UNIVERSITY OF BAYREUTH
GRADUATE SCHOOL

Doctorate at the University of Bayreuth

Information Brochure
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Important Addresses at the University

The following postal address is valid for all institutions of the University of Bayreuth (visiting addresses may vary):

University of Bayreuth
Name of Institution / Contact Person
Universitätsstraße 30
95447 Bayreuth
Germany

The University of Bayreuth Graduate School

Universitätsstraße 30
95447 Bayreuth
Visiting address:  Al-building (Angewandte Informatik), ground floor,
               Rooms 0.07-0.08
www.graduateschool.uni-bayreuth.de
graduateschool@uni-bayreuth.de

Contact persons:
Dr. Nadine Chmura  nadine.chmura@uni-bayreuth.de
   Telephone: +49(0)921/55 7776
Dr. Thomas Gollan  thomas.gollan@uni-bayreuth.de
   Telephone: +49(0)921/55 7777

Representatives of the Doctoral Candidates  reps.graduateschool@uni-bayreuth.de

International Office

Universitätsstraße 30
95440 Bayreuth
Visiting address:  International Office
               Central University Administration, ZUV-Building
www.international-office.uni-bayreuth.de

Welcome Centre for International Scholars

Universitätsstraße 30
95447 Bayreuth
Visiting address:  Welcome Centre, ZUV-Building, Room 0.11.1
www.welcome-centre.uni-bayreuth.de
welcome@uvw.uni-bayreuth.de
Telephone: +49 (0) 921/55 5318

Ombudsman for Young Researchers

Professor Dr. Heike Feldhaar
www.graduateschool.uni-bayreuth.de/en/promo/ombudsman/index.html
Feldhaar@uni-bayreuth.de
Telephone: +49 (0) 921/55 2645
University Library

Universitätsstraße 30
95447 Bayreuth
Universitätsbibliothek Bayreuth
www.ub.uni-bayreuth.de

ITS – IT-Service Centre

Universitätsstraße 30
95447 Bayreuth
Visiting address: IT-Service Centre (IT-Servicezentrum)
   NW II-Building, 3.2.U1
www.rz.uni-bayreuth.de

Women’s Representative / Equal Opportunities Department

Universitätstraße 30
95447 Bayreuth
Visiting address: Building B VIII (near the GEO building)
www.chancengleichheit.uni-bayreuth.de
chancengleichheit@uni-bayreuth.de
Telephone: +49 (0) 921/55 2218
Fax: +49 (0) 921/55 2043

Office of the Representative for Disabled and Chronically Ill Students (BECKS)

Büro des Beauftragten für behinderte und chronisch kranke Studierende (BECKS)
www.becks.uni-bayreuth.de
Language: German

Psychological Services

www.bgm.uni-bayreuth.de/de/Psychische-Gesundheit/index.html
Language: German

Evangelical Student Community

Evangelische Studentengemeinde
(Evangelical Student Community)
Richard-Wagner-Straße 24
95444 Bayreuth
www.esg-bayreuth.de
info@esg-bayreuth.de
Telephone: +49 (0) 921/67120
Fax: +49 (0) 921/515969

Catholic Student Community

Katholische Hochschulgemeinde
Bayreuth (Catholic Student Community)
Emil-Warburg-Weg 17
95447 Bayreuth
www.khg.uni-bayreuth.de
khg@uni-bayreuth.de
Telephone: +49 (0) 921/56624
Fax: +49 (0) 921/53544
Institutions Supporting Doctoral Candidates at the University of Bayreuth

University of Bayreuth Graduate School

www.graduateschool.uni-bayreuth.de

The University of Bayreuth Graduate School is an institution for all doctoral candidates at the University of Bayreuth and supports all doctorates within the faculties, graduate centres and their respective graduate programmes. Moreover, it is a support and service organisation surrounding the completion of a doctorate at the University of Bayreuth. Membership in the Graduate School is voluntary.

The aim of the University of Bayreuth Graduate School is to effectively and sustainably support and strengthen doctoral research at the University of Bayreuth, to advance scientific exchange, particularly during the first phases of independent research and to ensure and improve upon university-wide quality standards, that support interdisciplinary further education via additional courses and training opportunities.
Services of the University of Bayreuth Graduate School

Members of the University of Bayreuth Graduate School receive support and consultation, including:

- Financial support for the organisation of national and international conferences or workshops, executed and applied for by the doctoral candidates
- Scientific workshops at the request of doctoral candidates
- General workshops for further training
- Travel cost support for conferences as well as research stays during the doctorate
- Support in case of gaps in funding (Bridging Fund)
- Staff campus card (see section on IT-Service Centre)
- Member of the University of Bayreuth
- Individual consultation surrounding the doctorate

Information on the individual points can be found in the brochure “The University of Bayreuth Graduate School” (in preparation).

The main goal of the University of Bayreuth Graduate School is to build interdisciplinary networks of all doctoral candidates at the University of Bayreuth

Structured Doctoral Programmes

Doctorates in structured doctoral programmes are often of an interdisciplinary nature, but concentrate on a particular area of research or follow one project. Several structured programmes have been established at the University of Bayreuth. As is the case for the individual doctorate (see section on individual doctorate), doctoral candidates in these programmes will also select a first supervisor. Typically, two mentors will guide the candidate during their doctorate. In addition to topical research for the dissertation, an accompanying educational programme offers transferable skills and supplementary qualifications. The systematic structure and intense supervision within these programmes enables the completion of a doctorate in three to four years time.

Individual Doctorate

At the University of Bayreuth, each faculty foresees the possibility of completing an individual doctorate. You can find the doctoral regulations on the respective faculty homepage or on the homepage of the University of Bayreuth Graduate School (UBTGS).
Graduate Centres, Schools and Doctoral Programmes

Here is a short overview of the graduate centres and their respective doctoral programmes. For more detailed descriptions, as well as links, please see the University of Bayreuth Graduate School homepage.

Bayreuth International Graduate School of African Studies - BIGSAS

The Bayreuth International Graduate School of African Studies (BIGSAS) is now in the second phase funded by the German Research Foundation as part of the Excellence Initiative since 2007. In the focus of this unique structure of creative and innovative training are more than 100 Junior Fellows from 28 African, American, Asian and European countries.

Source: www.bigsas.uni-bayreuth.de

Bayreuth Graduate Centre for the Humanities and Cultural Sciences - BayKULT

- Geschichte, History, Histoire
- Kulturbegegnungen - Cultural Encounters - Rencontres Culturelles
- The Communicative Construction of Knowledge
- Culture and Society
- Media Culture and Media Economy
- Musik und Performance
- Research on Religions
- Computerspiel-Wissenschaften
Bayreuth Graduate Centre for Law, Ethics and Economics - BayREW

- Management Science
- Economics
- Sports Economics and Sport Science
- Healthcare Economics
- Geistiges Eigentum und Gemeinfreiheit - Research Training Group DFG

Bayreuth Graduate School of Mathematical and Natural Sciences - BayNAT

The following doctoral programmes are offered within BayNAT:

- Experimental Geosciences
- Materials Chemistry and Catalysis
- Molecular Biosciences
- PEER Ecology and Environmental Research
- Polymer Science
- Space and Society
- Computational Mathematics in Science and Engineering
- Analysis, Algebra and Geometry
- Soft Matter Physics, Nonlinear Dynamics and Solid State Physics
- Photophysics of Synthetic and Biological Multichromophoric Systems
- Computing Science

BayNAT has a general set of doctoral regulations (so-called “Promotionsordnung”). However, each of the doctoral programmes has a supplementary Doctoral Regulation. www.baynat.uni-bayreuth.de

Research Training Groups of the German Research Foundation (DFG)

- Photophysics of Synthetic and Biological Multichromophoric Systems (Programme in BayNAT)
- Geistiges Eigentum und Gemeinfreiheit (Programme in BayREW)
- Stabile und metastabile Mehrphasensysteme bei hohen Anwendungstemperaturen

Programmes in the Elite Network of Bavaria (ENB)

- Elite Study Programme Macromolecular Science
Doctorate at the University of Bayreuth

The general legal framework for completing a doctorate is regulated in the Bavarian Higher Education Act (Bayerischer Hochschulgessetz). Details, however, are given forth by the respective doctoral regulations of the faculty, graduate school or doctoral programme. Applications for the admission as a doctoral candidate go through the dean (in case of an individual doctorate at the faculty) or the graduate centre (for a doctorate in a doctoral programme). Information about which documents you need can be obtained at the respective dean’s office, or found in the respective doctoral regulations. In order to become a member of the University of Bayreuth Graduate School you will require notice from the faculty or the graduate centre in the form of the acceptance letter or the partial decision.

Please note: The acceptance letter for your doctorate does not serve as the enrolment as a doctoral student - this will need to be completed separately!

Supervision Agreement

The supervision agreement covers the relationship between the doctoral candidates and their supervisors. The rights and obligations, and also the expectations of both sides are put in writing in the agreement. Information on the supervision agreement and general templates of the respective faculties can be found under:

www.graduateschool.uni-bayreuth.de/en/promo/vereinbarung

The University of Bayreuth Graduate School is a member of the “Qualitätszirkel Promotion” (Quality Group on Doctorates, QZP). The QZP developed a brochure entitled “Shaping a Doctorate Together”, which contains a set of guidelines for supervisors as well as doctoral candidates. You can find a digital version of the brochure on the homepage of the University of Bayreuth Graduate School:

www.graduateschool.uni-bayreuth.de/en/promo

Good Scientific Practice

Supervision of doctoral candidates takes place within a framework which ensures continuous reference to the standards of good scientific practice. The statute of the University of Bayreuth on “Safeguarding the Standards of Good Scientific Practice and Handling Scientific Misconduct” from May 10th 2012, is available under:

www.graduateschool.uni-bayreuth.de/en/promo/gwp

The University of Bayreuth Graduate School also offers courses on this topic.
Enrolment during the Doctorate?

During the first years of your doctorate you may want to enrol as a student. However, this is not mandatory in order to become a member of the University of Bayreuth Graduate School. Information on enrolment can be found under:

www.graduateschool.uni-bayreuth.de/en/promo/stud/

As well as on the Student Administration Office (Studierendenkanzlei) website (only in German):

www.studierendenkanzlei.uni-bayreuth.de/de/promotion/

Enrolment in doctoral studies does not mean that the requirements for the admission as a doctoral candidate are met. The requirements for the admission as a doctoral candidate are determined solely by the regulations set forth by the doctoral regulations of the respective faculty, graduate centre or graduate schools in which you plan to complete your doctorate. Therefore, these admission requirements must be reviewed and certified separately.

ITS – IT-Service Centre

In the following section you will find information on the IT-Service Centre, that might be of particular interest to doctoral candidates:

Office-Paket

Microsoft Office is freely available to students, including enrolled doctoral candidates:

www.rz.uni-bayreuth.de/de/Dienste_Studierende/Freie_Software/StudOffice

as well as staff:

www.rz.uni-bayreuth.de/de/Dienste_Mitarbeiter/Softwarebeschaffung/Freie_Software/Campus3

Members of the University of Bayreuth Graduate School can obtain staff member status through the application for a Campus Card via the Graduate School.

www.graduateschool.uni-bayreuth.de/en/leistung/campcard
Additional Software

Through the cooperation between the University of Bayreuth and the University of Erlangen-Nürnberg it is possible to order software intended for private use at lower costs:

www.rrze.fau.de/dienste/software/private-nutzung

The RRZE has obtained campus licences for several software products that allow for private use. The privately usable software is offered in different software assemblages and their access is described in the following. This software can be used - mostly for free, by students and, as far as their contract allows, also doctoral candidates and staff of the FAU Erlangen-Nürnberg (see BG= “Benutzergruppe”, User Group). Several contracts allow for the use by higher education institutes connected with the RRZE, and their students, doctoral candidates and staff, including the University of Bamberg, the University of Bayreuth, as well as the Higher Education Institutes of Coburg and the Institutes of Technology of Nürnberg (see LB=“Lizenzbereich”, Licence area).

www.rz.uni-bayreuth.de
Lifetime Email forwarding for Staff and Members of the University of Bayreuth Graduate School

How does it work and what does the member need to do?

1. Upon the end of employment at the University of Bayreuth, a 92 day grace period begins, in which the bt user-ID and the respective email addresses remain active. The staff member and the administrator of the chair or organisational entity will be informed via email.

2. Then the staff member can set-up the lifetime email forwarding in the ITS-Portal (http://portal.its.uni-bayreuth.de) by:
   - Entering a private email address for forwarding
   - Confirming the forwarding process

3. The ITS-Portal will then send a confirmation email to the desired forwarding email address, which will need to be confirmed.

4. Following the grace period of 92 days, the lifetime forwarding will be activated.

Link only available in German:
www.graduateschool.uni-bayreuth.de/de/leistung/email

You can receive a University of Bayreuth email with the format Name@uni-bayreuth.de by applying for a Campus Card via the Graduate School under (form only available in German):
www.graduateschool.uni-bayreuth.de/de/leistung/campcard
University Library

The Bayreuth University Library is a central institution of the University of Bayreuth and the most important library for general sciences in the region. Its main task is the provision of literature and information for scientists and for students of the University of Bayreuth. Furthermore, the University Library offers access to information for the public.

Besides the Central Library, which includes the Humanities Department Library, there are 6 other Department Libraries, each located within their respective faculty buildings:

- Department Library RW (Law/Business),
- Department Library NW I (Biology/Chemistry),
- Department Library NW II (Mathematics/Computer Science/Physics/Applied Natural Sciences),
- Department Library GEO (Geosciences)

Not on Campus:

- Department Library FIMT (Research Institute of Music Theatre)
- GSP (Geschwister-Scholl-Platz, Bayreuth).
Library Card

The Campus Card (applied for via the Graduate School) is simultaneously the Library Card. The Library Card is valid for all libraries at all locations.

On the back side of the card, below the bar code, you will find the library user-ID. The default password is your six-digit date of birth, e.g. 031093.

In various libraries on the campus computers with internet access are available to you. Log-in using your University-ID (bt user-ID/ st user-ID).

Information Desk

The Information Desk Team provides cross-disciplinary advice on all questions concerning the used of the library, literature searches, databases and the acquisition of literature.

Contact

- Tel.: +49 (0) 921/55-3420, - 3458 auskunft@ub.uni-bayreuth.de
- Service times at the information desk in the Central Library (Zentralbibliothek):
  - Mo-Thu: 9:00-12:30 and 13:30-16:00
  - Fri: 9:00-12:30

Office Hours of Subject Specialists

The Subject Specialists are the “scientific service” of the University Library. Please feel free to make an appointment in order to discuss questions concerning information and literature review in your respective field.

For further information, please see:
www.ub.uni-bayreuth.de/en/infos_zur_ub/abteilungen/fachreferate

Work Booths for Doctoral Candidates

In the Central Library and the Department Library RW (Law/Business) work booths are available for use by doctoral candidates. The application form, with which you may apply for the use of such a work booth, is available at the information desk / lending desk of the respective library.
Courses Offered by the University Library

The courses offered by the University Library provide information on literature review and literature acquisition.

The course on “Library Essentials” provides information on basic literature searches and the use of the library. The course takes place once a week (in German), Thursdays at 15:00, and select Tuesdays at 15:00 in English.

In-depth literature search skills can be acquired in the courses on “Basic knowledge journals - from the reference to the article” and “Usage of the electronic library services”.

The related courses “Reference management with Citavi - an introduction” and “Advanced Citavi training” give both an introduction to, as well as advanced skills in the use of Citavi - a reference and literature management software for the purpose of scientific work. In addition, every Tuesday, from 14-15:00, there is a Citavi consultation hour in the Central Library for individual questions and advice.

It is not necessary to register for the courses on “Library Essentials” as well as the Citavi consultation hour. However, for the remaining courses, registration must be completed using the platform Moodle. There you will also find the specific dates offered.

The meeting point for all courses is the lending desk of the Central Library.

Individual appointments can also be made for groups of at least three people.

English and subject specific courses are available upon request.

Further information:
www.ub.uni-bayreuth.de/en/service/fuehrungen_und_schulungen/Angebote_fuer_Studenten

Contact:
Franziska Göde Tel.: +49 (0) 921/55-3458
franziska.goede@ub.uni-bayreuth.de

Vera Butz Tel.: +49 (0) 921/55-3432
vera.butz@ub.uni-bayreuth.de

On the homepage of the University Library, you can find useful information flyers and video tutorials in English and in German:
www.ub.uni-bayreuth.de/en/a-z
Publishing the Dissertation via EPub Bayreuth

EPub is the document and publication server of the University of Bayreuth. University members can publish in Open Access, e.g. Dissertations, Discussion Papers, and Publication Series in their full versions. In addition, planned or already published contributions, such as preprints, postprints and journal publications can be added in accordance with the Zweitveröffentlichungsrecht (Second Publishing Law).

It is possible to electronically publish a dissertation from all faculties of the University of Bayreuth on EPub Bayreuth. Please clarify, prior to the electronic publication, the copyright regulations and licence rights, so that you do not violate the rights of third parties, such as publishers.

If your work has also been, even in part, published, you must obtain consent from the publishers on the electronic publication of your work. In case you have registered your dissertation at the patents office, or part of your work is currently in the review process for a subject specific journal, please contact the University Library for further details and consultation.

Further information about the submission of the dissertation can be found in the information sheet “Submitting your Dissertation” (Infoblatt Abgabe).

The bibliographical data of documents published in EPub can be transferred to the ERef Bayreuth, which is the verification system for references of the University of Bayreuth upon request.

For questions concerning EPub Bayreuth contact:

- Wiltrud Toussaint
  Tel.: +49 (0) 921/55-3450
  wiltrud.toussaint@ub.uni-bayreuth.de
Supporting Open-Access Publications

Open Access (OA) stands for the free access to scientific information. The data can be viewed without restrictions on the internet and can be downloaded, read, printed or distributed freely. All the rights of the author to his contribution for the scientific process are maintained.

This occurs:

- directly via publishing in an open-access journal or with an open-access publisher (golden road) OR
- via archiving or parallel publication of the publication or the final version on a document server or an institutional repository (green road, e.g. EPub Bayreuth).

Scientific publications in open-access journals are published very fast and can therefore be found, distributed and cited quickly. The quality control is mostly of the same manner as in traditionally published journals.

The University of Bayreuth also promotes the ideals of open access (Open-Access-Strategy of the University of Bayreuth). As a support an open-access publishing fund has been established to cover article processing charges in open-access journals.

Your article should meet the following needs:

- the article is published in a genuine open-access journal which uses an approved quality control. References can be found at the Directory of Open Access Journals (DOAJ).
- as a member of the University of Bayreuth you are responsible for the payment of the publication fees as “submitting author” or “corresponding author”.
- the publication fees should not exceed a maximum of 2.000 Euro per article.

Further information on Open Access and the application procedure can be found under:

www.ub.uni-bayreuth.de/en/digitale_bibliothek/open_access

Questions on Open Access and the application procedure for the publication fund:

- Clemens Engelhardt  Tel.: +49 (0) 921/55-3429
clemens.engelhardt@ub.uni-bayreuth.de
(Replacement of Ms. Stephanie Kroiß until April 2017)
Campus Card

In order to make use of the IT- Services of the university administration, the IT-Service Centre and the library, you will require the necessary user rights. Students of the University of Bayreuth receive a user-ID and passwords, as well as the UBT-Campus Card from the Student Administration Office upon enrolment.

The Campus Card contains your user-ID name (bt and st user-ID), found on the reverse side, bottom left. The library card number for the university library is also found on the back side, below the bar-code.

The UBT Campus Card has several functions. It is a:

- Student-ID
- Library card
- Semester ticket
- Pay card for payment of
  - Withdrawals from chemical storage
  - Marketing items of the university
  - Copying and printing
  - University sports
  - Payment of lending fees from the University Library
  - Goods and services of the mensa and cafeteria

Source: Jahresbericht 2013, IT Service-Centre, page 8-9.

Members of the University of Bayreuth Graduate School who are neither enrolled nor employed by the University of Bayreuth can also apply for the University of Bayreuth Campus Card. The duration will be determined by the UBTGS according to the expected duration of the doctorate. Through the Campus Card for members of the UBTGS, members obtain the status of a staff member of the University of Bayreuth in the library, Mensa, etc.

You will find the Campus Card application form under the following link, on the UBTGS homepage:

www.graduateschool.uni-bayreuth.de/en/leistung/campcard
Workshops and Events for Doctoral Candidates

The University of Bayreuth Graduate School offers a broad selection of information and further qualification courses, that are specifically targeted towards the needs of doctoral candidates. The selection of workshops includes topics surrounding a doctorate as well as career orientation after completing a doctorate. You can find a collection of these diverse workshops for doctoral candidates and postdocs in the Programme Brochure of the University of Bayreuth Graduate School.

Skills:

Workshops that aim to strengthen your transferable and interdisciplinary competencies.

Information:

A collection of shorter events, covering diverse topics.

Coaching:

Workshops that will support you in the planning and execution of your doctorate and your continued career path.

Your Choice:

Scientific workshops covering interdisciplinarily utilized methodologies. The workshops have been selected and are offered based on the requests of members of various disciplines.
The homepage of the UBTGS aims to have a comprehensive collection of offers on upcoming events and workshops for doctoral candidates. This includes upcoming events and workshops. Members also obtain event news via email.

Additional offers:

- Fortbildungszentrum Hochschullehre (FBZHL, in German): fbzhl.uni-bayreuth.de
- Writing Center (Schreibzentrum, in German): www.schreibzentrum.uni-bayreuth.de
- Seminars and events by the Corporate Liason Office (Gründungs- und Erfindungsberatung, in German): www.gruendungsberatung.uni-bayreuth.de
- University Library: www.ub.uni-bayreuth.de
- Research Funding (Forschungsförderung, in German): www.forschungsfoerderung.uni-bayreuth.de
- Equal Opportunities Department (Stabsabteilung Chancengleichheit): www.chancengleichheit.uni-bayreuth.de/en/
- Welcome Centre: www.welcome-centre.uni-bayreuth.de
- Career Service (KarriereService und Unternehmenskontakt, in German): www.karriere-service.uni-bayreuth.de
- Language Centre (Sprachenzentrum): www.sz.uni-bayreuth.de
- University Team Bayreuth (Hochschulteam Bayreuth): www.career-service.uni-bayreuth.de

A collection of workshops for doctoral candidates can be found in the Programme Brochure or on the homepage of the University of Bayreuth Graduate School under “News”: www.graduateschool.uni-bayreuth.de
Family-Friendly University

The functions of the Family-Friendly University (Familiengerechte Hochschule):

- Expansion and continuation of family-friendly structures and offers at the University of Bayreuth
- Consultation service for students and staff to arrange studies, work and family (child care, financial support, parental leave, family leave, etc.)

Contact: Boris Wiedenhöfer, Building B3 (Room 23), Tel. +49(0)921/55-2168
familiengerechte.hochschule@uni-bayreuth.de

Family-Friendly Configurations and Offers:

- Nursing and Changing rooms on the campus (Location see reverse side of the Campus Card)
- Parent-Child Office (Building B9, Room 4)
- Summer school holiday supervision for children of staff members
- Campus-adjacent supervision for children
  - of students: Student Day Care (Studentenkinderkrippe StuKi)
  - of staff members: Day Care UNI/Birken and Knirps & Co.
- Family focused consultation service
- Guidelines for home office, part-time work and for re-integration following parental leave or other family leave

www.familiengerecht.uni-bayreuth.de

Doing a Doctorate with Children

For more information on living in Bayreuth with a family, see:
www.international-office.uni-bayreuth.de/en/04_On_Site/2_Living_in_Bayreuth/5_With_Family

Parent-Child Office

The parent-child-office (PCO) is a standard office equipped with a computer workplace for students and staff with a child/children, which can be used if standard childcare is not possible for a day or a few days. It can also be used as a place for childcare during events or meetings. You can book the Parent-Child-Office (PCO, B9, Room 4) by sending an email to: familiengerechte.hochschule@uni-bayreuth.de.

www.familiengerecht.uni-bayreuth.de/de/news/Eltern-Kind-Arbeitszimmer
Space for Movement for Parents and Children (Offener Bewegungsraum für Eltern und Kinder)

The university sports program offers the opportunity for students and staff with children to play, climb, do gymnastics, acrobatics, movement arts and more. They offer joint warm-up and then proceed to creative ideas for further activities together. Otherwise, the main focus lies on moving together and learning from one another. For further details on times, see the current university sports programme.

Source: www.hochschulsport.uni-bayreuth.de/de/5_Sportprogramm/index.html

Send an email to familiengerechte.hochschule@uni-bayreuth.de to be entered in an email list about current information and news on family-friendly university.

Dual Career Support

- Information and tips on searching for a job in Bayreuth and the surrounding area
- Support for applications
- Consultation on further qualification possibilities
- In cooperation with partners:
  - Advice on child supervision and schools
  - Support for international couples
  - Support of female scientists
- For: Partners and families of professors, postdocs and young researchers that are new to Bayreuth.

Contact: dual.career@uni-bayreuth.de,
Dr. Mabel Braun, Tel. +49 (0)921/55-2192
www.dualcareer.uni-bayreuth.de

Support for Female Scientist Advancement

The Equal Opportunities Department has several support and funding schemes geared towards members of the University of Bayreuth Graduate School, including:

- Mentoring programme
- Coaching programme
- Grants
- Funds to comply with the equal opportunities mandate
- Further education and training

www.chancengleichheit.uni-bayreuth.de
A Guide to Scholarships: Financing a Doctorate

Doctoral Scholarships

Opportunities at the University of Bayreuth

Grants from the Equal Opportunities Department for Junior Female Scientists
- Mentoring
- Coaching
- Grants
- Funds to comply with the equal opportunities mandate

www.chancengleichheit.uni-bayreuth.de
Language: English and German

International Office

STIBET Grant for international doctoral candidates

www.international-office.uni-bayreuth.de/en/05_Grants
Language: English

Graduiertenstipendien nach dem Bayerischen Eliteförderungsgesetz

www.graduateschool.uni-bayreuth.de/en/stipendien
Language: German, English

Organisations Supporting Talented Candidates

Cusanuswerk – Bischöfliche Studienförderung
Deadlines: January and October

www.cusanuswerk.de/en/home/welcome
Language: English and German

Evangelisches Studienwerk Villigst
Deadlines: December and June

www.evstudienwerk.de/english.html
Language: English and German
Ernst Ludwig Ehrlich Studienwerk
No deadlines
www.eles-studienwerk.de
Language: German

Friedrich-Ebert-Stiftung
Doctoral support for German nationals and internationals
No deadlines
www.fes.de
Language: German

Friedrich-Naumann-Stiftung für die Freiheit
Deadlines: May and November
www.en.freiheit.org/Aktuell/790c
Language: English and German

Hanns-Seidel-Stiftung
Deadlines: January 15th and July 15th
www.hss.de/english.html
Language: English, German, French, Spanish
Hans-Böckler-Stiftung
No deadlines
www.boeckler.de/36912.htm
Language: English and German

Heinrich-Böll-Stiftung
Deadlines: March 1st and September 1st
www.boell.de/en
Language: English and German

Konrad-Adenauer-Stiftung
Deadlines: July and December
www.kas.de/wf/en
Language: English, German, French, Spanish

Rosa-Luxemburg-Stiftung
Doctoral support for German nationals and internationals
Deadlines: October 15th and April 15th
www.rosalux.de/english/foundation.html
Language: English and German

Stiftung der Deutschen Wirtschaft und Studienförderwerk Klaus Murmann
Deadline: each May
www.sdw.org
Language: German

Studienstiftung des deutschen Volkes
No deadlines
www.studienstiftung.de
Language: German
Further Scholarship Opportunities

Akademie Mitteldeutscher Kunststoffinnovationen
For doctoral candidates from the field of polymer science and polymer technology
www.hs-merseburg.de/amk
Language: German

Bayer Stiftung GmbH: Otto Bayer Stipendium
For doctoral candidates from the fields of biology, chemistry, pharmaceutics and physics
Language: English and German

Boehringer Ingelheim Fonds
For doctoral candidates of the faculties I and II
www.bifonds.de/homepage.html
Language: English and German

Chemiefonds-Stipendium
For doctoral candidates from the field of chemistry or a similar field
www.fonds.vci.de/Stipendien
Language: German

Christoph-Dornier-Stiftung für Klinische Psychologie
www.christoph-dornier-stiftung.de
Language: German

Deutsche Bundesstiftung Umwelt
www.dbu.de/359.html
Language: English, German, Bulgarian, Estonian, Croatian, Latvian, Polish, Romanian, Czech
Deutsche Gesellschaft für Fremdsprachenforschung
www.dgff.de/en/home.html
Language: English, German, French, Spanish

Evonik-Stiftung
Thematic focus: materials sciences/synthetics, health and nutrition, catalysis, process engineering / technologies
www.evonik-stiftung.de/en/
Language: English and German

Fritz-Honsel-Stiftung
Support of project related doctoral theses
Language: English and German

Gerda-Henkel-Stiftung (humanities)
www.gerda-henkel-stiftung.de/english
Language: English and German

ius vivum
For doctoral candidates from the field of law
www.uni-kiel.de/ipvr/studienstiftung2/taetigkeiten.shtml
Language: German

Renate und Karlheinz Schmidt-Stiftung
For doctoral candidates from the fields of chemistry, physics and biology
http://stiftungen.stifterverband.info/t373_schmidtrk/index.html
Language: German

Schering Stiftung
For doctoral candidates from the fields of biology and chemistry, performing fundamental research
www.scheringstiftung.de/index.php?lang=en
Language: English and German
Stibet-Stipendien des DAAD
For international doctoral candidates
see “Opportunities at the University of Bayreuth”
Language: English

Winzig-Stiftung
For doctoral candidates in the field of happiness research
www.winzig-stiftung.de
Language: German

Mobility Scholarships

Alfred-Töpfer-Stipendium (several scholarships)
For doctoral candidates of central and eastern Europe from the humanities and social sciences, the performing and visual arts, music, architecture, agricultural and forestry sciences
www.toepfer-stiftung.de/en
Language: English, German, French

DAAD
Short and long term stays at research institutes abroad; scholarships for travel for presentation purposes
www.daad.de/en
Language: English and German

Graduate-Grant of the Bayerische Amerika-Akademie
The BAA continually awards scholarships to graduate American-studies researchers at Bavarian universities. These scholarships are meant to support current research especially doctoral theses concerning North America. The grant shall be used for travel expenses to North America in the context of the research.
Language: English, German

Studienstiftung des deutschen Volkes (ERP-Stipendienprogramm)
For doctoral candidates from the field of law
www.studienstiftung.de/erp.html
Language: German
**University of Bayreuth Graduate School**

Individual budget for members of the UBTGS for conferences and research trips
www.graduateschool.uni-bayreuth.de
Language: English and German

**Open-Access Publishing Fund**


**Printing Cost Stipends**

*Akademie Mitteldeutscher Kunststoffinnovationen*
Für Promovierende im Bereich Polymerwissenschaften und Kunststofftechnik
www.hs-merseburg.de/amk
Language: German

**Deutscher Akademikerinnenbund**

Was und wen fördert der DAB-Förderausschuss?

- Ihrer wissenschaftlichen Publikationen in einem deutschen Verlag durch einen (verlagsunabhängigen) Druckkostenzuschuss (bis zu 500 Euro)
- die Möglichkeit, Ihre Publikation in unsere wissenschaftliche Reihe im LIT-Verlag (Münster/ Hamburg/ London) aufzunehmen (ohne Übernahme der Druckkosten)
- digitale Veröffentlichungen, sofern sie unsere Anforderungen erfüllen
Source: www.dab-ev.org/de/wer-wir-sind/dab-foerderausschuss.php
Language: German

**FAZIT Stiftung**

Die FAZIT-STIFTUNG fördert

- Promotion und Habilitation an Hochschulen (Stipendien, Druckkostenzuschüsse, Reisekostenzuschüsse)
Source: www.fazit-stiftung.de/foerderung.html
Language: German
Gerda-Weiler-Stiftung e.V.

Frauen - Kreativität - Visionen - Forschung

Source: www.gerda-weiler-stiftung.de/foerderkriterien.html

Language: German

Geschwister Boehringer Ingelheim Stiftung für Geisteswissenschaften


Source: www.boehringer-geisteswissenschaften.de/antrag.htm

Language: German
**Ius vivum**

Die Stiftung verwirklicht ihre Ziele durch folgende Maßnahmen:

- Beihilfe zur Teilnahme an Seminaren und wiss. Exkursionen
- Promotions- und Auslandsstipendien
- Gewährung von Druckkostenzuschüssen zu wiss. Arbeiten
- Verleihung von Geldpreisen für herausragende wiss. Leistungen
- Vergabe von Fachbüchern zur Unterstützung wiss. Arbeiten

Source: www.uni-kiel.de/ipvr/studienstiftung2/taetigkeiten.shtml

Language: German

**Oskar-Karl-Forster-Stipendium**

Deadline: September 30th, send to:

Universität Bayreuth, Referat I/3, ZUV-Building, Room 114

Alternatively, the costs of printing the doctoral theses can be supported through a grant.

Source: www.neu.uni-bayreuth.de/de/Uni_Bayreuth/Startseite/studienfoerderung/OKF_Stipendium/index.html

Language: German

**VG-Wort**


Source: www.vgwort.de/die-vg-wort/sozialeinrichtungen/foerderungsfonds-wissenschaft/foerderungsfonds.html

Language: German
Possibilities for Financing a Postdoc or Habilitation

DAAD Postdoc-Programm
www.daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-und-bewerben/?detailid=218
Language: German, Nationality: German

DAAD: Post-doctoral Researchers International Mobility Experience (P.R.I.M.E.)
With this new program and funding from the Federal Ministry of Education and Research (BMBF) and the European Union, DAAD is able to provide support for international mobility for postdocs.
www.daad.org/prime
Language: English and German, Nationality: all

Daimler and Benz Foundation
Postdoctoral Scholarships
www.daimler-benz-stiftung.de/cms/en
Language: English and German, Nationality: all

Emmy Noether Programme of the DFG
www.dfg.de/en/research_funding/programmes/individual/emmy_noether/index.html
Language: English and German, Nationality: all

Ernst Schering Foundation
www.scheringstiftung.de/index.php?lang=en
Language: English and German, Nationality: all

Feodor Lynen Research Fellowship of the Alexander von Humboldt Foundation
www.humboldt-foundation.de/web/lynen-fellowship.html
Language: English and German, Nationality: all

Fritz Thyssen Stiftung
www.fritz-thyssen-stiftung.de/funding/special-programmes/international-grants-scholarships-and-exchange-programmes/?L=1
Language: English and German, Nationality: all

Gerda Henkel Stiftung (Humanities)
www.gerda-henkel-stiftung.de/english
Language: English and German, Nationality: all
Heisenberg Programme of the DFG
www.dfg.de/en/research_funding/programmes/individual/heisenberg/index.html
Language: English and German, Nationality: all

Humboldt Research Fellowship for Postdoctoral Researchers
www.humboldt-foundation.de/web/humboldt-fellowship-postdoc.html
Language: English and German, Nationality: all except Brazilian (see Capes-Humboldt Research Fellowship)

Leopoldina Postdoc Scholarship
www.leopoldina.org/en/funding/leopoldina-fellowship-programme/leopoldina-postdoc-scholarship
Language: English and German, Nationality: all

Robert Bosch Stiftung
www.bosch-stiftung.de/content/language2/html/1546.asp
Language: English and German, Nationality: all

Stiftung Stipendienfonds des Verbands der Chemischen Industrie (VCI) Liebig-Stipendium
www.vci.de/fonds/stipendien/liebig-stipendium/seiten.jsp
Language: German

Volkswagenstiftung - Lichtenberg Professorships
www.volkswagenstiftung.de/nc/en/lichtenberg-professorships.html
Language: English and German, Nationality: all

Useful Literature and Other Links

Accident Insurance Coverage at Higher Education Institutions

Statutory accident insurance coverage at higher education institutions:
Language: German

Landesunfallkasse Bayern (Accident Insurance Fund of Bavaria):
www.kuvb.de
Language: German
Wissenschaftszeitvertragsgesetz

Also known as the Law on Fixed-Term Contracts in Higher Education and Research


Doctoral Advisors

The University of Bayreuth Graduate School is a member of the Qualitätszirkel Promotion (QZP). The QZP has published a brochure on Guidelines for doctoral candidates and supervisors on “Shaping a Doctorate Together”. You will find the digital version on the homepage of the University of Bayreuth Graduate School under: www.graduateschool.uni-bayreuth.de/en/promo/index.html

Language: English and German

Marian Petre and Gordon Rugg
The Unwritten Rules of PhD Research
(2010)
Language: English

James Hayton
PhD - an uncommon guide to research, writing & PhD life
(2015)
Language: English

Peter J. Feibelman
A PhD is Not Enough!: A Guide to Survival in Science
(2011)
Language: English

Patrick Dunleavy
Authoring a PhD: How to plan, draft, write and finish a doctoral thesis or dissertation
(2003)
Language: English

Berufswunsch Wissenschaft? Laufbahnentscheidungen für oder gegen eine wissenschaftliche Karriere
Language: German

Stephan Peters (Hrsg.)
Gut beraten durch die Promotion. Best practice für Promovierende
(2012)
Language: German
Svea Korff, Navina Roman (Hrsg.)
Promovieren nach Plan?
Chancengleichheit in der strukturierten Promotionsförderung
(2013)
Language: German

Helga Knigge-Illner
Der Weg zum Doktortitel. Strategien für die erfolgreiche Promotion
(2009)
Language: German

Randi Gunzenhäuser, Erika Haas
Promovieren mit Plan. Ihr individueller Weg: von
der Themensuche zum Doktortitel
(2006)
Language: German

Ansgar Nünning, Roy Sommer (Hrsg.)
Handbuch Promotion, Forschung-Förderung-Finanzierung
(2007)
Language: German

Jutta Wergen
Promotionsplanung und Exposee
(2014)
Language: German

Das Einmaleins der Promotion. Die Promotionsfibel 2015
Hrsg. Academics GmbH, Hamburg
(2015)
Language: German

Ich will promovieren. Leitfaden der Universität Kassel:
http://www.uni-kassel.de/themen/fileadmin/datas/themen/wissenschaftlicher_nachwuchs/Dokumente/Informationsbrosch%C3%BCren/promotio.pdf
Language: German

Information and a collection of literature under:
www.rund-um-die-promotion.de
Language: German, some English
Scholarships

Handbuch Drittmittelförderung 2013 - 14
Dieter Herrmann (Hrsg.)
ALPHA Informationsgesellschaft
Language: German

Herrmann, Dieter/Verse-Herrmann, Angela
Geld fürs Stipendium und die Doktorarbeit
(2006)
Language: German

Scholarship compass - Your guide to your study
www.uni-duesseldorf.de/home/en/studying-and-teaching-at-hhu/
studying/scholarships/scholarship-compass-your-guide-to-studies.html
Language: English and German

Postdoc-Stipendium: Weg in die Forschung
www.academics.de/wissenschaft/postdoc-wege_in_die_forschung_36413.html
Language: German

Scholarship Databases

www.academics.de
Job and Scholarship Database (Job- und Stipendiendatenbank)
Language: German

www.daad.de/en
Scholarship Database for support from the DAAD
Language: English and German

www.e-fellows.net
Online scholarship and career network (Stipendium & Karrierenetzwerk)
Language: English and German

www.elfi.info/e_index.php
Electronic Research Funding Information System
Language: English and German

www.mystipendium.de
Database with a scholarship search function
Language: German
www.stifterverband.info/ueber_den_stifterverband/english/index.html
Foundations database
Language: English and German

www.stipendien-infos.de
Online scholarship database and advisor, subdivided according to the different scholarship types
Language: German

www.stipendienlotse.de
Mit dem Stipendienlotse bietet das Bundesministerium für Bildung und Forschung (BMBF) eine interaktive Plattform, um das für Sie geeignete Stipendium anhand Ihrer Wunschkriterien zu finden. Die umfassende Stipendiendatenbank lässt sich nach vielen verschiedenen Kriterien wie zum Beispiel Ausbildungsphasen, Studienfächern oder Zielregionen filtern. Der Stipendienlotse ist die zentrale Anlaufstelle für bundesweite und internationale Stipendien im privaten und öffentlichen Bereich.“
Language: German

www.stipendiumplus.de/en/dein-plus/stipendiumplus-who-we-are.html
Begabtenförderung im Hochschulbereich: Studium Plus
Language: English, German and French

Reference Management

Comparison of Reference Management Software:
https://mediatum.ub.tum.de/node?id=1127579
Language: English and German

Handbuch zu Literaturverwaltungsprogrammen
http://handbuch.io/w/Handbuch_CoScience/Literaturverwaltungsprogramme
Language: German
Job Portals

academics.de
arbeitsagentur.de
biojob-boerse.de
bund.de
duz-wissenschaftskarriere.de
experter.de
fazjob.net
greenjobs.de
hsozkult.de
h-net.org
h-germanistik.de
hochschulverband.de
indeed.de
jobpilot.de
jobvector.de
jobware.de
kimeta.de
monster.de
nachhaltigejobs.de
naturejobs.de
researchgate.net
rund-um-die-promotion.de
stellenanzeigen.de
stellenmarkt.sueddeutsche.de
stellenmarkt-umweltschutz.de
stepstone.de
wilabonn.de
zeit.de/jobs

Job Portal of the University of Bayreuth – current job & internship offers
www.stellenportal.uni-bayreuth.de
Publishing During your Doctorate
Nicola F. Johnson
Publishing from Your PhD: Negotiating a Crowded Jungle
(2011)
Language: English

Ruhl, Kathrin / Mahrt, Nina / Töbel, Johanna (Hrsg.)
Publizieren während der Promotion (2010)
Language: German

Jürgens, Kai U.
Wie veröffentliche ich meine Doktorarbeit? Der sichere Weg zum eigenen Buch (2007)
Language: German

Academic Writing / Scientific Publication

Academic Phrasebank
The Academic Phrasebank is a general resource for academic writers. It aims to provide you with examples of some of the phraseological ‘nuts and bolts’ of writing in an organised fashion, according to the main sections of a research paper or dissertation.
www.phrasebank.manchester.ac.uk
Language: English

EASE Guidelines for Authors and Translators of Scientific Articles to be Published in English
www.ease.org.uk/publications/author-guidelines
Language: English, German and many more

The Writers Diet Test
Is you writing flabby or fit? The test identifies some of the sentence-level grammatical features that most frequently weigh down academic prose.
http://writersdiet.com/WT.php
Language: English

Oshima, A; Hogue, A
Writing Academic English
(2006)
Language: English
Hacker, D  
Rules for Writers  
(2011)  
Language: English  

Wissenschaftliches Arbeiten - der LOTSE weist den Weg  
‘Scientific Work’ provides you with information and tips regarding scholarly work. You will find answers to questions such as ‘What are the most important libraries and databases for my subject of study?’, ‘What are the most important events and conferences?’ or ‘How might I best proceed regarding my graduate thesis?’ ‘Scientific Work’ offers short explanations on each topic along with a selection of annotated links referring to relevant sources.  

First of all, Lotse targets a German-language audience and it is thus only provided in German – links however will direct you to international as well as German sources.  

English link: www.fachportal-paedagogik.de/lotse/index_e.html  
German link: www.fachportal-paedagogik.de/lotse/index.html  

Language: German and English  

Advisor on Literature Review, Citation and Documentation  
Free Download via:  
http://auffinden-zitieren-dokumentieren.de/download  

Language: German  

Scientific Poster for a Conference  

Elder, John  
How To Make A Scientific Research Poster  
(2014)  
Language: English  

Ruhl, Kathrin (Hrsg.)  
Das Poster in der Wissenschaft  
(2011)  
Language: German
Project Management

Markus Rittenbruch, Meik Poschen, Helge Kahler, Bettina Törpel
Auf dem Weg zur virtuellen Organisation
Chapter: Kooperationsunterstützung in einer Teambasierten Virtuellen Organisation
(2001)
Language: German

Manifesto for Agile Software Development
http://agilemanifesto.org
Language: English, German and more

Lime Survey: the open source survey application, ...refreshingly easy and free
www.limesurvey.org/en
Languages: English, German and more

Handbuch CoScience / Organisieren
Language: German

MediaWiki.org
www.mediawiki.org/wiki/MediaWiki
Language: English and more
Imprint
University of Bayreuth Graduate School
Universitätsstraße 30
95447 Bayreuth

Sources: Internet presence of the respective named organisations / institutions

Photos:
Title page, page 8, page 12, page 20, page 25, page 31, page 39: University of Bayreuth Graduate School (Kretz, D.),
Page 17: University of Bayreuth Graduate School (Chmura, N.)
Page 14 and Page 15: University Library, University of Bayreuth

Date: June 2016
Edited by: Dr. Nadine Chmura
Layout and Typeset: Dr. Nadine Chmura, Daniela Kretz
Translation: Daniela Kretz

This is the fourth edition of the Information Brochure, but it is constantly being updated. Do you have suggestions, further ideas or would you like to report a mistake? If so, please feel free to contact us - we look forward to your email to: graduateschool@uni-bayreuth.de.

The University of Bayreuth Graduate School is a member of

![QZP Promotion](image)

![UniWiND GUAT](image)

The German University Association of Advanced Graduate Training
University of Bayreuth Graduate School

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