



Starting your doctorate

(Guidebook with initial considerations and checklists)



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Publisher

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Legal notice

Please note: This checklist represents brief information and does not claim to be complete. Only the relevant legal texts and the official texts of the relevant statutes published in the Official Gazette are legally binding. Please contact the relevant contact persons for binding clarification of questions.

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Foreword

The doctorate serves as proof of the ability to conduct in-depth scientific work in a subject area and is based on an independent scientific paper (dissertation) and an oral examination (viva voce or disputation).

What appears to be very concrete at first glance conceals many paths into and through the doctorate: as many doctoral students there are, as many individual combinations of motives for a doctorate there probably are. Although all doctoral graduates have formally gone through a similar or even the same process in the end, their experiences and paths can sometimes diverge greatly. And the possibilities for using the doctorate as a step on the individual career path are as diverse as the doctoral candidates and their interests.

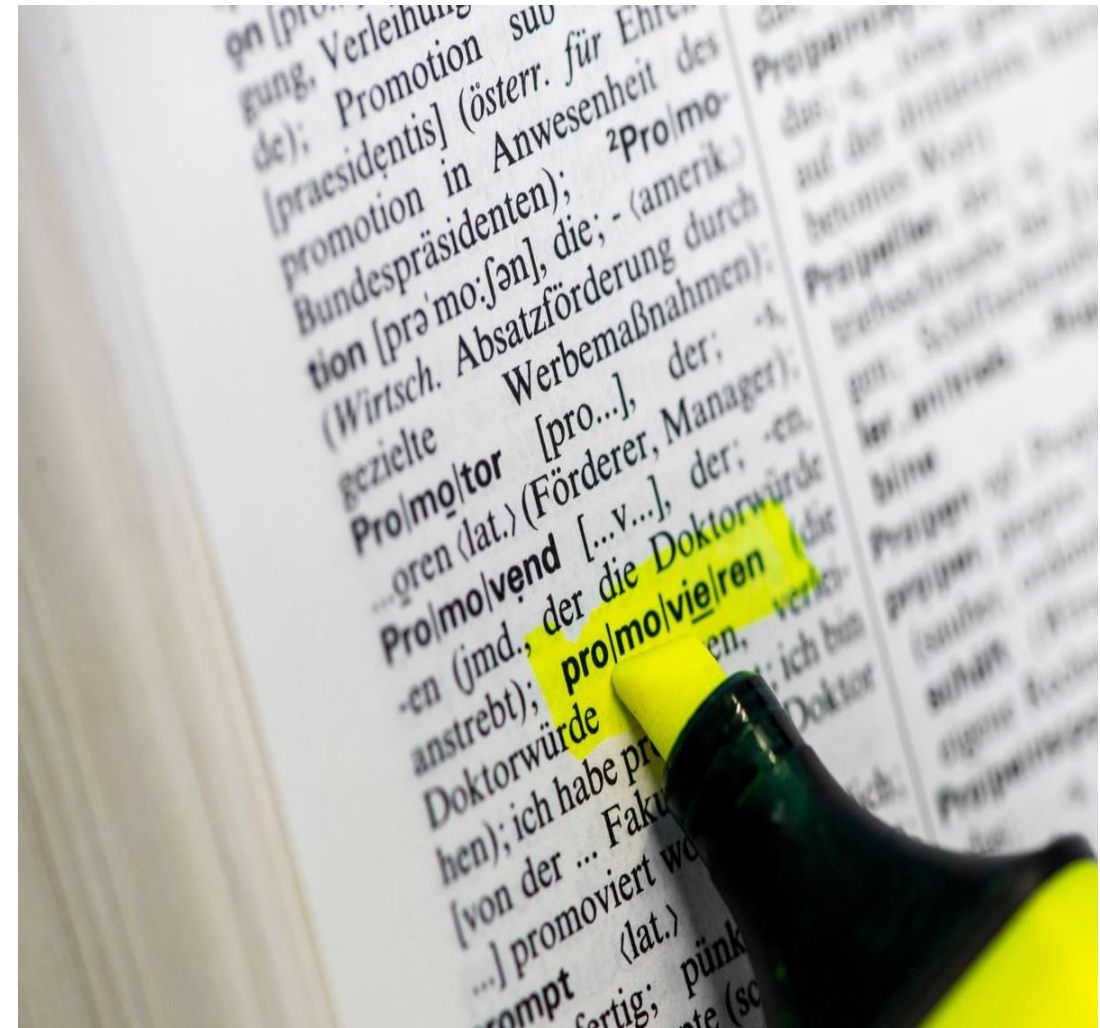
For this reason, there is no generally applicable timetable when you are thinking about whether and how you would like to do a doctorate: Depending on the factors you need or want to take into account, it can take different lengths of time until you have come to a decision for yourself and set the course. It is important that you take this time.

Nevertheless, the doctorate itself is a project with a beginning and an end that can be reflected upon, planned and organized - if perhaps not always to the day or the week, but in its essential outlines. Even the seemingly vague topics such as the individual career contribution or the skill development through the doctorate are accessible to reflection and thus to your active shaping.

The Graduate Center would like to facilitate the organizational start to your doctorate and also support you in considering the supposedly marginally topics related to the doctorate and target them in a constructive manner.

This small 'checklist' therefore contains questions that you can use as non-binding planning steps. On the other hand, it contains impulses that can inspire you to reflect on your motivation and career planning. You will receive a little context for each of the questions. To round things off, we refer you to further information and contacts. You will also find information on all topics on the pages of the Graduate Center at <https://www.graduiertenzentrum.uni-passau.de/en/information-for-doctoral-candidates-and-graduates> further information and contact persons. These are not always listed individually below.

Good luck and have fun starting your promotion!



What motivates you to do a doctorate?

There are many reasons for pursuing a doctorate: whether you want to do it for the title, because you want to work in research and teaching, because you enjoy it, because you want to gain further qualifications... Whatever reason you want to do a doctorate for is 'your thing'! Even if you want to do it to bridge the gap, that is completely legitimate. But: The important thing is that your motivation will carry you through until the end of your doctorate in two to three or perhaps four to five years - and if you are employed under the Wissenschaftszeitvertragsgesetz, a maximum of six years!



Motivation check:

Reflect for yourself on your reasons for wanting to do a PhD and how sustainable this motivation is. How will a PhD support you in achieving your career goal? (see below).



- I am aiming for a scientific career, for which the doctorate is the first step.
- In my field of profession, it is common to do a doctorate.
- I expect to have better career and promotion opportunities with a doctorate.
- I enjoy dealing scientifically with a subject.
- I have always wanted to do a doctorate. Now I would like to tackle this project.
- I have a topic that I really want to research.
- My family expects me to do a doctorate.
- My professor has offered me to do my doctorate with him or her.
- I have an offer to do a doctorate as part of a research project.
- I want to prove to myself or others that I have what it takes to do a doctorate.
- I would like to achieve further qualification through the doctorate.
- I don't know yet what else I want to do.
- I like science and the university as a working environment.



Talk to people who are already doing or have done a doctorate:

Ask questions, let them tell you how their path has been so far. This will give you a better idea of what it's like to do a doctorate.

Question your motivation:

We often hear numerous opinions about our current situation that influence us - consciously or unconsciously. When you look at your plan to do a doctorate: What messages do the people around you convey to you and what part do they play in your motivation? Think, for example, of:

- > Your parents
- > Your partner
- > Your siblings
- > Your best friend
- > Your grandparents
- > More 'influencers'



What contribution should a doctorate make to your individual career planning? What could be the advantages and disadvantages?

A doctorate can open up new avenues for your career planning. It may mean that other paths are no longer open to you. It is clear that a career in science is not necessarily the only option after a doctorate and - in view of the statistics - cannot be. Even less than a degree, a doctorate is directly qualifying for very few professions. Rather, you acquire a whole range of other skills in addition to an enormous amount of expertise. Whether these are in demand in a particular industry, in which and in combination with which other qualifications, skills and interests is a very individual question. We would like to encourage you to ask yourself precisely these questions now:



- › Where - roughly - would you like to go after the doctorate?
- › How do you see the added value of a doctorate in this industry?
- › Does the doctorate speak for itself there, or will you later have to explain, prove and quasi 'translate' the competencies acquired through the doctorate in detail?
- › Will the doctorate be sufficient, or will you possibly need other competencies?
- › What is the target contribution of your doctorate to your career plans?
- › How can you increase this target contribution?

Is a PhD compatible with your personal life and family planning?

Clarify personal framework conditions such as the compatibility of a doctorate with your family planning and care responsibilities. What do you want or need to be able to combine with a doctorate?



- Concerns and needs of my family, my partner
- requirements of my current job
- planned or aspired further education or training courses
- leisure activities that are important to me (e.g. sports, music, etc.)
- voluntary or part-time activities that are important to me
- committee work and/or political commitment
- health restrictions (physical and/or psychological)





How can you financially bridge the first 6 - 12 months of a doctorate?

During your doctorate, you will of course continue to incur regular living expenses. These can also be higher than during your studies, because you may have to take out your own health insurance or you may need materials for your doctorate (travel expenses, etc.). You can obtain funding for this (see below). However, it may not be possible to predict whether and when you will receive such funding. For example, it can take up to 12 months from the initial idea to the approval of a grant. How can you bridge the time until then?

Funding source	Possible monthly contribution (€)
<input type="radio"/> Regular employment	>
<input type="radio"/> Part-time job	>
<input type="radio"/> Scholarship (see also below)	>
<input type="radio"/> Own resources (e.g. savings)	>
<input type="radio"/> Means of your family	>
<input type="radio"/> Funds of your partner	>
<input type="radio"/> Education / student loan	>
<input type="radio"/> Unemployment benefit	>
<input type="radio"/> other sources of financing	>
Total per month (€)	>



Find out about different financing options.

Further information

- > Information of the Graduate Center on funding programs of the University of Passau and external funding agencies
<https://www.graduiertenzentrum.uni-passau.de/en/funding-programmes>
- > Women's representative (women's advancement, gender equality, family service):
<https://www.uni-passau.de/en/womens-representatives/>
- > Information on funding during the doctorate :
<https://www.academics.de/ratgeber/finanzierung-promotion> (no english website available)
<https://www.hochschulkompass.de/en/doctoral-studies/preparing-for-a-doctoral-degree/funding-financial-support.html>
<https://www.arbeiterkind.de/studium-finanzieren/doktorarbeit-finanzieren> (no english website available)
- > Social Counseling of the Studentenwerk Niederbayern/Oberpfalz :
<https://stwno.de/en/counseling/social-counseling>

What does research look like in the subjects that interest you?

What science looks like sometimes varies greatly depending on the faculty, department and subject. Do you already have an idea of what your working day might look like during a doctorate? Are you willing to organize your day accordingly, at least for the time of your doctorate? And would you have fun doing it??



Think about:

How could you find out what exactly research looks like - very specifically, on a day-to-day basis - in the subjects that interest you? Who could give you first-hand information about what it's like to work as a scientist? Keep a record of your ideas!

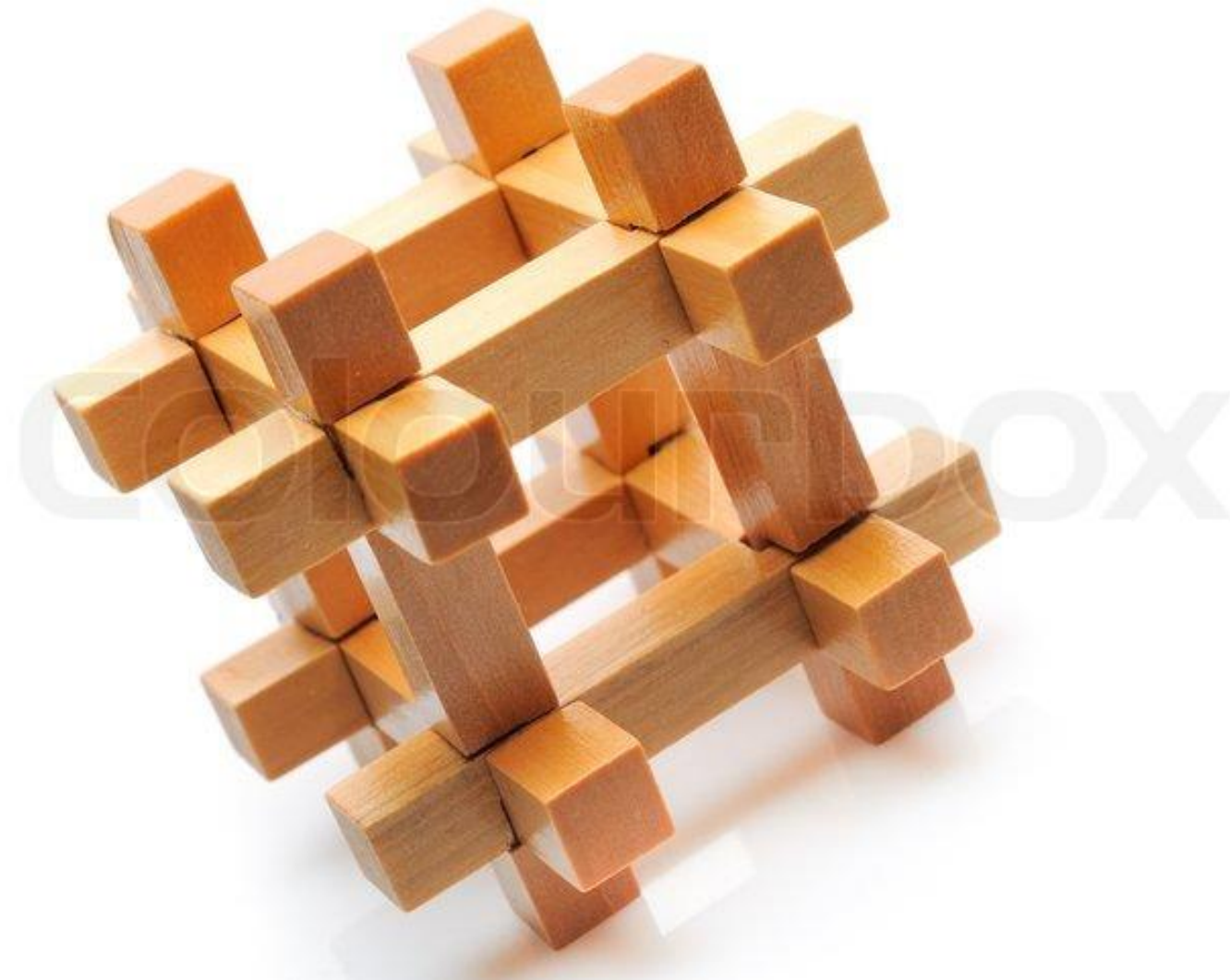
What is the process of a doctorate?

The path into and through science can vary greatly from subject to subject. Basically, however, the following phases can be roughly distinguished, each of which entails specific tasks:

1. Orientation: Here you explore possibilities, variants, possible topics, support and framework conditions (such as financing).
2. Entry: Here you work your way in and possibly create an exposé (subject-specific very different - if required).
3. Research: This is the central phase in which you work on your topic.
4. Completion: In this phase, you will finish your manuscript at the latest, go to the oral exam, and prepare for publication.



Do you know approximately how long these phases last in your designated doctoral subject and what they specifically involve? Address this issue. Talk to other doctoral candidates or get information and advice from the Graduate Center!



Phase	Duration	Central Tasks and Challenges	Questions and need for support
Orientation			
Entry			
Research			
Completion			
Transition			

Further information

- > Information on doctoral studies at the University of Passau: <https://www.graduiertenzentrum.uni-passau.de/en/information-for-doctoral-candidates-and-graduates>
- > Research (and development) in the non-university sector: <https://www.academics.de/themen/arbeiten-in-der-forschung> (no english website available)
- > Conferences: <https://conferencealerts.com/>
- > Doctorate - Requirements, Duration & Career: <https://www.mein-studium-karriere.de/studium/studienformen/promotion/> (no english website available)
- > Job postings at the University of Passau: <https://www.uni-passau.de/en/university/current-vacancies/>
- > UniWiND Coordination Office for Young Scientists Information (UniKoN) - Process model of a doctorate: <https://www.unikon.uniwind.org/promovierendenerfassung/verlaufmodell-promotion> (no english website available)

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What are the types of doctorate?

The doctorate can be approached in different ways in Germany. One distinguishes

- > individual or structured promotion as well as
- > internal or external promotion.



Find out what makes these different types of promotion, what makes them different, what are the essentials, the central advantages and disadvantages for you individually!

Typ of doctorate	Main characteristics	Advantages	Disadvantages	My personal assessment
Individual				
Structured				
Internal				
External				

An overview can be found, for example, on the pages of the Graduate Center for Starting a Doctorate and at academics.de. The above differentiation does not yet reflect the numerous possibilities of individual implementation.

It is also possible, for example, to cooperate with external academic institutions, with companies, etc.

Each of these possibilities has advantages and disadvantages and contributes in different ways to your career plan. The possibilities for a structured doctorate at a university can vary greatly.

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What are the possible forms of dissertation writing?

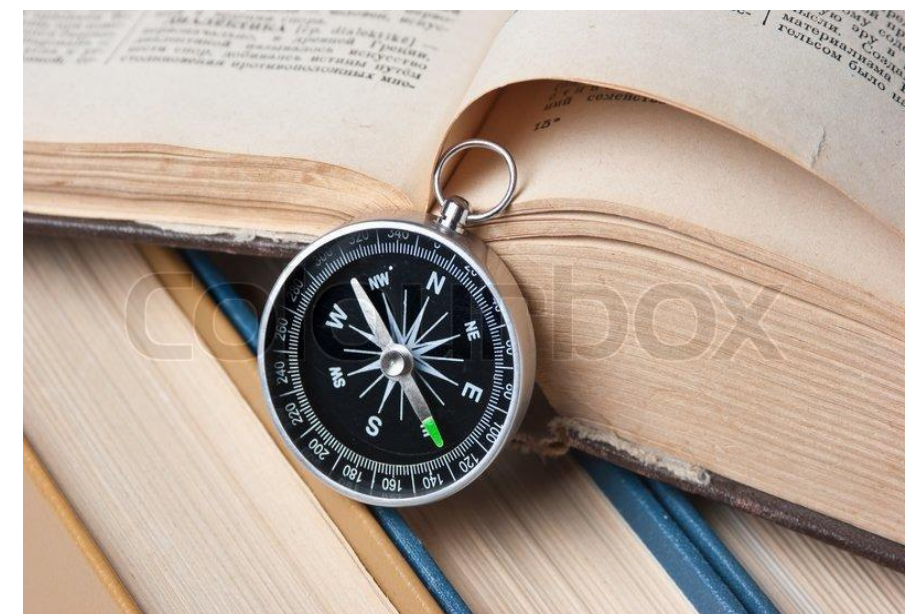
At the end of a doctorate, you must submit an independent scientific achievement. What form this must or may take can sometimes vary greatly: for a long time now, there have been disciplines in which it is not (or no longer only) the 'book' as a monographic single publication. It may also be possible to have publication-based (cumulative) writings, collaborative doctorates, or even mixtures of these possibilities (for example, a collaborative doctorate based on a series of articles in journals). Which options are open to you will be determined - and you will quickly get used to this - by your doctoral regulations. Your supervisor will also have an opinion on this.



What is your personal assessment of the advantages and disadvantages of each type of dissertation?

Typ of dissertation	Main characteristics	Advantages	Disadvantages	My personal assessment
Monographic				
Publication based*				
Collaborativ				

* Attention: If parts of the dissertation have already been published, this may make it more difficult to publish the dissertation as a whole at a later date!



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Do you know the doctoral regulations of the faculty where you want to do your doctorate?

For you, the focus of a doctorate is probably research on a topic. At the same time, the doctorate is also a highly regulated process, so to speak: Who is allowed to do a doctorate, what is the admission process, how is it graded, what are the deadlines and rules? Much more than a degree program, a doctorate requires self-initiative and self-management: no one will take work or responsibility off your hands. In order to know which (formal) rules apply to the doctorate, the doctoral regulations of your faculty are one of your most important tools.



Read the doctoral regulations very carefully early on, clarifying questions such as:

- > Do I meet the requirements necessary for admission to doctoral studies (degree, grade, etc.)?
- > What design options do I have (e.g., forms of the dissertation)?

Other relevant aspects, for which you will find a corresponding regulation in the doctoral regulations of the respective faculty, are:

- > Sections of the doctoral procedure
- > Requirements and possibilities of organization
- > Delivery of the certificate
- > Supervision
- > Evaluation of the dissertation
- > Deadlines
- > Enrollment
- > Cooperation with external parties
- > Possible doctoral degrees
- > possible doctoral subjects
- > examinations
- > regulations for printing
- > regulations in case of impairments
- > Admission requirements

Further informations

- > Doctoral regulations of the faculties of the University of Passau
<https://www.uni-passau.de/en/study-and-examination-regulations/>

If you are employed to work at the university or would like to apply for a position: Are you familiar with the Wissenschaftszeitvertragsgesetz?

The Wissenschaftszeitvertragsgesetz (WissZeitVG) regulates how employment contracts for scientific and artistic staff at state universities and research institutions can be limited in time. The core of the law is the twelve-year rule: each qualification stage (doctorate and habilitation) may not last longer than six years, i.e. 6+6=12. After 12 years, employees may only be employed on a permanent basis or should have been appointed to a professorship or chair in the meantime. Conversely, this means that after this time you can no longer be employed on a fixed-term basis unless you are predominantly financed by third-party funds. This may have consequences for your individual planning.



If you were employed as a research assistant during your studies, this employment will be credited to you on a pro-rata basis. Information on how much this will count towards your doctoral time can be obtained from the Human Resources Department.

Further information

- > Information from the Federal Ministry of Education and Research on the Wissenschaftszeitvertragsgesetz:
https://www.bmbf.de/bmbf/en/home/home_node.html
- > Wissenschaftszeitvertragsgesetz: <http://www.gesetze-im-internet.de/wisszeitvg/> (no english website available)
- > Overview on the Wissenschaftszeitvertragsgesetz: <https://www.academics.de/ratgeber/wisszeitvg-issenschaftszeitvertragsgesetz>



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How do you find a suitable topic?

Already when finding a topic, it becomes apparent that a doctorate entails a great deal of personal responsibility and self-management: In many (probably even most) cases, you will be expected to find a topic or at least a topic area yourself. This should be both admissible (in terms of the subject methodology), but also feasible (within the framework of your time planning). It should be interesting and also relevant to the professional discourse. It must take into account the research situation and at the same time make a contribution to your individual career planning.



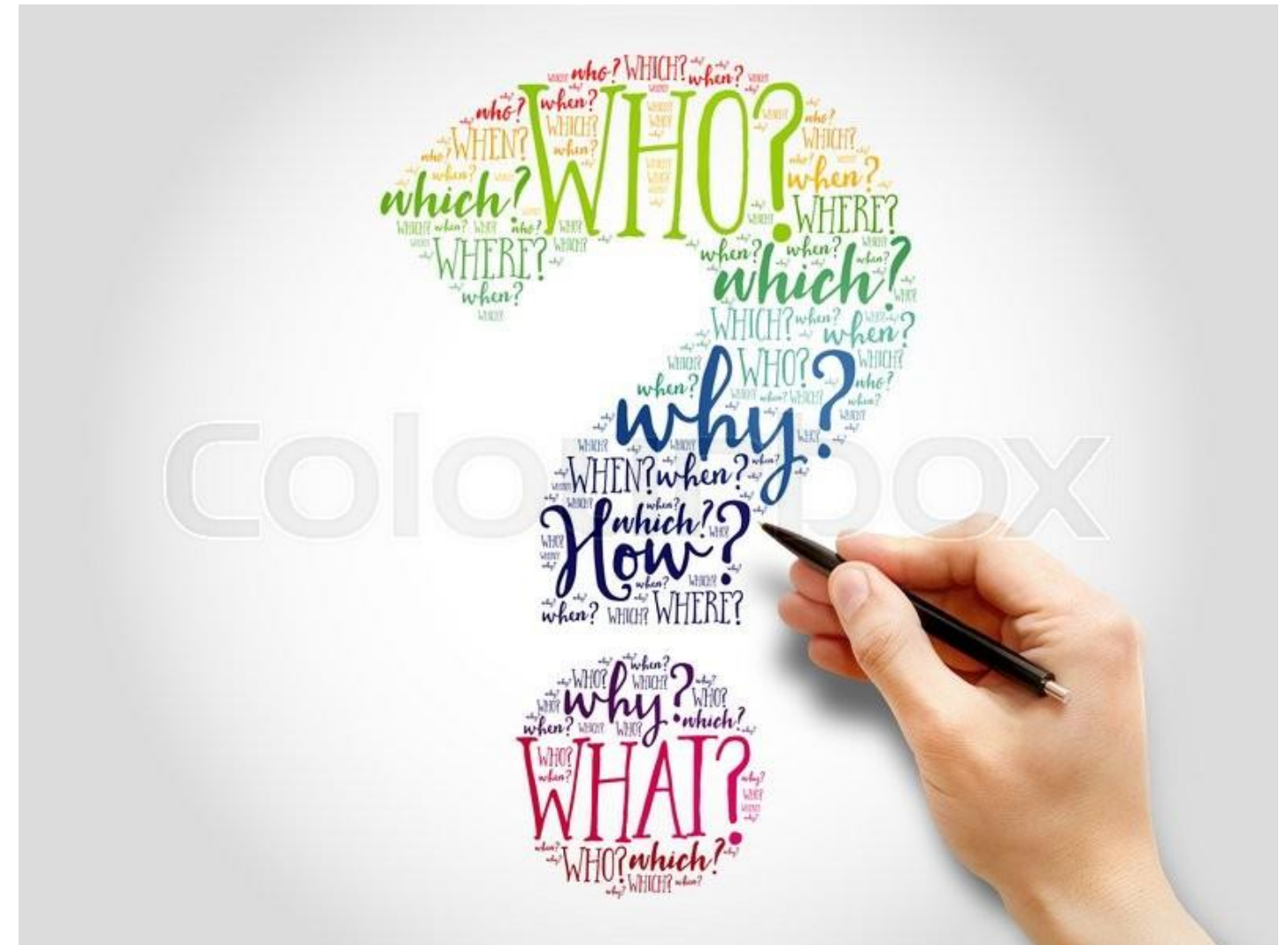
Collect initial ideas for a topic!

- Research current topics in the subject area
- Check subject classification system for exciting areas
- Use the supervisor's research interests as a starting point (apply for a topic)
- Contribute your interests and experience
- Check reading experiences, lectures etc. for potentials
- Look for strategic topic and make it manageable
- Think further about the topic of the thesis
- Explore topic with cooperation partner
- Creatively implement the supervisor's specifications
- Calculate resources and grade requirements

In the course of finding a topic, you should also rely on the assessment of other scientists. For practice-oriented dissertations, it is important to test the practical relevance. A discussion with an expert from practice can help here.

Further information

- > Dissertation list: <https://www.thesis.de/dissertationen>
- > ProQuest Dissertations & Theses: <https://www.proquest.com/products-services/dissertations/>



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How do I find a suitable supervisor?

When looking for a caregiver, it is advisable to find out first and foremost what your own expectations are of the person providing care - and how realistic they are. Once you are clear about this, you can begin your search. Please keep in mind that your designated caregiver is also a human being and also has expectations and interests.

Possible ways to find a supervisor could be:

- > Ask the thesis supervisor for feedback.
- > Check institution you are working at for appropriate people to work with
- > get in touch with the person who represents your topic at the university
- > contact the person whose events you have always enjoyed
- > exchange ideas with the person whose research areas appeal to you
- > get in touch with the person whose lecture you have enjoyed
- > contact the person whose work appeals to you
- > tell the person who would best suit you in a program about your plans
- > tell the luminary in the field that interests you about your plans



Find a suitable supervisor and approach them!

If you have found a carer who seems to meet your expectations, you should try to get to know him or her better. For example, visit their events and use their office hours. and make use of his or her office hours. The supervisor must also be enthusiastic about your topic and convinced by you. In the end, it is important that you get along well with each other, as you may work very closely together in the future.



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Clarify important questions with the designated caregiver!

In the dialogue with your designated caregiver, there will be many important questions to discuss. These include at least::

- > Type of promotion
- > Topic
- > Form of the dissertation



In addition, you should also inform your designated supervisor about your individual career plans or discuss them with her::

In particular, discuss with your designated supervisor which portfolio you may need to have developed at the end of your doctorate so that she can also make the desired target contribution. Also find out about career paths after the doctorate!

Further information

- > Studies and statements on young academics are regularly published by, among others: Deutscher Hochschulverband (DHV), Deutsches Zentrum für Hochschul- und Wissenschaftsforschung (DZHW), Die Junge Akademie, Hochschulrektorenkonferenz (HRK), Stifterverband für die deutsche Wissenschaft, Wissenschaftsrat (WR).
- > Chairs and professorships of the faculties of the University of Passau : <https://www.uni-passau.de/en/university/faculties/>



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On this basis, also reflect on which competences you need or want to develop and how you could do this!

What is expected of you varies greatly depending on the discipline. The competences that you will develop in the course of a doctorate are just as different. This depends on the following questions, for example:

- > Do you supervise student assistants?
- > Is teaching part of your duties?
- > Is project work part of your daily work?
- > How independent can/do you work?
- > Where would you like to go?

After a doctorate, you will have to 'sell' your individual competences in a targeted way, for one thing: A doctorate does not speak for itself (in all sectors)! At the same time, it is likely that you will not have sufficiently developed all the required or desired competences for a specific profession or industry.



So also think about how you might want or need to use the time of your doctorate to acquire and/or develop important skills!

- Professional competence
- Leadership competence
- Teamwork
- Creativity
- University didactic competences
- Systematic work
- Communication
- Project management
- Self-management



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Further information

- > Universitätsverband zur Qualifizierung des wissenschaftlichen Nachwuchses in Deutschland e. V. (UniWiND): <https://www.uniwind.org/publikationen/publikationsreihe> (no english website available)
- > Continuing education in higher education offered by Lehre+: <https://www.uni-passau.de/lehreplus> (no english website available)
- > Offer of the future: careers and skills: <https://www.uni-passau.de/zkk/veranstaltungen/fuer-wissenschaftlichen-nachwuchs> (no english website available)
- > Events offered by the Graduate Centre: <https://www.graduiertenzentrum.uni-passau.de/en/>


Think about the topic "publication" already now!

Part of the doctoral procedure is the obligation to publish and disseminate the dissertation. How exactly this obligation is structured is regulated by the individual doctoral regulations. There are various ways in which you can publish your dissertation: In all faculties, it is possible to fulfil the publication obligation by publishing in the book trade or electronically via the university library. Some faculties also offer the option of self-printing or publication in a journal or series. Accordingly, costs may be incurred for the publication, which you may want or need to factor in.

At the same time, you can also specifically include this topic in your career planning:

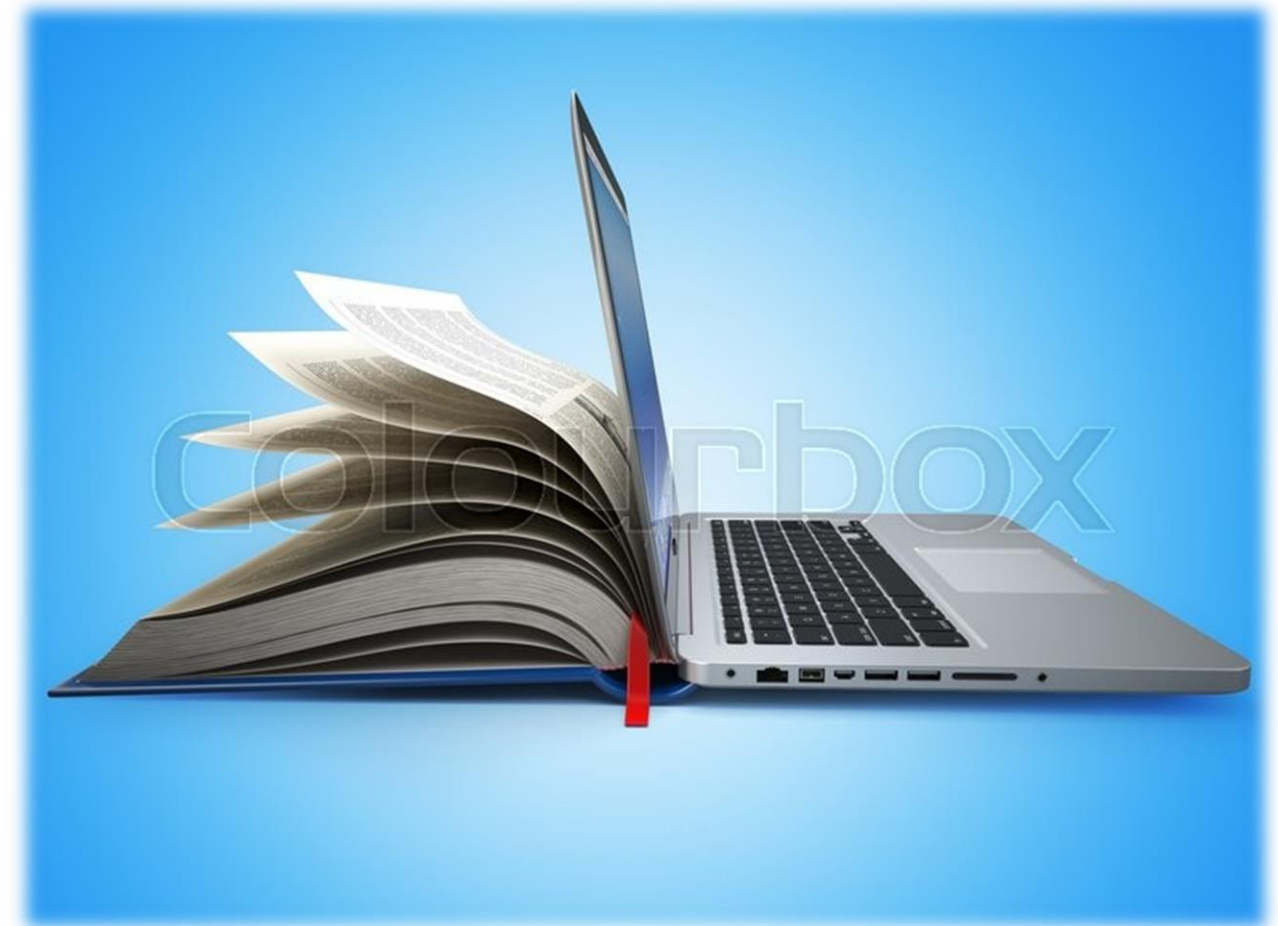
- › How important is visibility to you?
- › Where and how can you best reach them for your topic?
- › What is particularly welcome in the field you aspire to professionally? What is compulsory?
- › What can you use to stand out positively?
- › What is (still) important to you?
- › What do you have to do and perform to meet these criteria?

Be sure to talk to your supervisor before publishing your work or parts of it!

 **Tip:** The Graduate Centre of the University of Passau awards publication grants for outstanding publications.

Further information

- › Information on publishing from the University Library :
<https://www.ub.uni-passau.de/en/publishing>
- › Verwertungsgesellschaft Wort: <https://www.vgwort.de/> (no english website available)
- › Publication support of the Graduate Centre :
<https://www.graduiertenzentrum.uni-passau.de/en/funding-programmes/>



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Explore basic options for funding your PhD!!

The options for financing the doctorate are diverse and range from

- › Qualification positions at a chair or professorship (internal doctorate) to
- › Positions in third-party funded projects,
- › Jobs in structured programmes,
- › Scholarships,
- › Part-time jobs or positions in companies all the way to
- › private funding through a student loan, your parents, your partner or yourself. or yourself.

The important thing with any form of funding is that there is enough time left over to work on the dissertation. While this is possible without any problems in the case of scholarships, it is more difficult for all those doctoral researchers who have to finance themselves through jobs at a chair, professorship or elsewhere. A good agreement with the respective employer is therefore always a prerequisite in order to be able to successfully complete the pro- motion in a reasonable amount of time.



Find out about the various options for financing your doctorate! Helpful links for job offers, scholarships and other funding programmes can be found below in the section on further information.

Further information

- › Job offers at the University of Passau: <https://www.uni-passau.de/en/university/current-vacancies/>
- › Research Training Groups of the German Research Foundation : https://www.dfg.de/gefoerderte_projekte/programme_und_projekte/listen/index.jsp?id=GRK
- › Job advertisements of the information portal "academics.de": <https://www.academics.com/jobsearch/>
- › Scholarship Guide: <https://www.stipendienlotse.de/>
- › Funding programmes of the Graduate Centre and the University of Passau : <https://www.graduiertenzentrum.uni-passau.de/en/funding-programmes/>
- › KfW-student-loan: <https://www.kfw.de/inlandsfoerderung/Privatpersonen/Studieren-Qualifizieren/Finanzierungsangebote/KfW-Studienkredit-%28174%29/>



Clarify whether an exposé will be necessary!

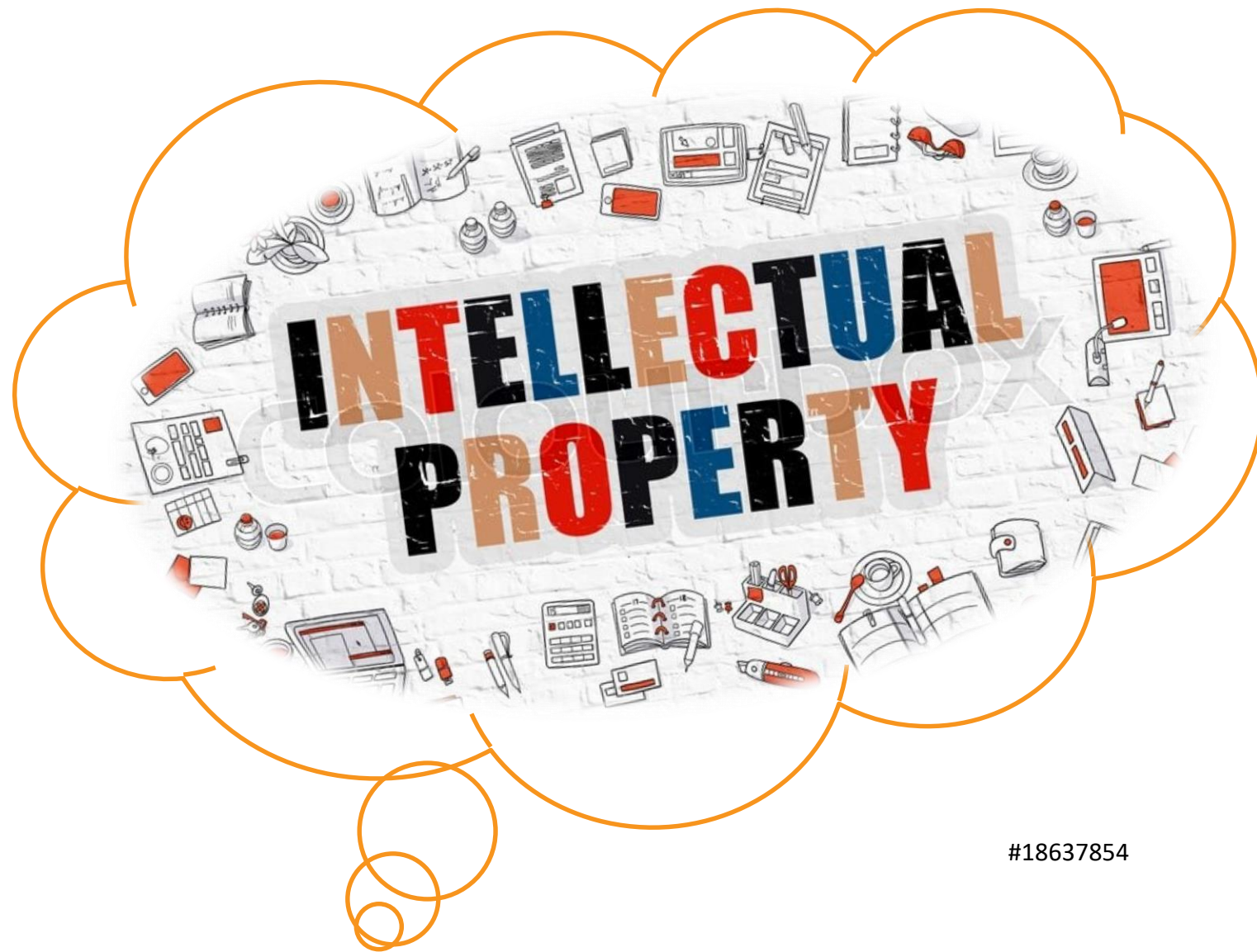
An exposé is - roughly simplified - an instrument for planning research projects, especially qualification papers such as the dissertation. It can help you to think through your project for the first time and to outline its main features. At the same time, it is thus aimed at third parties to whom you would like to present your project. Whether or not you ever have to write one depends, among other things, on whether you want to apply to doctoral funding organisations: They request a synopsis as part of the application process. However, your supervisor may also want a synopsis from you. Similar to an application, the exposé is a type of text that is very much tailored to the respective addressees. The length, structure and layout follow subject-specific characteristics.



Possibly attend a suitable seminar or research suitable literature on exposé writing! You will find them in the InfoGuide under the notation AK 39500 - AK 39950. Please note that "samples" on the internet may not be relevant to your discipline and may, in the worst case, earn you ridicule or incomprehension. If you do not yet know any systematic research strategies or what a 'notation' is: take a seminar at the university library!



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Find out about principles of good scientific practice!

What is often reduced to the topic of 'citation' essentially concerns the credibility of scientific research: the basis of all scientific work are the recognised principles of scientificity such as honesty, working according to the rules of the respective discipline and consistent doubting of all results: Honesty, working according to the rules of the respective discipline, documenting the results and consistently doubting all results.



- Do you know what these rules are for your discipline?
- What requirements are placed on research designs and documentation, for example?
- What questions of science theory, science ethics or methodology have you dealt with so far?
- How have you dealt with this topic in seminar papers and theses?
- In what way will the topic play a role for your doctorate?
- Do you know which offences fall under scientific misconduct?
- Do you feel sufficiently prepared?

Find out about the principles of good scientific practice and possibly attend a suitable seminar on this!

Further information

- > E-Learning: Good scientific practice in the doctorate:
<https://www.graduertenzentrum.uni-passau.de/en/>
- > Code of the German Research Foundation :
https://www.dfg.de/foerderung/grundlagen_rahmenbedingungen/gwp/index.html
- > Information on "Search and Find" at the University Library:
<https://www.ub.uni-passau.de/en/search-find>
- > Statutes for Safeguarding Good Scientific Practice and for Dealing with Scientific Misconduct :
https://www.uni-passau.de/fileadmin/dokumente/einrichtungen/graduertenzentrum/00_Startseite/Satzung_wissenschaftliches_Felverhalten.pdf (not available in English)
- > Seminars on writing an exposé and on scientific research and work:
<https://www.graduertenzentrum.uni-passau.de/en/>
- > Regensburg Union Classification: Call up the "Subject Search" in the InfoGuide.



Leitlinien zur Sicherung
guter wissenschaftlicher Praxis
Kodex

DFG

Clarify open questions and take advantage of counselling opportunities!

Perhaps one or two questions have arisen up to this point. Now is the time to clarify them with the appropriate contact persons.

In order to successfully complete your doctorate and possibly also use it as a strategic tool in your career planning, you will need to develop a proactive course of action.

- › Talk to people who are doing or have done a PhD and network!
- › Get feedback (and possibly help)!
- › Clarify open questions with your caregiver - regularly!
- › Engage with the science system as a labour market!
- › Get to know the requirements of the job market outside of university!

Within the scope of its competence and expertise, the Graduate Centre will also be happy to assist you in this regard.

Think about entering into a supervision agreement!

A care agreement makes the relationship between you and your caregiver transparent. However, it is not a contract. For example, the following topics can be addressed and recorded in it:

- › Topic and synopsis
- › finances
- › Counselling and support meetings (rhythm)
- › Publications and lectures (also joint)
- › further measures
- › Zeitplan und Arbeitszeit
- › Tasks and duties
- › Good scientific practice
- › Reconciling qualification and family
- › Integration into the caregiver's network
- › Conflict settlement

Once you have clarified all the general conditions with your supervisor and the contact persons, you may wish to conclude a supervision agreement! Some faculties (see: doctoral regulations) make this obligatory.

Further information

- › Sample for supervision agreement:
https://www.uni-passau.de/fileadmin/dokumente/beschaefigte/kommunikation_marketing/Webbilder/Zielgruppen/Nachwuchswissenschaftler/Betreuungsvereinbarung_UP.pdf (not available in English)

Apply for acceptance as a doctoral candidate at the dean's office of the faculty where you want to do your doctorate!

When you feel you are starting or have started your doctorate can vary greatly from person to person. The official 'starting signal' for the doctorate (note: terms according to the WissZeitVG may differ!) is acceptance as a doctoral candidate at your faculty. Among other things, this brings with it the certainty that you are officially eligible for admission and gives you an official status as a doctoral member of the university (e.g. for discounts, registrations, access to databases, etc.). You can regard this official starting signal as the conclusion of the preparation for your doctorate and have ideally clarified all open questions in advance.



Check your doctoral regulations to find out which documents you need to submit and apply for acceptance as a doctoral candidate at your faculty!

Further information

- › Doctoral regulations of the faculties of the University of Passau:
<https://www.uni-passau.de/universitaet/einrichtungen/wissenschaftsunterstuetzende-dienste/allgemeine-akademische-studien-rechtsangelegenheiten/rechtsvorschriften/promotions-und-habilitationsordnungen/>



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Do you have to or would you like to matriculate (CampusCard)?

Under certain circumstances, the doctoral regulations applicable to you do not provide for compulsory enrolment. Nevertheless, it may be advantageous for you to enrol for your doctorate. The following services are associated with enrolment:

- › Use of the bus service of the Passau public utility company (Passauer Stadtwerke)
- › Reduced prices in the student union canteen and cafeterias
- › Use of the Centre for Careers and Skills
- › use of the library
- › Discounts at cultural institutions, travel, etc.



If you do not wish to enrol, but would still like to receive a ZIM identifier including a university email address, this is possible via the Graduate Centre.

Further information

- › Doctoral regulations of the faculties of the University of Passau: <https://www.uni-passau.de/verwaltung/studierenden-und-rechtsangelegenheiten/rechtsvorschriften/promotions-und-habilitationsordnungen>
- › Overview of CampusCard variants : <https://www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/doctoral-students>
- › Special pass of the UB Passau for doctoral students: <https://www.ub.uni-passau.de/en/library-cards>
- › Application for a ZIM identifier for externals : <https://www.graduiertenzentrum.uni-passau.de/en/zim-account-for-externals/>

Do you need a job at the university and what options are available?

The University Library offers a limited number of workstations in lockable cubicles (carrels). In the reading rooms Juridicum, Nikolakloster and Informatik und Mathematik there are lockable and mobile boxes for borrowed media and your own materials. Find out for yourself whether you need them and request them if necessary.

Further information

- › Carrels and book boxes: <https://www.ub.uni-passau.de/en/learning-working/equipment/postgraduate-carrels-book-trolleys>

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How do you need or want to be insured for health and possibly also for pensions?

Whether and how you can or must insure yourself during your doctorate depends on your employment situation. For binding information, please contact the Human Resources Department (only for employees, especially on the subject of company pension schemes via VBL) or seek advice (also comparative) from insurance companies. The academics.de portal provides an overview of the topic. A "Health Insurance Guide" can also be found on the website of the Federal Ministry of Health.

Further information

- › Overview of the topic of health insurance for academics: <https://www.academics.de/ratgeber/krankenversicherung-akademiker>
- › Guide to statutory health insurance : https://www.bundesgesundheitsministerium.de/fileadmin/Dateien/5_Publikationen/Gesundheit/Broschueren/BMG_Krankenversicherung_Ratgeber.pdf
- › Federal and State Government Employees' Retirement Fund : <https://www.vbl.de/de/versicherte/pflichtversicherung/vblklassik/>

By what means do you want to keep up to date with current developments (newsletter)?

During your doctorate, you are always in need of up-to-date information on a wide range of topics. Are you familiar with central portals for doctoral students? Do you know any mailing lists for your subject? Where do you find information about funding, e.g. for travel? Where can you find announcements for conferences, etc.? The Graduate Centre and the Research Funding Department also provide junior researchers with ongoing information about the latest calls for proposals (e.g. from third-party funding bodies), events and announcements specific to your subject area.

Further information

- › Department for Research Promotion at the University of Passau: <https://www.uni-passau.de/en/research/research-services>
- › Infoportal H-Soz-und-Kult: <https://www.hsozkult.de/?language=en>
- › Infoportal KISSWIN: <https://www.kisswin.de/> (not available in English)
- › Mobility portal EURAXESS: <https://www.euraxess.de>
- › Network THESIS: <https://www.thesis.de/> (not available in English)
- › For subject-specific distribution lists, it is best to contact doctoral researchers and doctoral candidates in your subject.



Bilddatenbank UP 10544

Checkliste – Start of the Promotion

- Reflect on own motivation
- Weigh up the advantages and disadvantages of a doctorate and examine the contribution it makes to your career
- Check your personal framework conditions
- Gain insight into research in your subject
- If you are unclear: Take advantage of the advice on offer
- Already have ideas for a possible topic?
- Read the doctoral regulations and clarify the general conditions
- Clarify funding options
- Find a supervisor and clarify the general conditions
- Conclude a supervision agreement
- Where necessary or useful: write an exposé
- Submit application for acceptance as a doctoral candidate to the faculty
- Become saddle-fast: Good scientific practice, methods, interdisciplinary competences
- Expand network: Colleagues, professional societies, experts
- If applicable, enrolment
- If necessary, apply for a scholarship or a position at the university.
- If necessary, initiate changes for health insurance

Bilddatenbank UP 15835



Deans' offices of the faculties

Faculty of Law	dekanat.jura@uni-passau.de	+49 851 509-2201
Faculty of Economics	dekanat.wiwi@uni-passau.de	+49 851 509-2401
Faculty of Social and Educational Sciences	dekanat@sobi.uni-passau.de	+49 851 509-2601
Faculty of Humanities and Cultural Studies	dekanat@geku.uni-passau.de	+49 851 509-
Faculty of Computer Science and Mathematics	dekanat@fim.uni-passau.de	+49 851 509-3001

Graduate Centre

The Graduate Centre provides you with information on organisational issues concerning doctoral studies and habilitation at the University of Passau. It administers funding programmes for your doctorate, for example for doctoral entry and travel expenses. Further information under <https://www.graduierzentrum.uni-passau.de/en/>

Staff unit Diversity and Gender Equality

In the Diversity and Equality Unit you will find contact persons on: scholarships for women, family service, diversity issues, discrimination and other topics. You can find the offer under <https://www.uni-passau.de/en/diversity-gender-equality>

Personalabteilung (Referat VIII/2: wissenschaftliches Personal aufZeit)

The Human Resources Department will provide you with information about the Wissenschaftszeitvertragsgesetz (German Act on Temporary Scientific Contracts), obligation to take out health insurance or your employment contract: <https://www.uni-passau.de/verwaltung/personal/>. (not available in English) You can reach your responsible contact person via WissPers.aufZeit@uni-passau.de or +49 851 509-1320.

Welcome Center

The Welcome Centre is the central contact and advice point for supporting international (junior) researchers. This includes advice and support on residence issues, insurance, finding accommodation, access to the university's infrastructure (ZIM ID & CampusCard). You can find more information about the service at <https://www.uni-passau.de/en/welcome-centre/>

Research Services

The Research Funding Department supports all members of the University of Passau in acquiring third-party funding for research and development projects, conferences, travel grants and printing subsidies: <https://www.uni-passau.de/en/research/research-services>

Overview of other counselling and service centres at the University of Passau

At <https://www.uni-passau.de/en/study/services-and-advice/> you will find a list of all relevant contact points at the University of Passau regarding scholarships, doing a doctorate with a child, doing a doctorate with a disability or impairment, the IT services and much more.



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Contact for general questions and feedback

Wenn Sie allgemeine Fragen zur Promotion an der Universität Passau haben oder uns Feedback zu dieser Checkliste geben möchten, wenden Sie sich bitte an das Graduiertenzentrum.

> <https://www.graduierzentrum.uni-passau.de/en/>

