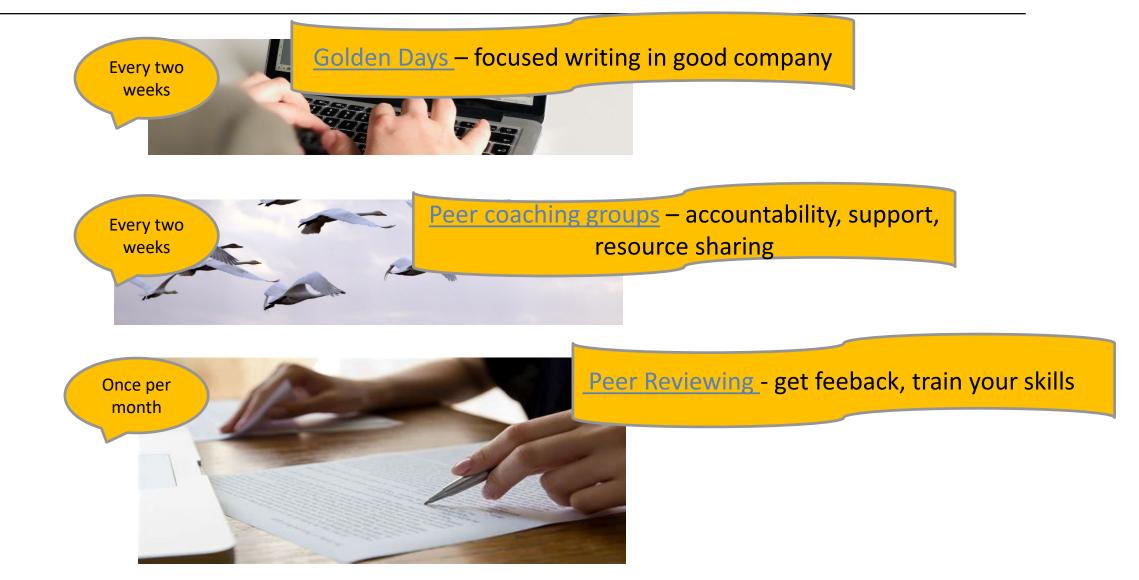
Statistics

Data visualization

Publishing / reviewing

Thesis Defense

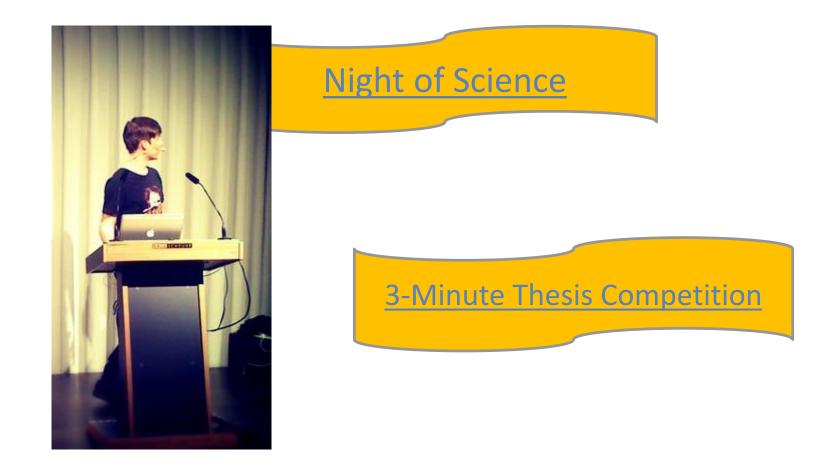Networking – exchange – support – fun – company –   across disciplines

Graduate School – recurring formats

Every two weeks

Golden Days – focused writing in good company

Every two weeks

Peer coaching groups – accountability, support, resource sharing

Once per month

Peer Reviewing - get feeback, train your skills

Graduate School - events

Night of Science

3-Minute Thesis Competition

Networking – exchange – support – fun – company –   across disciplines

…and more

Links to more resources and support structures

[Here](#) (Graduate School Website / Resources)

Information channels

Register for

promotion@unr.uni-Freiburg.de

- faculty-email list for all doctoral students

- used to forward information about Graduate School workshops and events; conferences, seminars, funding etc.

- ➢ Register by sending email to promotion-on@unr.uni-freiburg.de

mitarbeiter@unr.uni-Freiburg.de , if you are employed

- faculty-email list for all employees

- used to forward information about Graduate School workshops and events; conferences, seminars, funding etc.

- ➢ Register by sending email to mitarbeiter-on@unr.uni-freiburg.de

Information channels

Register for the newsletter of the Graduate Center

[GraCe newsletter](#)

Information about courses, calls, events for doctoral students

Join the the PhD Slack Channel

- for communication among doctoral students of the faculty

- managed by the Konvent (representation of doctoral students at the faculty), to join send email to Konvent@unr.uni-Freiburg.de

Administrative Processes - Step by Step

1. Supervisory Agreement   (has to be submitted with the application for admission)

2. Application for admission as doctoral candidate

3. Matriculation / registration

IMPORTANT: the **Graduate School** is open for you already BEFORE your formal admission as a doctoral student!

PhD Regulation

The basis of everything:

[Promotionsordnung 2016](#)

The PhD regulation so far is only available in German.

And even in German difficult to understand…

Where to find documents and instructions?

[Information and downloads](#) for doctoral candidates (from examination office)

Supervisory Agreement

WHERE ? Download at faculty´s website / doctoral studies (3 copies)

WHO?   You, 1st and 2nd supervisor; third supervisor or mentor if applicable

WHY?   To make the supervisory relationship transparent in terms of content and time

WHEN?   As early as possible. Helps to lay solid foundations for the years to come.
To be submitted with the application for admission.
Becomes valid only once you are accepted as doctoral student.

Important:
It doesn´t replace admission as doctoral student or matriculation / registration

Supervisory Agreement

Contains agreements on

- Work schedule and timetable, to be adjusted annually

- Qualification measures (courses, workshops, conferences, stays abroad etc.)

- Integration in working groups, research networks, PhD program etc.

- Rules of good scientific practice

- Conflict resolution scheme

Supervisory Agreement / Roles of 1ˢᵗ and 2ⁿᵈ Supervisor

1st Supervisor:

- responsible supervisor

- is grading the dissertation

- is member of the examination committee (disputation)

2nd supervisor:

- is not grading the dissertation

- is (usually) member of the examination committee (disputation)

- should not be from the same chair as main supervisor

- Is often external

- can be changed by letter and with consent from 1st supervisor + new supervisory agreement

Examination Board [(§ 8 PhD regulation)](...)

Has to be appointed only at the end of your PhD, before submittig the dissertation.

Consists of

2 reviewers of the dissertation

2 further examiner for the oral examination (defense)

→ **4 members**

Roles

- 1st supervisor - reviewing dissertation + oral examination

- 2nd supervisor - oral examination, not reviewing

- 2nd reviewer   - not involved in supervision, grading and oral examination

- 3rd person   - oral examination

Important: The majority of the examination board must belong the Faculty

Application for admission as doctoral student

WHERE to find ?   Link available at website of the faculty (doctoral studies)

Link leads to a Wiki with instructions of the Campus Management
Department (HisInOne)

WHY?   For statistical reasons, data of doctoral candidates must be
collected before he/she/them can apply for admission (legal requirement).

WHEN?   Simultaneously to the Supervisory Agreement or even earlier.
The creation of the application form, getting the (original) signatures of
supervisors and the approval of the doctoral committee take time.
Start the process as early as possible if you have deadlines ahead of for which
you need your admission letter.

The system is work in progress and

NOT USER FRIENDLY

So sorry….

Application for admission as doctoral student (2)

Submitting the application

After entering your data in HisInOne

→ print out and check. If you browser doesn´t print the entire application text.

→ paste the text into a Word document, correct it, add the 2nd supervisor´s name (the 2nd supervisor´s name by mistake won´t be printed…)

→ print the Word document, sign it

→ attach the required application documents (next slide)

→ submit all documents in paper to the examination office

Please note: You cannot upload documents in HisInOne, you can only enter your data)

Originally certified copies - how to get them?

Originally certified copies of University degree certificate(s) and transcripts

If you did not bring originally certified copies of your degree(s) and transcripts from home you can ask the secretary of your supervisor to issue them, provided that you can present the originals for comparison.

For certification the secretary

 → has to write on the copy: "Original lag vor", date, signature

 → put stamp or Siegel

The examination office of our faculty accepts it.

Application Documents (to be handed in in paper)

→ Originally certified copies of University degree certificate(s) and transcripts

→ Supervisory Agreement (3 copies)

→ Short letter to explain why you have chosen title (Dr.rer.nat/ Dr.phil.)

→ Statement of the first supervisor to approve your chosen title (Annex 2)

→ Form about previous or current applications for acceptance as a doctoral candidate (Annex 1)

→ CV with date and original signature

→ If applicable, a letter to apply for the approval of an external supervisor / examiner. Attach CV or/and link to website of the person to show position (professorship at a university required)

→ Checklist , signed

- your application will be discussed and examined in the doctoral committee of the faculty.

- The committee usually meets once per month; less during semester breaks or holidays. If you need to know the date of the next meeting, contact the head of the doctoral commission, Prof. Dr. Carsten Dormann or the examination office.

- You will be notified by postal mail (only) if you are accepted as doctoral candidate. If you live abroad you can ask to be notified by email.

- If you have a **foreign (non German) degree** the examination office has to forward your certificates and transcripts to the International Admissions Office for approval before presenting them to the doctoral committee.

Matriculation is mandatory for all doctoral candidates!

You can apply for **exemption** of matriculation if you have a

contract as employee. In this case you only have to register.

Matriculation → student status → 180€ per semester

Registration → no student status → 0 €

Matriculation / Registration

Matriculation → **student status,** provides

- Access to the university's IT services
- Access to courses offered at the International Graduate Academy (IGA)
- Entitlement to purchase a semester ticket for local public transport (89€ per semester)
- Access to student housing
- Access to the university cafeterias as a student (e.g. Mensa nearby the faculty) versus staff.
- A must for candidates who are not employed but come with a scholarship or are self financed

Costs: 180 € per semester.

Procedure: International students enroll at International Admissions and Services; German students enroll at the Studierendensekretariat.

When: Doctoral students can matriculate throughout the year, there are no special dates.

Registration → confirms your status as doctoral student

- Access to the university's IT services
- Access to courses offered at the International Graduate Academy (IGA)
- Access to the university cafeterias as (e.g. Mensa nearby the faculty) as employee (costs about 1 € more per meal).
- Recommended for candidates who are employed

Costs: none
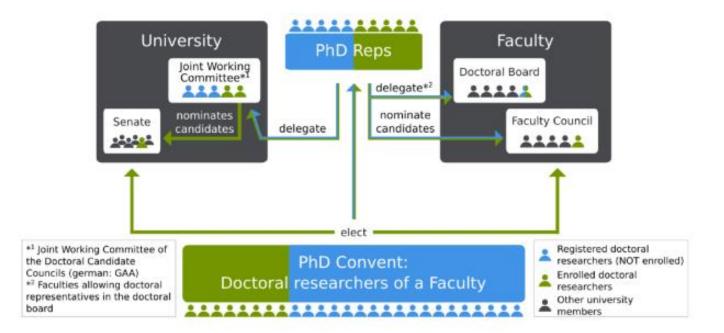**Procedure**: see here

More Information on both options: here

Last but not least…

If you want to travel (for your project/PhD)

→ Contact the secretary of your chair, inform her

→ You need to fill in PRIOR to the trip a travel cost

application (Dienstreiseantrag)

Political Structure

Thank you for your attention ☺