

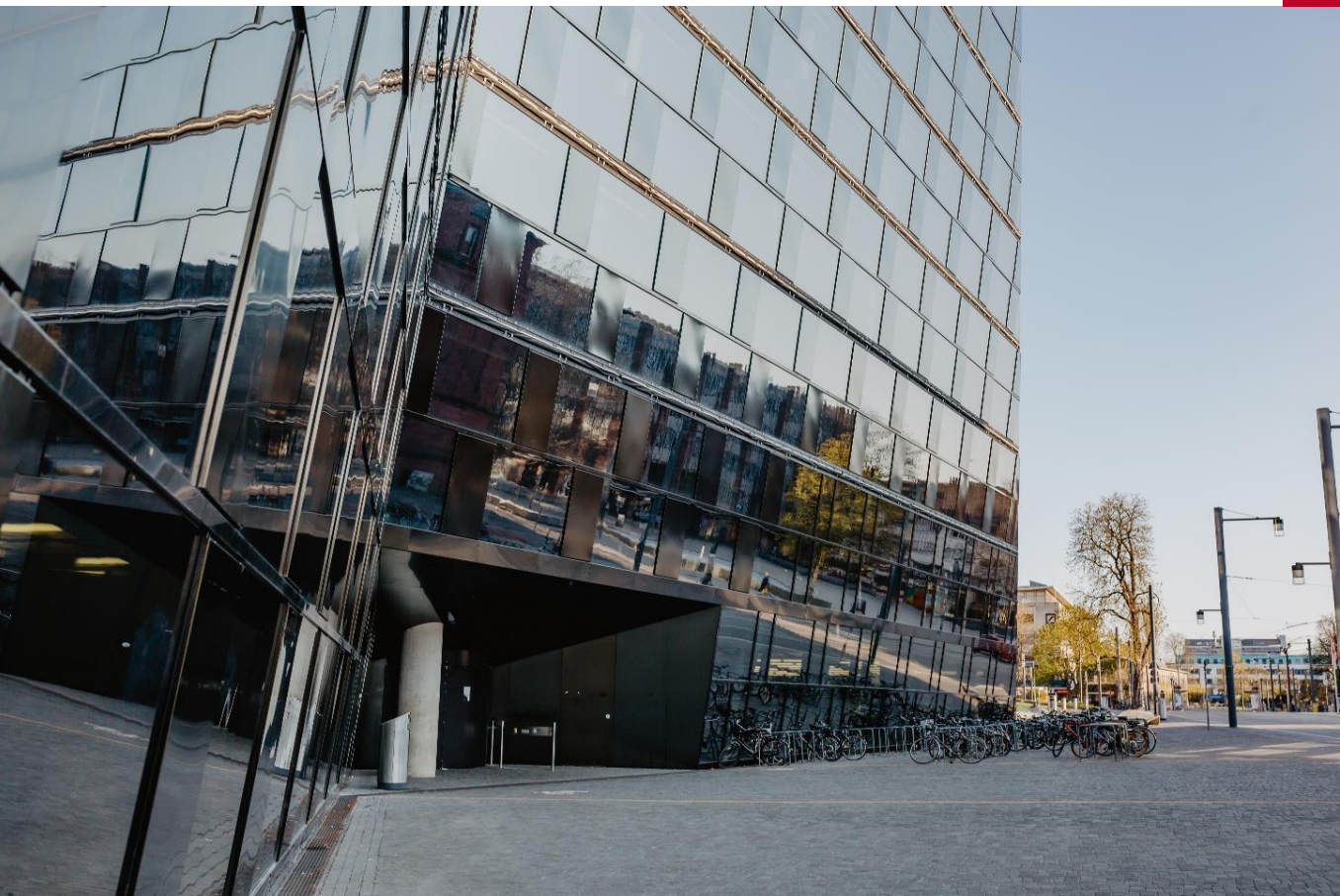
Your Doctorate at the University of Freiburg

A Handbook for Doctoral Candidates

University of Freiburg



**UNI
FREIBURG**



Introduction

With this document, we would like to inform you about the most relevant addresses and contacts to start your doctoral studies at the University of Freiburg. We are the Joint Working Committee of the Doctoral Candidate Councils (GAA) – i.e. the representatives of the doctoral candidates. We want to help you getting started at the University of Freiburg by providing an overview of what the University of Freiburg offers during your doctoral studies.

A good way to connect to and get to know people from your faculty is the doctoral convent! Its members represent you and all doctoral candidates of your faculty. Representation needs motivated and active members to shape and improve the situation of upcoming generations of doctoral candidates. You could also become a representative of the doctoral candidates in your faculty – be the change you would like to see!

We wish you a good start here in Freiburg and great success during your doctoral studies!

The Speakers of the GAA

We are here to Support You during the Doctoral Studies

We as representatives of the doctoral candidates at the University of Freiburg work hand in hand with different University Services to facilitate access to information, to support you when you have concerns and organize events to connect the overall community of doctoral candidates.

The Welcome Service of the International Office (IO) at the University of Freiburg assists international doctoral candidates already before their arrival in Freiburg and during their doctoral studies in regard to day-to-day life matters. The International Graduate Academy (IGA) provides a number of offers for doctoral candidates with which they can navigate their doctoral studies and gain an insight into the professional world.

Welcome to the University of Freiburg

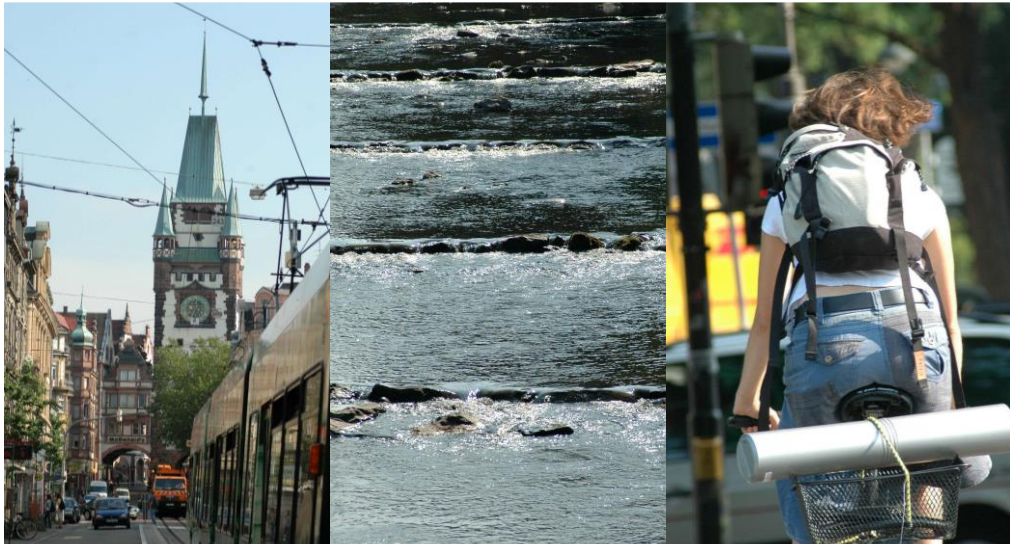
You chose to pursue your doctoral studies at the University of Freiburg. We think it's a good choice!

Founded in 1457, the University of Freiburg offers undergraduate and graduate studies in over 280 disciplines taught at eleven faculties.

At the University of Freiburg, about 330 professors and 6,000 employees – among them more than 4,500 employed as scientific personnel – put their effort into the education and support of about 24,000 students every day.

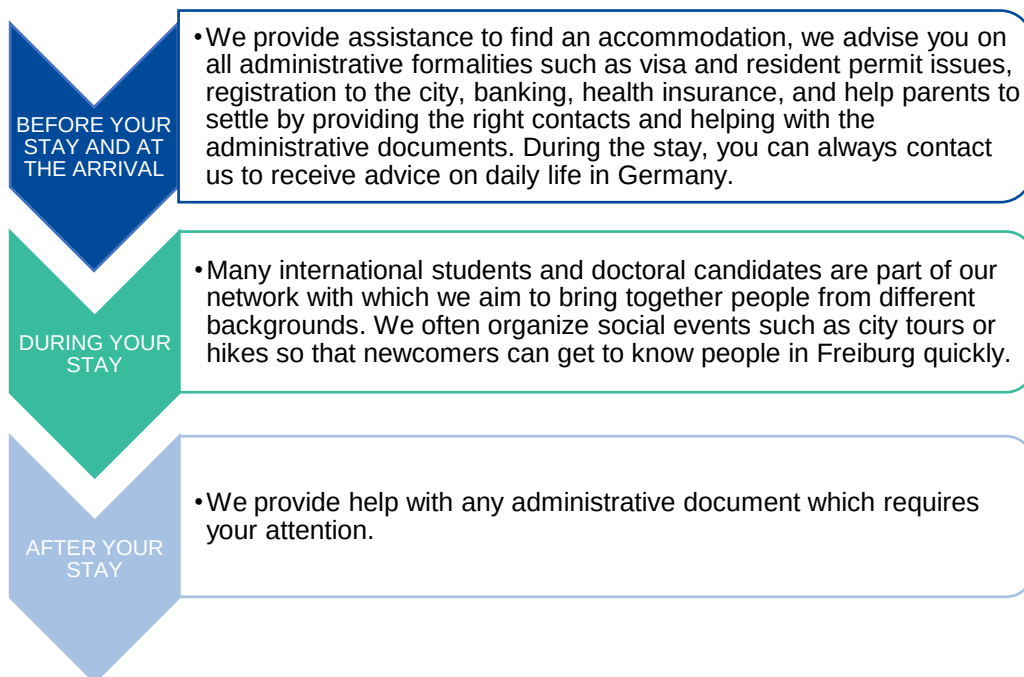
According to the current *Times Higher Education* World University Ranking (THE), the University of Freiburg ranks sixth among all German higher education institutions. Besides the University, the city is home to renowned institutes: five Fraunhofer Institutes, two institutes of the Max Planck Society, and one Leibniz Institute. This provides an environment for innovative interdisciplinary studies.

In total, there are about **4,800 doctoral candidates** at the University of Freiburg among which 2,000 are enrolled and of which about 25 % are international doctoral candidates. About 40 % of doctoral candidates are in Medicine, about 32 % in Natural, Life and Engineering Sciences and 28 % in the Humanities and Social Sciences.



The Welcome Service: Organizing Your Stay

Our mission: The Welcome Service provides help to international doctoral candidates concerning all non-academic matters doctoral candidates starting at the University of Freiburg, and visiting researchers of all levels coming to the University of Freiburg for a short stay, as well as international employees.



Get registered via the welcome form at www.welcomeservice.uni-freiburg.de/.

Kindly schedule an appointment with us after you have arrived in Freiburg and receive your free welcome package to start a successful stay.

We are pleased to welcome you to the University of Freiburg!

Contact: welcome.center@io.uni-freiburg.de

A Warm Welcome from the International Graduate Academy

Our mission: We are the central point of contact for all doctoral candidates at the University of Freiburg and support you during your doctoral studies. Feel free to come to us if you have any questions about your doctoral studies. We are here for you at any time and will be happy to help you with our wide range of services and advice offered in German and English.

OUR SERVICES

- www.frs.uni-freiburg.de/de/iga
- info@frs.uni-freiburg.de
- Phone: 0761/203-8863
- **Newsletter:** for up-to-date Information

The Five Steps to Enrollment/Registration at the University

All doctoral candidates must officially enroll if their acceptance as a doctoral candidate at the faculty took place after March 30, 2018. Doctoral candidates who have a working contract at the University of Freiburg can be exempt from enrollment, but have to register.

1. You need a supervision approval.
2. Together with your prospective supervisor, you will conclude a doctoral agreement. In our **Guidelines for Good Supervision**, you will find valuable advice on the supervisory relationship.
3. Register centrally as a prospective doctoral candidate in HISinOne.
4. Now you can apply for acceptance as a doctoral candidate at your faculty.
5. Complete your enrollment/registration at the Student Service Center.

Please write us if you have any questions about these steps.

Tip: Read the doctoral regulations of your faculty at the beginning of your doctorate.

Advising Services

Do you have a question? Then it is best to contact us and ask for our **General Counseling Service for Doctoral Candidates**. Even if you are still undecided whether you want to do a doctorate, we will be happy to help you with your decision.

How can you fund your doctoral studies?

Are you looking for funding options for your dissertation project or for your next conference trip? In our **Advising on Funding Options**, we try to show you options that are tailored to your needs.

What happens if you have a conflict? An unresolved conflict can be very stressful and lead to motivational difficulties or even thoughts of dropping out of the doctorate. To avoid this, we can support you with our **Conflict Counseling**. Please feel free to contact us, your request will be treated confidentially.

If a problem arises in the context of your supervisory relationship, the **Central Ombuds Process for Doctoral Candidates and Supervisors** is the right place for you to turn to.



Qualification Program

In our transdisciplinary qualification program, we offer you a variety of core competencies and key qualifications. For example, you can learn about time management, stress management, project management, or how to recognize unconscious bias. A total of more than 80 workshops are available to you free of charge every year!

- Learn German and other Languages language with the IGA: courses for beginners (A0-A2)
- Language tandems for doctoral candidates organized by the IGA



Representation of the Doctoral Candidates

Joint Working Committee of the Doctoral candidates' Convention (GAA)

Since January 2016, doctoral candidates are officially recognized as a status group at the University of Freiburg. The GAA, "Gemeinsame Arbeitsausschuss" or "Joint Working Committee" of the Doctoral Conventions is composed of representatives of the ten decentralized doctoral conventions of the University of Freiburg. Each Convention sends a representative to the GAA, whose task is to deliberate on matters that affect doctoral students, regardless of their faculty affiliation.

Therefore, as doctoral candidates and members of the Joint Committee, we defend your and our interests when important decisions are being taken at the university. We raise concerns and are involved within many of the structures of the university. Topics we deal with include but are not limited to the following: organization of networking events and workshops, conflict management, concerns about equal opportunity, the impact of the pandemic on doctoral studies, teaching duties and working spaces for doctoral candidates. We have a budget at our disposal consisting of the semester fees paid by enrolled doctoral candidates. After we democratically decide on what to you use it for, we can invest in projects related to doctoral studies (e.g. workshops, conferences, networking events).

Feel free to reach out and talk to the speakers any time: gaa-vorstand@mail.uni-freiburg.de

Visit our website:

www.gemeinsamer-ausschuss-der-doktorandenkonvente.uni-freiburg.de

FIND US ON SOCIAL MEDIA



@phd.uni.freiburg



@phds_unifreiburg



@GaaPhds

The Convents

Each faculty has its own convent which consists of the representatives of the doctoral candidates. Representatives are elected for a period of one year. For any faculty-related problems or questions, you can always contact the convent at your faculty. You can find the convents here:

- [PhD representation of the Faculty of Theology](#)
- [PhD representation of the Faculty of Economy and Behavioral Science](#)
- [PhD representation of the Faculty of Law](#)
- [PhD representation of the Faculty of Medicine](#)
- [PhD representation of the Faculty of Philology & Philosophy](#)
- [PhD representation of the Faculty of Mathematics and Physics](#)
- [PhD representation of the Faculty of Chemistry und Pharmacy](#)
- [PhD representation of the Faculty of Biology](#)

- [PhD representation of the Faculty of Environment and Natural Resources](#)
- [PhD representation of the Faculty of Engineering](#)

The Senate

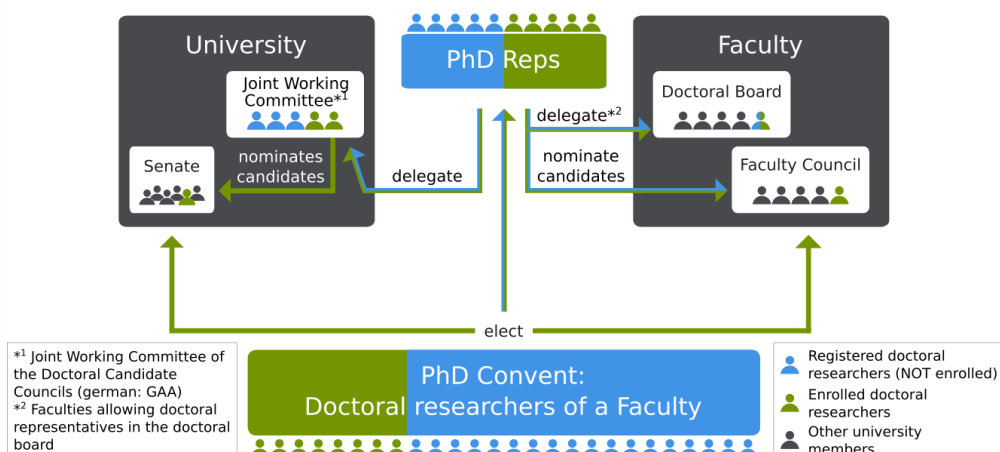
Since September 2019, doctoral candidates have been represented by three members in the Senate, the highest elected body of the university. As regular members, they are thus entitled to vote and can give a clear voice to the concerns and interests of their status group.

In the Senate, three elected doctoral candidates represent the interests of doctoral candidates, establish connections with the new rectorate, suggest changes to the university statutes, or address the fall-out of the pandemic. We also advocated for the statistical collection of the number of doctoral candidates at the University of Freiburg. We are always looking for committed doctoral candidates at all times. If you would like to represent the interests of the doctoral candidates in the most important committee of the university, please contact us!

Feel free to reach out any time: senat.gaa@mail.uni-freiburg.de

A Brief Description of our Political Structure

On the university level, the Senate is the central committee entrusted with decisions on research, teaching, studies, and continuing education. The Senate consists of directly elected representatives of each status group.



At the University of Freiburg, doctoral candidates of each faculty form a convent and vote on representatives. The convent in turn nominates doctoral candidates for the Faculty Council. In a few faculties, the doctoral representatives are sending a member of the convent to the Doctoral Board, a committee deciding on the regulations for conducting a doctorate. Furthermore, each convent sends members to the Joint Working Committee of the Doctoral Candidate Councils. The committee represents all doctoral candidates and voices their interests and concerns to the respective university

committees and institutions. Further opportunities of participation are in the StuRa, which is the official, university wide student representation.

Enrolled doctoral candidates as well as registered doctoral candidates may represent the status group. Enrolled doctoral representatives can be nominated to the Faculty Councils – the highest committee of the faculties, composed of professors, academic staff, administrative staff, researchers and enrolled doctoral candidates, where important decisions are made at the faculty level.

They can also be nominated to become part of the GAA and the Senate, the highest committee of the university and the highest committee in which we are represented, where important decisions are taken. Enrolled doctoral candidates also dispose of seats in the student committee – the StuRa. Registered doctoral candidates can be elected as doctoral representatives of their faculties, and dispose of seats at the GAA, which allow them to communicate with the main institutions representing and supporting them, like members of the Rectorate, the International Graduate Academy (IGA), or the Senate.

ProDoc: A Networking Group for Doctoral Researchers

Since 2011, ProDoc is an initiative of dedicated doctoral candidates of the University of Freiburg that is engaged in all matters concerning the doctoral process. We aim to connect doctoral candidates from all faculties focusing on networking and social events.

Regular activities

- SocialDocs (Stammtisch), monthly, 2nd Tuesday
- LunchDocs, Fridays (spontaneously)

Various activities

- Long night of postponed thesis
- BBQ
- Hiking

prodoc



We would like to invite you to participate in our activities! Scan the WhatsApp code for more information. Events are announced via mailing list, spontaneous activities via the WhatsApp group.

Contact & mailing list: prodoc@mail.uni-freiburg.de

The Studierendenwerk

Our services for enrolled doctoral candidates can be found on our web page www.swfr.de.



Find us on Facebook, Twitter, Instagram, and Youtube!

You can find us on site at:
Studierendenwerk Freiburg
Tel. 0761 – 2101 200
Mo – Fr 9.00 – 17.00 Uhr
Basler Str. 2
79100 Freiburg

Our Services

Counseling & Social Work

Counseling regarding Financing

- Arranging student loans
- Information on stipends
- Advances on rent-deposit

Mediation & Legal Advice

- Support during conflicts
- Free counseling by a lawyer

Social Work

- Insurance, social services, job offers
- Specific information for studying with handicap, studying with kids (Kitas), internationals

Psychotherapeutic Counseling

- One-to-one counseling
- Open consultation hour
- Seminars (e. g. techniques for studying)

Financial Support and Living

Financial Support

- Student loans, loans for finishing the studies, stipends
- "Studijob" (Jobagency and courses for jobs)

Living

- Agency for renting private rooms
- Large campaign for apartment space at the beginning of the winter semester
- Alternative programs like "Housing for Help" and "Gemeinsam Wohnen"
- We work together with landlords who are willing to offer students cheap living space

Events & Internationals

- The Studierendenwerk also organizes many events such as the MensaBar, international club nights, courses for learning how to snowboard or ski, climb, dance or do yoga. Regularly, hiking or city tours and many other social events (www.ic-freiburg.de) take place.

Nightline Freiburg e.V.

Anonymous listening and information telephone from students for students.

During the semester, the Nightline Freiburg is available by phone every night from 8 p.m. to midnight at 0761 / 203 93 75. In addition, the mail service can be used all year round via the website t1p.de/nightline. The Nightline does not give ready-made solutions or advice, but listens to the callers and conducts conversations at eye level, based on the principles and techniques of Carl Rogers person-centered talk therapy. The services offered by the Nightline are low-threshold, as they are provided by students from various disciplines on a voluntary basis. To ensure the confidentiality of the listening phone, all Nightline members are anonymous. Training for new members is offered each semester.



Visit the Website:

www.nightline.uni-freiburg.de

FIND US ON SOCIAL MEDIA



@FreiburgNightline



@0761nightline

Selected Mentoring and Training Programs

AdvanceMent Freiburg – a Mentoring Program for Doctoral Researchers

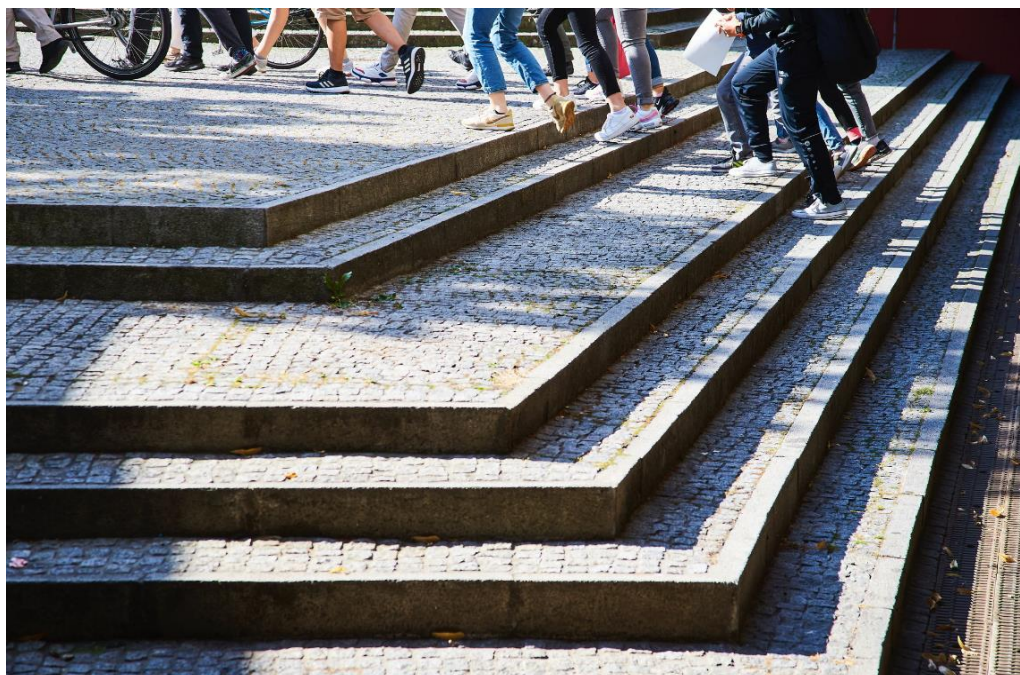
AdvanceMent Freiburg is made up of two program tracks: @academia and @newpathways. The program aims at offering personal and professional development career planning. It is organized around peer-to-peer mentoring and one-to-one mentoring with a defined mentor, as well as program-specific workshops.

Contact: AdvanceMentFreiburg@frs.uni-freiburg.de

EPICUR

The program aims at bringing opportunities to early career researchers. Consisting of a network of 8 universities, EPICUR is developing an **inter- and transdisciplinary approach** to tackle pressing research questions, such as Sustainability research (including Climate Change and Energy); Mobility, Migration & Identity and Transition of Public Health.

More information: <https://epicur.education/>



Further Institutions

Wissenschaftliche Gesellschaft

The Wissenschaftliche Gesellschaft promotes research at the University of Freiburg and supports early career researchers. Financial support is provided, e.g. for publications, research stays or equipment needed in laboratories. Take a look at the website (German only)!

<https://www.wissges.uni-freiburg.de/>

Staff Council and Consulting Services

For doctoral candidates who have a contract with the University, the Staff Council offers a variety of contacts to help with contracts, questions related to discrimination, psychological counselling and help for people with a disability.

<https://uni-freiburg.de/university/organization-and-administration/staff-representation-and-consulting-services/>

The Sprachlehrinstitut (SLI)

The SLI offers language courses including German at different language levels for all university students, staff, guests and the general public. More than 20 languages are taught in conversation courses or field-oriented courses in different formats. Language certificates can be provided.

Choose your language: www.sli.uni-freiburg.de