Welcome to science
Guide for doctoral candidates

Summer 2013
Legal notice

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Mercator Stiftung, which is one of Germany’s largest foundations for better educational opportunities in schools and universities, supports the expansion and improvement of the work of the Graduate Academy for Young Scientists at Friedrich Schiller University Jena with a five-year funding. Stiftung Mercator has been instrumental in the establishment of “Zur Rosen – House for Young Researchers” involved.

“Zur Rosen” is the central point of contact for young researchers at Friedrich Schiller University. Here, doctoral candidates and postdocs will find service, consulting, and training opportunities- all under one roof. “Zur Rosen” is also a space for interdisciplinary exchange, networking, participation, and advocacy.

Internet:
www.stiftung-mercator.de

www.stiftung-mercator.de
Dear doctoral candidate,
Welcome to science! Welcome to Jena!

We are delighted that you are interested in completing a doctorate at Friedrich Schiller University (FSU) in Jena. With your doctorate you will be entering the first stage of your independent professional career, and we wish to offer you every support in achieving this aim. To help you find your way at the start of your doctorate, we have written this informational booklet. It contains a number of checklists that should help you to complete essential administrative tasks quickly and successfully. We also have included tips especially for international doctoral candidates.

The Graduate Academy (GA) is your point of contact for every issue, and we would be delighted for you to make use of our services. The Graduate Academy offers young researchers comprehensive information, advice and support on all matters connected to their time as doctoral candidates, from organisational advice and administrative contacts, to information regarding cultural events and financial support.

Please feel free to visit the house of young researchers "Zur Rosen" for all personal advises. There we offer consultation in the new drop-in center on the ground floor or in our offices in the 2nd and 3rd floor. We will also consult you by phone or by mail. Our contact details are placed in Section 2. As well you can find all information on our website www.ga-welcome.uni-jena.de.

We welcome comments, concerns, and suggestions as to how we can expand, improve and update the next edition of this booklet.

We wish you every success with your doctorate!

The Graduate Academy
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The first steps of your doctorate at FSU Jena

1. **Supervision agreement**
   You arrange a written agreement about the supervision of your doctoral project with a member of the academic staff (professor, Privatdozent) or the head of a junior research group of FSU.  
   
2. **Travel to and arrive in Jena**
   - Apply for a visa  
   - Find accommodation  
   - Open a bank account  
   - Find a health insurance  
   - Register your address in Jena

3. **Registration in doc-in administration system**
   You have to register in doc-in, an online administration system. Doc-in records your doctoral project at FSU.

4. **Admission as a doctoral candidate at a faculty**
   To become a doctoral candidate at Friedrich Schiller University, you must be accepted by one of the ten faculties. Before, the faculty will check whether you are eligible to be admitted as a doctoral candidate.

5. **Enrolment (optional)**
   Doctoral candidates at FSU have the possibility to enroll themselves in the university. The enrolment is optional and offers a range of advantages and benefits.

6. **Obtain an electronic residence permit**
   International doctoral candidates who are not from the European Union or the European Economic Area have to apply for a residence permit at the Jena foreigners’ registration office.

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**You will need the following documents:**

- Supervision agreement
- A detailed plan and timetable for the completion of your doctoral project
- Curriculum Vitae in tabular form
- Personal identity card / passport
- An official certified copy of your university degree certificate and Transcript of Records (if you graduated from FSU, a simple copy will suffice)
- If necessary certified translations of these certificates
- Exmatrikulationsbescheinigung
- Health insurance certificate
- Evidence of funding: confirmation of scholarship / employment contract (copies)
- 2 biometric photographs

**Please note:**
The citizens’ service certifies copies of your documents. Costs: 2,50 EUR per document in cash. Please bring both the original and copy of the document. If necessary, embassies and consulates can certify translated documents.
Welcome at the University of Jena! – Welcome to science!

Perhaps you arrived by train at ‘Jena-Paradies’ (Jena Paradise) station and wondered how the station got its name. You can find the answer by leaving the station and entering the park of the same name that stretches invitingly along the banks of the Saale river. You will finding yourself walking in Jena’s ‘Paradise’. It welcomes you to a young, dynamic and friendly town, where tradition and innovation combine in remarkable ways. Jena was awarded the title of 'Science City 2008' by the Stifterverband für die deutsche Wissenschaft (joint German industry initiative for promoting science and higher education).

In the centre of Jena, just a few minutes’ walk from ‘Paradise Park’, is the University, founded in 1558. The University has grown steadily and its Faculties are now distributed throughout the town centre. Many institutes are housed in historical buildings. A large number of university buildings have also been thoroughly renovated and new ones have been built. Renowned scholars and scientists have worked here: Friedrich Schiller, Johann Wolfgang Goethe, Johann Gottlieb Fichte, Johann Wolfgang Döbereiner, Georg Wilhelm Hegel, Ernst Haeckel, Ernst Abbe, and Carl Zeiss. Commemorative plaques in many places in town tell us about their lives and mark where they lived and worked.

There are currently 2149 young researchers doing their doctorates in Jena. Of those, 980 are women and 361 are international doctoral candidates. (as at 1 June 2012, excluding Medicine)

Today, Friedrich Schiller University Jena is a state-of-the-art institute of higher education. Many of the academics who work here enjoy great international renown, in the natural sciences as well as the humanities and social sciences. Another characteristic this intellectual hub is that the University is symbiotically connected not only with research institutes outside of the university, but also with business and industry. This creates a tight-knit combination of excellent education, a creative working atmosphere, and professional opportunities – and all for you!

At a glance: facts & figures

- Students: **20,276** students (as of 31 Oct 2012)
- Employees: **2,730**, of whom 316 are professors, 21 are assistant professors (Juniorprofessoren), 1,197 are other academic employees, and 1,217 are non-academic employees (as of 1 Dec 2012)
- Employees funded by third-parties: **635**, of whom 569 are academic and 66 are non-academic employees (as of 1 Dec 2012)
- Faculties: **10**
- Study opportunities: **194** (as of WS 2012/2013)
1.1 University structure

Friedrich Schiller University, Jena, is a traditional university with 10 Faculties encompassing all disciplines:

- Faculty of Theology
- Faculty of Law
- Faculty of Economics and Business Administration
- Faculty of Philosophy
- Faculty of Social and Behavioural Sciences
- Faculty of Mathematics and Computer Science
- Faculty of Physics and Astronomy
- Faculty of Chemistry and Earth Sciences
- Faculty of Biology and Pharmacy
- Faculty of Medicine

The University’s research strategy aims to ensure a balance between excellent priority research areas and excellent individual research. Outstanding individual research both within and outside of the priority areas is a rich and sustained source of results, ideas, creativity and methods for excellent interdisciplinary research in the priority areas. FSU currently has five established priority research areas. Several faculties, as well as research institutes from outside of the University work together in each of these areas.

These are:
1. Optics, photonics and photonic technologies – Ernst Abbe Center for Photonics
2. Innovative materials and technologies
3. Dynamics of complex biological systems
4. Laboratory of the Enlightenment
5. Individuals and Social Change.

In addition, there are the cross-disciplinary areas of ‘Analysis and Management of Complex Systems’, ‘Cultural Context of Aging’, and ‘Foundations of Europe: Culture and Religion in Antiquity and the Middle Ages’.

In addition to FSU and the largest University of Applied Sciences in Thuringia, Jena is also home to a multitude of non-university research institutes. This top-tier academic and scientific landscape makes Jena the high-tech centre of Thuringia.

Cooperating non-university research institutes in the region:
- Max Planck Institute for Chemical Ecology, Jena
  www.ice.mpg.de
- Max Planck Institute for Biogeochemistry, Jena
  www.bgc-jena.mpg.de
- Max Planck Institute of Economics, Jena
  www.mpiew-jena.mpg.de/deutsch
- Leibniz Institute for Natural Product Research and Infection Biology – Hans Knöll Institute, Jena
  www.hki-jena.de
- Leibniz Institute for Age Research – Fritz Lipman Institute, Jena
  www.imb-jena.de
- Fraunhofer Institute for Applied Optics and Precision Engineering, Jena
  www.iof.fraunhofer.de
- Fraunhofer Institute for Ceramic Technologies and Systems, Hermsdorf
- Institute for Photonic Technologies, Jena
  www.ipht-jena.de
- Helmholtz Institute, Jena
  www.helmholtz.de/forschung/forschung_foerdern/helmholtz_institute/helmholtz_institute_jena/
- Helmholtz Centre for Environmental Research, Leipzig
  www.ufz.de.

You can find an overview of research profiles, funding programmes, research projects in coordinated programmes, and research funding and advice at FSU on the University’s website.
Internet: www.uni-jena.de/Forschung

University staff e-mail addresses and phone numbers
You can use the FSU staff directory to find addresses and telephone numbers of FSU employees.
Internet: www.uni-jena.de/Mitarbeitersuche

The FSU’s event calendar gives you up-to-date information about all scientific and cultural events organised by the University, Faculties and relevant external institutions.
Internet: www.uni-jena.de/Terminen
The FSU’s **magazines, press releases and yearbooks** provide information about everyday life at the University as well as academic highlights.

**Internet:** [www.uni-jena.de/Publikationen](http://www.uni-jena.de/Publikationen)

**Uni-Shop**
If you are looking for gift ideas, T-shirts, or conference materials with FSU’s name and logo, come and have a browse in the university shop. This is also a great place to find CDs and books about Jena, FSU, and the surrounding area.

You can also find information about the Uni-Shop and order items online.

**Contact:**
**Uni-Shop**
Carl-Zeiss-Straße 3
E-mail: shop@uni-jena.de
**Internet:** [www.uni-shop-jena.de](http://www.uni-shop-jena.de)

Opening times (during the semester):
Mon – Thu: 11:00 – 15:30
Fri: 09:30 – 14:00
1.2 How to get a PhD at FSU Jena

As a strong research university with a wide network of connections, FSU offers excellent opportunities for completing a doctorate. A doctorate can be undertaken in any and all research areas represented at FSU. Use the University’s website to find out about available research opportunities, and get in touch with the appropriate professors, Privatdozenten and heads of junior research groups to find out more. The coordinators of graduate schools, research training groups and doctoral programmes can also give you information about possible doctoral research topics. Initial guidance on research topics and supervisors is also available through the Graduate Academy.

In order to conduct an original piece of work based on independent research, you will constantly need to find ways to motivate yourself and keep your progress on track. You will celebrate successes, but almost certainly endure setbacks as well. You are much more likely to succeed in your doctorate if you take every opportunity to connect with and exchange ideas with other academics, from your immediate research contacts here in Jena to the national and international sphere. Take the time early on in your academic career to seek out and take advantage of these opportunities.

It is extremely important that you have a close and trusting relationship with your supervisor or supervisors. Supervisors are your first stop for questions relating to your research, as well as an invaluable resource for tips on structuring your academic and professional career. They can open doors to a wealth of professional contacts through their own academic achievements, and offer an example that you can aspire towards. Just as importantly, they serve as a foil and a sparring partner, helping you to question, refine and improve your research. Your fellow doctoral students here in Jena are also an essential resource. Candidates in different subfields may have overlapping subject matter, and even those in very different areas of study may offer similarities and insight with regard to methodology or structure.

All these facilities to support your doctorate are available in what are called structured doctoral programmes (graduate schools and research training groups).

Structured doctoral programmes

Structured doctoral programmes are frequently financed through third-party funds, offering candidates valuable services that aid in the completion of their research. Such programmes are jointly supported by several professors, in the case of research training groups, or through a jointly supported main topic, in the case of graduate schools. Doctoral students’ research is expected to contribute to the overall research programme or the main topic. Approximately one-quarter of FSU doctoral students work in such a structured programme. These programmes include graduate schools, DFG Research Training Groups, International Max Planck Research schools, or similar organisations. In recent years, the proportion of international doctoral students in such programmes has risen sharply; in 2011 between one-quarter and one-half of doctoral students in structured programmes at FSU came from abroad.

After applying for a slot in an advertised structured doctoral programme, candidates normally move through a multi-stage selection process. Upon successful admission, funding is provided through scholarships or employment. However, candidates who find other sources of funding can also join these programmes and benefit from the services and structure that they offer. Our website offers information about graduate schools, research training groups and doctoral programmes that are members of the Graduate Academy. Internet: www.jga.uni-jena.de/mitgliedseinrichtungen

All structured doctoral programmes at the FSU, as well as all participating institutions based at other universities and research institutions that are not affiliated with a university, can be found here: Internet: www.uni-jena.de/Forschung/Graduiertenschulen+und+Graduiertenkollegs

Departments and institutes also regularly host doctoral colloquia and other events, at which doctoral projects are presented and discussed, national and international guests present their research and the department’s research programme is discussed. Ask your supervisor about these opportunities!
1.3 Legal principles and doctoral examination regulations

The right to confer doctorates from Friedrich Schiller University, Jena, is vested in the faculties. The legal conditions pertaining to doctorates that apply to all the faculties of FSU are laid down in the Allgemeinen Bestimmungen für die Promotionsordnungen der Fakultäten, also known as the Rahmenpromotionsordnung (FSU’s General Doctoral Examination Regulations).

The most important thing for you to know is the specific doctoral examination regulation of your faculty. Every FSU faculty has its own doctoral examination regulations, which lays down the requirements for admission as a doctoral candidate at the Faculty, the requirements for the dissertation, and the individual stages of the examination process. You will also find regulations regarding the language of the dissertation, the organisation of the oral examinations, conferral of the doctorate, and denial of a doctorate in case of fraud.

If you have any questions about the doctoral examination regulations, please contact your Dean’s Office. You can find contact details through www.ga-welcome.uni-jena.de or through the FSU website. The doctoral examination regulations of the individual faculties, the FSU’s General Doctoral Examination Regulations and other important regulations can also be found on our website.

The fee for obtaining a doctorate at FSU is 130 EUR, which must be paid after submission of the dissertation.

General advice on the doctorate at the GA

Contact:
Dr Gunda Huskobla
Phone: +49 3641 930404
E-mail: graduierten.akademie@uni-jena.de

The GA administers the central administration programme for doctoral candidates, doc-in. This is where you register at the start of your doctorate and also where you can check the progress of your doctorate at any time (Section 2.2).

Contact:
Matthias Jakob
Phone: +49 3641 930406
E-mail: doc-in@uni-jena.de
Internet: https://www.uni-jena.de/doc-in/cgi/welcome
1.4 Funding a doctorate

A doctorate can usually be funded in one of three ways:

1. **Academic employee**

As an academic employee paid by FSU, you are employed by your supervisor’s department. One part of your duties will be supporting your supervisor in carrying out tasks within his or her department. This includes assisting with teaching Bachelor and Master’s degree students, working on research and helping with departmental administration. Another part of your duties will be working independently on your own doctoral project.

As an academic employee in a programme funded by a third party, your work will focus more on the project’s research programme, as well as on completing your own doctoral project. As practices vary depending upon the discipline and the source of funding, be sure to clarify the connection between the larger research programme and your own work with your supervisor.

Both types of academic employment are usually part-time and bound by contracts.

2. **Doctoral scholarship**

Doctoral scholarships are meant to cover your costs of living, allowing you to dedicate your efforts towards your doctoral project for the duration of your funding (usually three years). Scholarship recipients are formally independent, meaning that they are not employed by the University. After being accepted as a doctoral candidate and enrolling at FSU, you have the rights accorded to a member of the university. Scholarships do not count as income and are therefore not tax-liable. However, you must arrange and pay for your own health insurance.

Please note that the deadlines of individual foundations and funding programmes differ considerably, and German language skills are usually required. After you have applied, be prepared to wait a few months for a decision.

On our website you will find a general overview of available scholarships, as well as links to the biggest scholarship databases (EURAXESS, DAAD and ELFI).

**Internet:** [www.ga-welcome.uni-jena.de/en/Funding](http://www.ga-welcome.uni-jena.de/en/Funding)

3. **Doctorate in tandem with work**

In addition to the funding options outlined above, there is also the possibility of doing a doctorate in tandem with employment outside of the University or a non-university research institute, as well as with some other source of funding. When planning your doctorate, please be aware that if you are working at the same time you will probably need substantially more time to complete your dissertation.

If you have a scholarship and you would like to do a part-time job as well, you must inform your funding body of this employment.

**International doctoral candidates**

Important note on work permits: Please check which sections of employment law apply to you. See ‘Employment’ in Section 4.4 for more information on this subject.

Mixed forms of funding are possible, and it is sometimes possible to switch from one form of funding to another, even several times, within the course of your doctorate.
If you have questions about **funding your doctorate** please feel free to contact the Graduate Academy.

**Contact:**
Dr Gunda Huskobla  
Phone: +49 3641 930404  
E-mail: graduierter.akademie@uni-jena.de  
Internet: www.ga-welcome.uni-jena.de/en/Funding  
Internet: www.uni-jena.de/Stellenmarkt

The GA organises the granting of Landesgraduiertenstipendien (scholarships according to the Thuringian Higher Education Act) and offers other short-term scholarships. The GA is also responsible for the administration of doctoral scholarships paid by the University.

**Contact:**  
Angela Köhler-Saß  
Phone: +49 3641 930409  
E-mail: graduierstenstipendien@uni-jena.de  
Internet: www.ga-welcome.uni-jena.de/en/Funding

### 1.5 Good scientific practice

Dealing with data (including checking, recording, ownership and storage), the publishing process and authorship, responsible supervision, academic cooperation, conflicts of interest and dealing with conflicts are all important aspects of ‘good scientific practice’ (gute wissenschaftliche Praxis).

The rules of good scientific practice include working according to the ‘law of the art’ (lege artis); recording results; and observing strict honesty with regard to the contributions of partners, competitors, and predecessors. Examples of inappropriate academic behaviour include inventing or faking data, violating intellectual property (theft of ideas or plagiarism), and sabotaging the research of others.

Regrettably, dishonest behaviour can occur in academia and research. The academic community has a duty to combat dishonest behaviour in its own ranks. All academics at FSU must comply with the guidelines that ensure good scientific practice.

The Graduate Academy regularly offers seminars on ‘Good scientific practice’. In this workshop the myriad conflicts brought up in the day-to-day activities of research are discussed with the help of case studies. We recommend that you attend such a seminar, if possible at the start of your doctorate. You will find a description of the seminar in the study programme booklet.

Should you suspect or be accused of inappropriate academic behaviour, please contact the University’s ombudsmen who deal with these matters.

**Internet:** [www.ga-welcome.uni-jena.de/en/Your+doctorate+at+Jena/Good+scientific+practice](http://www.ga-welcome.uni-jena.de/en/Your+doctorate+at+Jena/Good+scientific+practice)
1.6 Doctoral candidate representatives on the Board of the Academy (Rat der Akademie)

Doctoral candidates from member institutes are represented as a group with a specific status on the Board of the Graduate Academy, and through this entity they have an opportunity to look after their own interests. The Board is made up of representatives from all of the status and subject groups of the GA and acts as an interface between the doctoral candidates and academic coordinators, boards, and the Executive Committee on the other. As a committee, the Board of the Academy is comparable to the Faculty Council. The doctoral candidate representatives for the various subject groups are elected once a year from among the doctoral candidates in the member institutes. Those eligible to vote are informed by e-mail and by post about the elections.

Internet: www.ga-welcome.uni-jena.de/en/
Your+doctorate+at+Jena

FSU Doctoral council (Doktorandenrat)

Doctoral candidates are included in the University’s constitution as a specific group. The doctoral council represents doctoral candidates’ interests and needs to Senate and the University Leadership on all levels of the University. Furthermore, the DR.FSU supports doctoral candidates in the matters of their PhD-project. Each doctoral candidate has the possibility to make their contribution to the work of DR.FSU or to run for election for the council.

Besides the Dr. FSU wants to support the exchange between different disciplines in professional or in social way. Also the Dr. FSU aims at the increase of the collaboration with the members of „Universitätsverband zur Qualifizierung des wissenschaftlichen Nachwuchses in Deutschland“ (UniWiND). UniWiND is a German umbrella association which represents the interests of its member universities. Its goals are the improvement of the qualifications of doctoral candidates and postdocs.

Contact:
Internet: http://www.dr.uni-jena.de
E-Mail: dr.fsu@uni-jena.de

DR. FSU
Rat der Doktorandinnen und Doktoranden der FSU Jena
Section 2

Getting Started:
Becoming a doctoral candidate at FSU Jena

So you have decided to do your doctorate at FSU Jena? You have cleared the most important hurdles, found a supervisor for your doctoral project and arranged funding? Before you start your work as a doctoral candidate, it is essential that you have a supervision agreement and the admission letter from the relevant Faculty. Then you can also enrol at the University. Prior to admission and enrolment you must register in doc-in.

2.1 Supervision agreement

To be accepted as a doctoral candidate at a faculty of FSU you must reach an agreement regarding the supervision of your doctorate with a member of the academic staff (professor, Privatdozent) or the head of a junior research group from the relevant Faculty.

This supervision agreement must contain the following information and documents:
- The name and date of birth of the doctoral candidate
- The title of the dissertation or the topic of the doctorate
- A statement from the supervisor agreeing to supervise the doctorate and to receive regular progress reports from the doctoral candidate
- A statement from the doctoral candidate agreeing to give regular progress reports to the supervisor.

The content and length of the agreement can be defined more precisely in additional clear and binding provisions. These may concern:
- Rights and duties of the doctoral candidate
- Rights and duties of the supervisor
- A detailed plan and timetable for the completion of your doctoral project
- Regulations on working conditions (place of work, Internet access, laboratory access and other resources).

Non-university research institutes
If you are working at a non-university research institute and doing a doctorate at FSU, one of your supervisors must be a member of the relevant FSU faculty. The coordinator of your institute or Research School will be happy to advise you.

On our website you can find the Graduate Academy’s sample supervision agreement, which is drawn up according to DFG recommendations. There is also further information about the acceptance letter from the supervisor and the supervision agreement. Some Dean’s offices offer sample copies of agreements.

Internet: www.ga-welcome.uni-jena.de/en/Getting+Started
2.2 Online registration in doc-in

Doc-in is a programme for the electronic administration of all doctorates at FSU Jena. You apply through doc-in to be accepted as a doctoral candidate by your faculty. At this time, if you want to, and if you fulfil the requirements, you can also apply for university enrolment. Doc-in accompanies you throughout your doctorate. With it, you can look into the electronic file of your doctorate and follow your progress. Your conditions of employment, scholarships you have received, and lectures that you have taught are also recorded on doc-in. By entering and updating information, you help us to continue to improve conditions for doctoral candidates at FSU Jena.

Please register as follows:
• Open the doc-in start page on Internet: https://www.uni-jena.de/doc-in
• Click on ‘Registration’ in the menu.
• After reading a statement on data protection and an invitation to take part in a survey of doctoral candidates, enter your user details.
• You will be sent an e-mail with your login details.

2.3 Admission as a doctoral candidate

To become a doctoral candidate at Friedrich Schiller University, you must be accepted by the faculty you have selected. The faculty will check whether you are eligible to be admitted as a doctoral candidate. The conditions for admission are laid down in your faculty’s doctoral examination regulations. You should apply for admission as a doctoral candidate in good time, generally before or as soon as you start your dissertation project.

Your faculty will check whether your qualifications fulfil the requirements for admission. In some cases you may have to complete preparatory studies or sit additional examinations before doing a doctorate.

Please also follow the instructions of your Dean’s Office regarding the documents that you must provide. These are usually:
• An official certified copy of your university degree certificate (if you graduated from FSU, a simple copy will suffice)
• A supervision agreement (cf. Section 2.1)

In addition, you may have to provide further documentation such as proof of language skills. Check the regulations in your faculty’s doctoral examination regulations for detailed information.

Language of the dissertation
The doctoral examination regulations stipulate the language(s) in which you can write your dissertation. Most faculties allow dissertations in German or English. In exceptional cases other languages may be allowed. You can obtain information on this from the Dean’s Office of your faculty.

This is how you apply for admission as a doctoral candidate:
• Open the doc-in start page on Internet: https://www.uni-jena.de/doc-in.
• Click on ‘Login’ on the menu and enter your login details.
• Select the option ‘Application for admission as a doctoral candidate’. On the following pages doc-in will take you through the application process step by step.
• Print the completed application form.
• Hand in the signed application form, along with the other documents needed, at the Dean’s Office of your faculty. The documents to be provided vary from one faculty to another. As a rule you will need the signed application form from doc-in, a copy of the supervision agreement, a certified copy of your university degree certificate, and in some cases, proof of language skills.

You are welcome to contact the Graduate Academy if you have any questions about doc-in and admission as a doctoral candidate.

Contact:
Matthias Jakob
Phone: +49 3641 930406
E-mail: doc-in@uni-jena.de
Internet: www.ga-welcome.uni-jena.de/en/Getting+Started
Updating contact details
Please update your contact details in doc-in if there are any changes! If applicable, please also pass on any change in your name or address to:
- The FSU Personnel Department (if you have an employment contract with FSU Jena)
- Your funding body (if you receive a scholarship)
- The International Office (only for international doctoral candidates)
- The Jena citizens’ service (Bürgerservice), your health insurance provider, your bank, and other offices or authorities where necessary.

2.4 Enrolment (optional)

Enrolment at the University as a doctoral candidate is not compulsory in order to complete a doctorate at FSU Jena. Through enrolment you become a member of the University with all the associated rights. Enrolment gives you a whole range of advantages, such as discounts in canteens and cafeterias of the Studentenwerk Thüringen (student services organisation) and free use of public transport both in Jena and on regional rail services throughout Thuringia. Enrolled doctoral candidates are also insured through the Studentenwerk for things such as activities at FSU, work placements, and excursions or field trips. For international doctoral candidates, enrolment makes it easier to obtain a German residence permit. If you fulfil the requirements, you can enrol at any time.

When you enrol you also receive your ‘Thoska’ student card, (Section 2.5) as well as the login details for your University Computer Centre user account. (Section 2.6)

Requirements for enrolment as a doctoral candidate are:
- A university degree,
- Admission as a doctoral candidate at an FSU faculty,
- Employment not exceeding 20 hours a week,
- Payment of the semester fee.

You also apply for university enrolment online through doc-in:

- Open the doc-in start page on https://www.uni-jena.de/doc-in
  Click on ‘Login’ on the menu and enter your login details.

- Select the option ‘Enrolment’. On the following pages doc-in will take you through the application process step by step.

- Print the completed application form.

- Hand in the signed application form, together with the other documents needed to:

Doctoral candidates who are German nationals:
Graduate Academy
Friedrich Schiller University Jena
Johannisstraße 13
07743 Jena

International doctoral candidates:
International Office
Friedrich Schiller University Jena
University main building, room 18
Fürstengraben 1
07743 Jena
The following documents should be enclosed with the application form:

**German doctoral candidates:**

- Copy of your university degree certificate and your ‘Diplom’,
- Photocopy of your letter of admission as a doctoral candidate by the faculty (to be requested from the Dean’s Office),
- Proof of payment of semester fee (photocopy of bank statement),
- CV in tabular form,
- Photocopy of your personal ID card,
- Passport photograph, necessary for obtaining your Thoska (Thuringian student card), (section 2.5)
- If applicable, a photocopied confirmation of your scholarship or of your employment contract,
- Photocopy of your health insurance certificate (if you are at a job where your employer pays your health insurance, a copy of your current employment contract will suffice),
- Photocopy of the statement of removal from the register of students (Exmatrikulationsbescheinigung)

German nationals with questions on enrolment are kindly asked to contact the GA. International doctoral candidates should instead contact the International Office.

**Graduierten-Akademie**
**Contact:**
**Matthias Jakob**
Phone: +49 3641 930406
E-mail: doc-in@uni-jena.de
Internet: www.ga-welcome.uni-jena.de/Getting+Started

**Internationales Büro**
**Contact:**
**Dr. Britta Salheiser**
Phone: +49 3641 931166
E-mail: britta.salheiser@uni-jena.de
Internet: www.uni-jena.de/international

Please note the office hours!

**International doctoral candidates:**

- Officially certified copies of all your university degree certificates (e.g. Bachelor’s degree, Master’s degree) and Transcripts,
- Officially certified copy of the German or English translation of your university degree certificates, (If the original was in a language other than German or English)
- Photocopy of the letter of admission as a doctoral candidate by the faculty (to be requested from the Dean’s Office).
- Proof of payment of semester fee (photocopy of bank statement),
- CV in tabular form,
- Photocopy of your personal ID card or passport and of visa,
- Brief working plan and timetable for the completion of your doctoral project
- Passport photograph, necessary for obtaining your Thoska (Thuringian student card), (section 2.5)
- Photocopied confirmation of your scholarship or of your employment contract,
- Photocopy of your health insurance policy (please note instructions from the International Office)
- Statement of removal from the register of students (if you have previously been enrolled at a German university)

**International doctoral candidates**
Enrolment is possible at any time. An international doctoral candidate who has not yet received his or her admission letter from the faculty, but who has submitted the application to the relevant faculty for admission as a doctoral candidate can enrol with the International Office as a guest student (‘preparation for a doctorate’) for a maximum of one semester.
Payment of the semester fee
The Winter Semester fee for 2013 includes:

- 50,00 EUR Contribution to the Studentenwerk
- 70,00 EUR Semester ticket (Valid for free and unlimited use of the Jena and Thuringian public transportation system)
- 44,90 EUR Train ticket (Valid for free and unlimited use of local trains in Thuringia)
- 7,00 EUR Student contribution

Total: 171,90 EUR

You have to pay a one-time fee of 20,00 EUR to activate your Thoska chip card.

New enrollees:
To order to enrol for your first semester at FSU please transfer the total semester fee in the amount of 191,90 EUR to:

Friedrich-Schiller-Universität Jena
Bank account number: 830 015 03
Bankleitzahl (from a German bank account): 820 000 00
Deutsche Bundesbank Erfurt
Reason for Payment: 121-NEU-799 [Name of candidate]

For transfer from banks outside of Germany please use the following account information:

IBAN DE0982000000083001503
BIC MARKDEF1820

In order to enrol, you will have to prove that you paid the semester fee. You need a copy of the statement of your account statement, or an official document from a bank stating that you paid the semester fee in cash. Please note that no other documents or receipts will be accepted.

Already enrolled as a doctoral candidate at FSU?
You will receive a letter from the University with information about how to enrol for future semesters (’Rückmeldung’) and how to transfer the semester fee. Please make sure that the 'Reason for Payment' (see above) is correct.

If you have any questions about transferring the semester fee please contact the Graduate Academy.

2.5 Thoska

The Thuringian university student card, or Thoska, is a multifunction campus card, which allows you to identify yourself as a doctoral candidate of FSU, use the library, photocopy or scan documents, and pay by card in the canteens and cafeterias.

For enrolled doctoral candidates, the Thoska also acts as a pass ('Semesterticket') for free travel on public transport in Jena, as well as on regional rail services throughout Thuringia. Travel information, prices and timetables are available at:

Internet: www.jenah.de (Buses and trams in Jena)
Internet: www.bahn.de (German railways – Deutsche Bahn)

This is how to get your Thoska:

- Enrolled doctoral candidates
  You will receive your Thoska after enrolling. You will find a form for the Thoska on the application for enrolment. Do not forget to include a passport photograph.

- FSU employees
  After your employment contract has been finalised you can apply for a staff Thoska.

- Candidates who are neither employees nor enrolled
  If you are not an FSU employee and you do not want to enrol you can also apply for a Thoska.

For further questions about the Thoska you are welcome to contact the Graduate Academy. You can find all forms and further information on our website.

Contact:
Matthias Jakob
Phone: +49 3641 930406
E-mail: doc-in@uni-jena.de
Internet: www.ga>Welcome.uni-jena.de/Getting>Started
2.6 University Computer Centre/
E-mail address

The University Computer Centre (Universitätsrechenzentrum – URZ) makes its services available to all students, employees, and guests of the University. It offers a wide range of services, including programming environments, statistics calculators, mathematics routines, graphics programs, standard word-processing programs, and other software. The computer centre also maintains a multimedia centre on campus (Ernst-Abbe-Platz 4 and 8) with additional PC pools, seminar rooms and an audio language lab. There is also a multimedia room where lectures can be both broadcast to and received from other universities. In order to use URZ services you will need a user name and password. You can sign up for a user name and login credentials, which gives you an email account and internet access, either in person or online at the URZ.

This is how you set up your user account:

• **Academic staff**
  Request your user account at the URZ, Am Johannisfriedhof 2, Room E027. If you have previously studied at FSU Jena, you can keep your existing account. Contact customer service at the URZ by telephone or e-mail.

• **Enrolled doctoral candidates and applicants for enrolment**
  Following enrolment you will automatically be given your login details.

• **Candidates who are neither employees nor enrolled**
  If you have been accepted as a doctoral candidate by one of the faculties and are registered in doc-in, you can apply to use the computer services as a guest.

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If you cannot apply in person at the URZ, mail a photocopy of your ID card or passport with your application and give the URZ your personal e-mail address so that they can send you the details you need to register yourself. The application must bear a signature from an FSU institute; this may be your supervisor’s institute, your graduate school, or the Graduate Academy.

Extensive information about acquiring an e-mail address and applying to be a guest user is available for download on the GA website, as well as the URZ’s website.

<table>
<thead>
<tr>
<th>Contact: University Computer Centre Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Am Johannisfriedhof 2/room E027</td>
</tr>
<tr>
<td>07743 Jena</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:operator@uni-jena.de">operator@uni-jena.de</a></td>
</tr>
<tr>
<td>Phone: +49 3641 940533</td>
</tr>
<tr>
<td>Internet: <a href="http://www.uni-jena.de/URZ">www.uni-jena.de/URZ</a></td>
</tr>
</tbody>
</table>

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☑ Do not forget your:

☐ Personal ID card or passport
2.7 University and State Library

Doctoral candidates of the FSU can borrow material from all sections of the Thuringian University and State Library (Thüringer Universitäts- und Landesbibliothek – ThULB). The library contains more than four million items, including papers, journals and complete texts of academic interest in electronic form. Doctoral candidates enjoy more extensive borrowing privileges than students. In order to obtain your ThULB borrowing authorisation, you must report to central lending in the main library building (Bibliotheksplatz 2).

✅ Do not forget:

- Your Thoska
- Proof of main residence or current residence: This can take the form of either a personal ID card or passport, in combination with your registration document from the Jena citizens' service (Bürgerservice).

After registering you can use all the databases in the database information system DBIS (Datenbank-Infosystem). In order to make full use of the ThULB’s electronic services outside of the library, or through your own laptop or computer, you also need your user name and password for the University Computer Centre.

The appropriate specialist staff of the ThULB will help you with any questions relating to academic subjects.

Are you also interested in ordering materials from other libraries in Germany? Go to the multimedia area on the first floor of the main library building. If you present your charged-up Thoska, you can obtain external borrowing rights and set up an online external loan account.

Guided tours of the library take place at the beginning of each semester (in the introductory week or during the first week of lectures). You can register for a tour in the main library building.

For further information about the ThULB, go to our website or that of the University library.

Internet: www.thulb.uni-jena.de

2.8 Insurances

Health insurance
Unlike undergraduates, doctoral candidates are not automatically members of the public health insurance system in Germany. Depending on how your doctorate is funded, there are various health insurance options.

- **Academic employees** are automatically enrolled in the German public health insurance system. Health insurance contributions are automatically deducted from one’s salary.

- **Doctoral candidates with scholarships or other types of funding** can opt to subscribe to public health insurance or take out a private health insurance policy.

- **Doctoral candidates with a limited taxable income** of under 450 EUR a month can be insured through their spouse’s family health insurance plan, as long as their spouse earns an income which is liable for social security contributions and has public health insurance.

To enrol as a doctoral candidate (Section 2.4) you need a document proving that you have health insurance (Versiche rungsbescheinigung), which can be provided by any public health insurance provider in Jena, regardless of whether you have opted for public or private health insurance.
International doctoral candidates
The immigration authorities require that you provide evidence of having adequate health insurance in Germany before you can obtain a residence permit. Please note that you must have insurance coverage from your first day in Germany. For stays in Germany involving a national visa and a residence permit, you must have comprehensive health coverage. Health insurance policies, in this case, must at least cover costs incurred at the doctor’s and in the hospital in the case of acute illness and accidents that take place in Germany.

There are reciprocal agreements with regard to social security with EU countries, as well as with some other states. Doctoral candidates from these countries, who are already insured in their home country, are eligible for equal treatment by state health services upon presentation of the European Health Insurance Card (EHIC).

On our website you can find comprehensive information about health insurance in Germany, as well as lists of the public health insurance funds and private health insurers in Germany. An information sheet for international doctoral candidates explains how the health insurance system in Germany works.

Please check if your scholarship already includes health insurance (e.g. DAAD).

Personal liability insurance
The legal situation regarding insurance varies according to whether doctoral candidates are employees of FSU Jena or scholarship holders, as well as whether or not they are enrolled at the University. For comprehensive details, see our online informational leaflets. As a general rule, we strongly recommend that you take out personal liability insurance. This insurance covers damage to people or objects as a result of your personal actions.

International doctoral candidates
Please find out whether you have personal liability insurance in your home country, which is also valid in Germany.

Accident insurance
Once again, the legal situation depends on the precise status of the doctoral candidate.

Enrolled doctoral candidates and academic employees are insured under statutory accident insurance in the immediate sphere of influence of the University or on the way there. Enrolled doctoral candidates also have accident insurance courtesy of the Thuringian Studentenwerk, which covers them during their leisure time. Information on the extent of insurance coverage can be found on our online informational leaflets.

Every doctoral candidate is responsible for clarifying their own insurance situation, considering their personal insurance needs, and taking out additional private insurance policies as necessary.

Doctoral candidates with families
Please also verify the insurance coverage of the other members of your family.

Contact:
Franziska Höring
Phone: +49 3641 930403
E-mail: graduierten.akademie@uni-jena.de
Internet: www.ga-welcome.uni-jena.de/Getting+Started

International doctoral candidates
On our website we have posted a brochure put out by the Jena town council listing doctors and physiotherapists in Jena who speak foreign languages. 
Internet: http://www.ga-welcome.uni-jena.de/en/Getting+Started/Insurances-p-82.html
ADVICE and SUPPORT for doctoral candidates at FSU Jena

As well as academic training, GA and FSU offer doctoral candidates a wide variety of training, advising, and networking opportunities. This section lists a series of organisations which can give you advice and practical help.

Alongside your supervisors and your doctoral programme, your first port of call is the Graduate Academy “Zur Rosen – House for Young Researchers”. This House is the central point of contact for young researchers at Friedrich Schiller University. Doctoral candidates and postdocs will find services, consulting and training opportunities, as well as space for interdisciplinary exchange, networking, and advocacy – all under one roof!

### 3.1 Graduate Academy (GA) services

The Graduate Academy of FSU Jena was set up to ensure that you enjoy the best possible conditions for completing your research and gaining your academic and professional qualifications. As a Vice-Recoran, the GA is part of to the highest level of the University’s administration and is responsible for doctoral candidates of all faculties. It also sees itself as an umbrella organisation for all of the FSU’s structured doctoral programmes.

The GA offers its doctoral candidates a wide range of services, including general advice on doctoral programmes, dealing with scholarship administration, and managing the doctoral administration programme doc-in, as discussed in Section 1.4 and 2.

If you need help, make an appointment to see one of our advisors. You will find an overview of the contact people at the Graduate Academy and our office hours on our website.

Internet: [www.ga-welcome.uni-jena.de](http://www.ga-welcome.uni-jena.de)
3.1.1 General PhD consultation at the GA

The GA offers general advice on PhD opportunities at the FSU for all doctoral candidates and for those planning a doctorate. If you have questions or problems that cannot be solved within your doctoral programme or with your supervisor you are also welcome to contact the Graduate Academy. We will be happy to advise you by E-Mail/phone or make a date for a personal consultation.

Contact:
Dr Gunda Huskobla
Phone: +49 3641 930404
E-mail: ga-studienprogramm@uni-jena.de
Internet:
www.ga-welcome.uni-jena.de/en/Advice+and+support

3.1.2 GA study programme

The GA would like to prepare you for your future responsibilities in academia, your professional life, and society. We offer a cross-disciplinary programme of courses and events designed specifically for doctoral candidates. This programme has been designed to support you in your research and offer you additional training opportunities. The programme is open to all doctoral candidates and postdocs of FSU Jena.

GA study programme – subject areas

1. Academic Skills
- Core Research Theme Series
- Research Methods
- Scientist in Residence

2. Transferable Skills
- Management and Organisation (incl. teamwork)
- Communication, Presentation, and the Media
- Career Planning
- Women in Academia
- Teaching qualification

3. Languages
- German as a Foreign Language
- English

Details of course contents and dates this semester and how to register can be found in our study programme brochure.

Contact:
Dr Gunda Huskobla
Phone: +49 3641 930404
E-mail: ga-studienprogramm@uni-jena.de
Internet:
www.ga-welcome.uni-jena.de/en/Advice+and+support
3.1.3 Qualification in academic teaching

The Graduate Academy supports doctoral candidates and postdocs in acquiring teaching qualifications. According to your individual requirements, you can choose between several offers of the university institution LehreLernen:

- LehreLernen Compact
- LehreLernen Basic
- LehreLernen Advanced

Upon successful completion of the programme, all participants will receive a certificate. In addition to the certificate courses, young researchers may also participate in further workshops and seminars of LehreLernen.

Contact:
Dr Matthias Schwarzkopf
Phone: +49 3641 931090
E-Mail: lehrelernen@uni-jena.de
Internet: http://www.lehrelernen.uni-jena.de/

3.1.4 Centre for Advanced Methods Training (CAMT)

At the Centre for Advanced Methods Training (CAMT), you will find a strategic partner for all your methodological questions. CAMT regularly offers a series of workshops relevant to research as well as expert advice on research design and data analysis.

Contact:
Dr Friedrich Funke
Phone: +49 3641 930407
E-mail: ga-studienprogramm@uni-jena.de
Internet: www.ga-welcome.uni-jena.de/en/Advice+and+support

3.1.5 International matters

The GA supports international doctoral candidates and their supervisors, both in preparing for their move to Germany and during their time here. Section 4 has more information on this subject.

If you plan to spend some time doing research in another country during your doctoral programme, you can obtain information on partner universities from the International Office.

Binational doctorates
For a few years now it has been possible to obtain a doctorate simultaneously from a German university and a university in another country. This kind of binational PhD is known as a ‘joint’ or ‘Cotutelle’ doctorate. It is awarded on the basis of a single research project and is thus a degree awarded jointly by two universities. One supervisor in each country monitors and is responsible for the work of such doctoral candidates. Each case is managed on an individual basis, with a contract agreed upon by both universities. We would be happy to advise you about the procedures involved in jointly-awarded doctorates.

Contact:
Anni Steinhagen
Phone: +49 3641 930408
E-mail: ga-international@uni-jena.de
Internet: www.ga-welcome.uni-jena.de/en/International+doctoral+candidates
3.1.6 Equal opportunities

A central goal of the University is to offer all its members equal opportunities in achieving their professional potential and in developing their career. Gender equality, in particular, is promoted by a great many structural measures relating to equal opportunities and individual support. Measures aimed at the individual level include consciousness-raising on the role of gender in society, as well as educational programmes that assist candidates in planning and advancing their careers. Doctoral candidates and postdocs with children may be eligible for scholarships bridging the period between obtaining a doctorate and gaining a postdoc position, and scholarships helping candidates to return to their doctoral studies following an interruption for family reasons. Furthermore, support is available for travel to conferences and for periods of research abroad. Funding for research projects on improving the employability of women and support for research topics relating to gender equality is also offered.

Should you experience discrimination, sexual harassment or bullying in your studies or your workplace at the University, you can seek confidential help and advice from the University’s Equal Opportunity Office, the Equal Opportunity Officer of your faculty, or the University’s central administration.

Contact:
FSU Equal Opportunities Office
Prof Dr Dorothee Haroske
Equal Opportunities Commissioner
Zwätzengasse 3
07743 Jena
Phone: +49 3641 930981
E-mail: gleichstellung@uni-jena.de
Internet: www.uni-jena.de/GSB.html

3.1.7 Combining a doctorate with a family

The concept of 'equal opportunity' implies providing working conditions for men and women that enable each individual to successfully combine family responsibilities with gaining an academic qualification. Ask in the Graduate Academy’s office for our leaflet ‘Promovieren mit Kind’ (Doing a doctorate with a child), which lists all the important contact people in this area. You are also welcome to make an appointment to get more advice.

Every November we hold an event at which doctoral candidates with children can obtain information on this subject. You can also use our mailing list to exchange experiences.

Contact:
Franziska Höring
Phone: +49 3641 930403
E-mail: graduierten.akademie@uni-jena.de
Internet: www.ga-welcome.uni-jena.de/en/Advice+and+support

We support doctoral candidates and postdocs with disabilities or chronic illnesses in meeting the special challenges they have to face in gaining their qualifications. To this end, we offer information and advice, as well as assistance in connecting with the appropriate contact persons.

Information and advice on these subjects is available at the Vice-Rectorate Wissenschaftlicher Nachwuchs und Gleichstellung (young researchers and diversity management)

Contact:
Annette Wagner-Baier
Phone: +49 3641 30399
E-mail: prgleichstellung@uni-jena.de
Internet: www.ga-welcome.uni-jena.de/en/Advice+and+support

We make every effort to ensure that all doctoral candidates can take part in our study programme. Unfortunately, not all venues at FSU are accessible to people with disabilities. If you wish to participate in the GA’s study programme, please contact us to check whether the room in question allows wheelchair access.

Contact:
Dr Gunda Huskobla
Phone: +49 3641 930404
E-mail: ga-studienprogramm@uni-jena.de

Mailing list:
https://lc03.rz.uni-jena.de/mailman/listinfo/phd-mit-kind
3.1.8 House for young researchers

The house serves as a single point of contact for doctoral candidates and postdocs: On the ground floor, an information point will be established as a central drop-in centre for young scientists. The courses of the study program will mainly be held in the auditorium and the timbered room on the first floor. On the second and top floor you find the office of the Graduate Academy.

The bar-room on the ground floor, the first floor as well as the top floor can also be used as meeting places and offer room for own initiatives of doctoral candidates and postdocs. Feel free to contact us with all your ideas.

Contact:
Dr Gunda Huskobla
Phone: +49 3641 930404
E-mail: graduierten.akademie@uni-jena.de

3.1.9 Conflict mediation – ombudsman

The GA has ombudsman who mediate when there are serious disputes between doctoral candidates and their supervisors. The ombudsman are two experienced academics who act independently and impartially, and who maintain the strictest confidence. They belong to different subject areas at the University:

- Prof Roland Mäusbacher (Natural Sciences, Mathematics, Computer Science)
- Prof Wolfgang Dahmen (Humanities and Social Sciences)

In the event of a dispute, please contact Dr Jörg Neumann. He supports the work of the ombudsman in the GA office and will pass on your request.

Contact:
Dr Jörg Neumann
Phone: +49 3641 930405
E-mail: graduierten.post@uni-jena.de

3.1.10 Festivities

Every year the GA organises a Sommerfest (summer party), to which all doctoral candidates are warmly invited. The GA also organises the University’s PhD graduation ceremony on the traditionally important Schillertag (Schiller Day) on the last Friday in June.

3.1.11 Newsletter and Facebook Website

Order our quarterly newsletter Graduierten-Post, which will give you up-to-date information on available scholarships, the study programme, prizes, initiatives by and for doctoral candidates, services, etc.

To subscribe to our newsletter, please send us an e-mail with ‘Anmeldung Graduierten-Post’ in the subject line.
E-mail: graduierten.post@uni-jena.de

The GA is also on Facebook:
https://www.facebook.com/GA.UniJena
3.2 FSU Office for Research and Transfer

The Office for Research and Transfer (Servicezentrum Forschung und Transfer) offers FSU researchers wide-ranging assistance and advice in the following areas:

- Obtaining third-party funding for your research project
- Find out appropriate technology transfer strategies for individual projects
- Ensuring legal protection for your research achievements and results
- Marketing your research
- Arranging contacts with partners in Thuringia, Germany, and Europe, with research funding bodies, associations and companies
- Organising and running fairs, events and exhibitions
- Setting up a business outside the University

See below for how to get a general overview of research funding at FSU. You will also find a list of the relevant contact people.

Contact:
FSU Office for Research and Transfer
Dr Kerstin Rötzler
Fürstengraben 1
Phone: +49 3641 931070
E-mail: kerstin.roetzler@uni-jena.de
Internet: www.sft.uni-jena.de

In one-to-one sessions, you will be given personal feedback on your academic writing method and your sample texts. For this purpose, you can use the personal consultation hour of the Head of the Schreibzentrum, Dr Peter Braun, on Wednesdays between 11 and 13 o’ clock. Individual meetings can also be arranged.

SchreibenLernen has cross-cultural expertise and also caters for international doctoral candidates. They help people from different cultures to establish a dialogue regarding their different traditions of knowledge, and to integrate those norms and styles through writing.

You will find the complete range of writing services and workshops on the Internet. These are open to all doctoral candidates and can also be booked by individual groups.

Contact:
Schreibzentrum "SchreibenLernen"
Carl-Zeiß-Platz 1 (2. Stock)
07743 Jena
Phone: +49 3641 931027
E-mail: schreibenlernen@uni-jena.de
Internet: www.schreibenlernen.uni-jena.de

Opening times:
Tue 11–13 (especially for international doctoral candidates)
Wed 11–13 and 15 –17 (especially for natural scientists)
Thu 11–13

3.3 Help with academic writing

The Graduate Academy’s study programme offers regular workshops on research, writing and publishing during doctoral studies.
Internet: www.jga.uni-jena.de/studienprogramm

3.3.1 Advice on writing

SchreibenLernen (Learn to write) – the FSU’s advisory service on writing – offers a drop-in centre for all questions concerning academic writing. Qualified writing tutors from the various disciplines will take the time to answer your questions and help you to help yourself.

3.3.2 Proofreading service

The GA organises a proofreading service for dissertations or publications in German or English by competent native speakers for a very reasonable price.

If you are interested in our proofreading service please contact the Graduate Academy by e-mail.

Contact:
Franziska Höring
Phone: +49 3641 930403
E-mail: graduerten.akademie@uni-jena.de
Internet: www.ga-welcome.uni-jena.de/en/Advice+and+support
Section 4

Information for international doctoral candidates

We would like to extend a warm welcome to all international doctoral candidates! In this section you will find all the additional information that is important for your stay in Jena.

The International Office and the Graduate Academy, as well as your supervisors, coordinators and faculty are there to support you with practical information, advice and guidance.

The International Office can advise you on all questions relating to your enrolment.

Contact:
Dr Britta Salheiser
FSU International Office
Phone: +49 3641 931166
E-mail: britta.salheiser@uni-jena.de
Internet: www.uni-jena.de/international

If you have general questions about your doctorate and your stay in Jena you are welcome to contact the Graduate Academy.

Contact:
Anni Steinhagen
Graduierten-Akademie
Phone: +49 3641 930408
E-mail: ga-international@uni-jena.de
Internet: www.ga-welcome.uni-jena.de/en/International+doctoral+candidates
4.1 Important documents

Before leaving your home country, make sure that you have all the documents that you will need in Germany:

- a valid passport
- Visa for you and accompanying family members
- Evidence of funding, e.g. confirmation of scholarship (from DAAD, foundations, etc.)
- Some passport photographs and one biometric photograph (35 x 45 mm)
- Official certified copies of your university graduation certificates or any other academic qualifications required, as well as a certified translation of these certificates into German or English
- Official certified copies of your birth certificate, marriage licence, and children’s birth certificates
- Proof of health insurance coverage in Germany (if already available) and vaccination records
- Additional insurance policies
- If applicable: statement on any medication currently required or particular illnesses
- International driving licence.

4.2 Tutor service for doctoral candidates

Starting out as a doctoral candidate in a foreign country can be difficult – there’s a lot of paperwork and things to organise. We are happy to support you in your first steps in Jena!

The Graduate Academy offers doctoral candidates and post-docs a free support service to help you organise your stay in Jena. This service is funded by the DAAD.

**Our international tutors help you with various matters:**

- Registering at the Jena foreigners’ registration office / citizens’ service
- Obtaining health and accident insurance
- Opening a bank account
- Registering at the multimedia centre (MMZ), computer centre (URZ) and library
- Finding accommodation in Jena
- Supporting non-EU students regarding visas, including accompanying them to the Ausländerbehörde (foreigners’ registration office)
- Finding the right contact person at the university
- Finding language courses or workshops on scientific methodology.

If you need a helping hand, do not hesitate to get in touch with us. Our tutors speak many languages and have an in-depth knowledge of the different faculties.

Phone: +49 3641 930408
E-mail: ga-tutor@uni-jena.de
Internet: www.ga-welcome.uni-jena.de/en/International+doctoral+candidates
4.3 Visa and travel to Germany

Before you travel to Germany, you need to find out from a German embassy or consulate what conditions you must fulfil in order to enter the country. In general, foreign nationals require a visa to enter Germany and a temporary residence permit to stay for any period of time. The rules vary according to the country of origin. You can find more details about the documents required on the website of the relevant consulate general and the German Foreign Ministry (Auswärtiges Amt).

Nationals of the European Union (EU), Switzerland and the European Economic Area (EEA)

EU nationals¹, as well as citizens of the European Economic Area (EEA)² and Switzerland do not need either a visa or a residence permit. To travel to Germany you only need your personal ID card or comparable proof of identity.³ Please consider the compulsory registration at the citizens' service within seven days. The 'freedom of movement certificate' (Freizügigkeitsbescheinigung) will be ceased from January 21st, 2013.

Nationals from other countries

To travel to Germany, citizens of countries other than EU member states, EEA member states, or Switzerland must obtain a specific type of visa according to the purpose of their stay (conferences, doctorate or paid employment). You must apply for this visa at the appropriate German embassy or consulate in your home country. A number of countries are exempted from this visa requirement under §41 Aufenthaltsverordnung (a concession under the law on the right of residence). You can find a list of these countries on the Foreign Ministry’s website and under www.ga-welcome.uni-jena.de/en/International+doctoral+candidates.

After arrival you must go to the foreigners’ registration office of the town or city where you will be living to apply for a residence permit for a particular purpose (doctorate or paid employment). For every visa you have to provide evidence of sufficient funding and health insurance.

More information about the different types of visas is provided on our website:
www.ga-welcome.uni-jena.de/en/International+doctoral+candidates

Please note: If a visa is required, you cannot enter Germany without one! Make sure that you do not apply for a tourist visa or a Schengen visa, as these only entitle you to stay for up to three months without working. This type of visa cannot be converted into a visa for the purpose of doctorate, research or work after your arrival.

Evidence of funding

Before starting your doctorate at FSU you have to satisfy the German embassy or consulate abroad as well as the immigration authorities here that you have sufficient funding. As a rule, you must provide evidence of funding when you apply for a visa, or at the latest when you apply for a temporary residence permit (this also applies to EU nationals).

There are various ways of providing evidence of funding. Written and signed confirmation can be provided by your funding body, your university in your country of origin, your parents, or other private funding providers. Some visa applicants must establish a blocked account at a German bank.

Doctoral candidates with family members

If you must like to bring your family with you to Germany, you should ensure that you have enough money to support all of them. You can obtain detailed on what constitutes adequate funding from the German consulate general in your home country. Make sure that you leave enough time to complete the visa application process for your entire family.

Your first contact point for all questions relating to entering Germany, as well as for information and contact details of German diplomatic representatives abroad is the Foreign Ministry (Auswärtiges Amt). The German mobility portal for researchers, EURAXESS, also offers extensive information, advice and job postings for those coming to and leaving Germany.

Internet: www.auswaertiges-amt.de
Internet: www.euraxess.de

¹ EU states: Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Romania, Slovakia, Slovenia, Spain, Sweden, and the UK.

² EEA states: EU states, Iceland, Liechtenstein and Norway.

³ EU citizens have to provide evidence of sufficient funding and health insurance.
Registering at the Jena citizens’ service (Bürgerservice)

Any person wishing to stay in Germany for longer than three months must register at the Jena citizens’ service within **seven days** of arrival. Only after registering is it possible to apply to the immigration authorities for a longer-term residence permit or the EU freedom of movement certificate, or to have the entry visa converted into a temporary residence permit.

**Please note:** The citizens’ service certifies copies of your documents. Costs: 2.50 EUR per document in cash. Please bring both the original and copy of the document.

Registration at Jena foreigners’ registration office (Ausländerbehörde)

Once they have registered at the University and have received their enrolment confirmation (Immatrikulationsbescheinigung), doctoral candidates who are not from the European Union or the European Economic Area have to apply for a residence permit at the Jena foreigners’ registration. You do not have to register immediately with the immigration authorities, but you must do so before your entry visa expires, or up to 90 days after arrival.

The temporary residence permit is normally valid for two years and can be extended if your doctorate progresses satisfactorily and if there is continued funding. There is a fee of **110 EUR** for your first electronic residence permit (elektronischer Aufenthaltstitel – eAT), which can be paid in cash or by debit, Visa, or Mastercard. Doctoral candidates who receive a scholarship from a public institution in Germany do not have to pay this fee.

You can find further information at:  
**Internet:** [www.ga-welcome.uni-jena.de/en/International+doctoral+candidates](http://www.ga-welcome.uni-jena.de/en/International+doctoral+candidates)

When you apply for the residence permit (eAT card) you will be told when you can collect it from the foreigners’ registration office. When collecting your eAT card, please bring the letter with the PIN for electronic passport devices that you received in the mail.
Extending your eAT (residence permit, visa)

You should apply for an extension of your visa at least six weeks before your current eAT expires. To do this, doctoral candidates enrolled at the University need a certificate confirming their active status signed by the International Office. If you have not completed your doctorate within six semesters, you must submit a letter from your supervisor to the International Office stating how long the rest of your doctorate will take to complete.

To apply for an extension, please use the yellow application form (available at the Jena foreigners’ registration office and at the GA) and make an appointment with the Jena foreigners’ registration office.

You can find information about the fees for extending your eAT (ca. 80 Euro) on our website:
Internet: [www.ga-welcome.uni-jena.de/en/International+doctoral+candidates](http://www.ga-welcome.uni-jena.de/en/International+doctoral+candidates)

Documents to provide for eAT/Visa application:

- White application form for obtaining a residence permit (forms available at foreigners’ registration office and the GA)
- Letter of admission and enrolment certificate stating subject of doctorate (original and photocopy), signed and stamped by the International Office, or contract of employment with FSU
- Doctoral candidate Thoska (Student ID card)
- Health insurance policy document (original and copy)
- 1 biometric passport photograph (35 x 45 mm)
- Passport (original and photocopy)
- Proof of funding, in the form of a document confirming a scholarship or another form of funding, or an employment contract
- Registration certificate from the foreigners’ registration office
- Proof of housing, tenancy agreement
- Any other documents needed (depending on the requirements of the foreigners’ registration office in question)

Please note: Please inform the foreigners’ registration office of any change in the institution or university with which your doctorate is affiliated, or any change in academic subject, otherwise your visa will be invalid.

Please telephone the Jena foreigners’ registration office (Ausländerbehörde) to make an appointment. The foreigners’ registration office asks you to be at the office 30 minutes before your appointment so that you will have enough time to fill in all necessary forms. Your agent there will depend on the first letter of your surname (see the telephone numbers below).

Contact:
Ausländerbehörde
Richard-Sorge-Str. 4, 07747 Jena
Phone: +49 3641 493768 (A-G und P)
493764 (H-O) 493766 (Q-Z)
Opening times:
Mon, Fri: 09:00 – 12:00
Tue, Thu: 09:00 – 12:00 and 14:00 – 18:00
4.4 Employment

If you wish to take up paid employment in Germany, for example, as an academic employee at the University, you must have the appropriate type of residence permit (visa). Every type of residence permit must show clearly whether paid employment is allowed. You can only be taken on by an employer if you are in possession of the appropriate permit. A residence permit for the purposes of employment only gives the holder the right to do the type of work explicitly stated. All Non-EU citizens are allowed to work 120 days (8 hours per day) or 240 half days (4–5 hours per day) per year without a work permit.

If you have a contract of employment, you are liable for social security deductions and subject to the tax regulations laid down in German law.

The salary that you earn through employment at the University is usually subject to tax in Germany. You can get information on this subject from the relevant tax office (Finanzamt) or from the German Finance Ministry (Bundesfinanzministerium). The tax you must pay is deducted directly from your gross salary. At the end of a calendar year you can fill in a form from the tax office to obtain an annual adjustment of income tax. In some cases, you may then receive a partial tax refund. If you stay in Germany for some years, it is recommended that you hire a tax adviser.

Employment at FSU – doctoral candidates with the status of employees

If you are employed by FSU as an academic employee in the context of your doctoral programme, you sign a contract of employment with the University. The foreigners’ registration office notes this on your temporary residence permit. You must immediately inform the foreigners’ registration office of any change in your job or the number of hours worked. Research assistant contracts do not need the permission from the foreigners’ registration office.

A residence permit for the purpose of study gives you the right to take on work that does not exceed a total of 120 whole days or 240 half days per year. Before starting any kind of job, you should always discuss it with the foreigners’ registration office.

Doctoral candidates from the European Union (EU), the European Economic Area (EEA), and Switzerland

Doctoral candidates from the EU, the EEA, and Switzerland who wish to work in Germany do not need a work permit.

There are special regulations for Romanian and Bulgarian nationals. Until 31 Dec 2013 they will be classified as doctoral candidates from countries not belonging to the above-mentioned categories, and they will thus require an EU work permit.

Application for the income tax card

International doctoral candidates employed by FSU

For your employment you need to apply within 6 weeks for a German income tax card at the tax office. The application form is stored at the GA and the tax office and it can be found online here (in German only):
https://www.elster.de/download/Antrag_LStAbzug_2013.pdf

You don’t need an appointment at the tax office. Please bring the following documents together with the application form with you:

- Certificate of Fiction (“Fiktionsbescheinigung”) from the foreigners’ registration office, if you haven’t received the EAT chip card and the 3 explanatory sheets yet
- Your passport
- Notice about your ID number of Federal Tax Office (The Citizens’ Service will request automatically, you will receive the ID number about 3 weeks later by mail)
4.5 Bank account

For a variety of reasons, it makes sense for you to have a German bank account during your stay at FSU. Your salary and scholarship are normally transferred directly to your German account, and regular expenses such as rent, telephone and electricity bills, and insurance premiums can also directly debited. We would therefore recommend that you open a checking account immediately upon your arrival. You will then receive a debit card (EC-Karte), with which you can withdraw money from cash machines and pay without cash in many shops and other businesses.

To open a bank account you need confirmation of registration from the citizens’ service and an ID, such as a passport with a valid visa. There are many different banks in Jena where you can open an account; they vary as to their range of services and their charges. Before you open an account, ask about bank charges and services, and also about the possibility of free banking for a checking account.

4.6 German language courses

As part of its study programme, the Graduate Academy offers German beginners’ courses every semester for doctoral candidates and postdocs. These courses are also open to spouses.

The FSU Language Centre (Sprachenzentrum) offers German courses at all levels. There are other organisations in Jena that run language courses.

On our website there is an overview of organisations that offer German courses to young international researchers. The levels A1 to C2 refer to the Common European Framework of Reference for Languages. If you are not sure how good your German is, you can use the Goethe Online Tests or the classification tests from Cornelsen to determine your level.

The GA will support you in finding a suitable language course.

Contact:
Dr Gunda Huskobla
Phone: +49 3641 930404
E-mail: ga-studienprogramm@uni-jena.de
Internet: www.ga-welcome.uni-jena.de/en/international-doctoral-candidates
Section 5

Living in Jena

This section gives you general information about everyday life in Jena, where you have chosen to do your doctorate.

In Jena nothing is very far away and the quality of life is high. It is possible to live in a quiet, leafy area and get to the town centre in a few minutes. Jena has a temperate climate, with warm summers and mild to cold winters. The Saale river valley and the nearby Thuringian Forest are perfect for hiking, cycling and winter sports. Jena’s central location also makes it ideal for outings to Weimar, Leipzig, Dresden, Berlin or Munich.

5.1 Living costs

The average cost of living is around 800 EURO per month for doctoral candidates in Jena. This is very reasonable compared to other German towns and cities like Frankfurt, Hamburg or Munich.

<table>
<thead>
<tr>
<th>Items</th>
<th>Living costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent incl. utilities for one room</td>
<td>250 EUR</td>
</tr>
<tr>
<td>Food</td>
<td>150 EUR</td>
</tr>
<tr>
<td>Clothes and toiletries</td>
<td>70 EUR</td>
</tr>
<tr>
<td>Public transport</td>
<td>50 EUR</td>
</tr>
<tr>
<td>Insurance</td>
<td>120 EUR</td>
</tr>
<tr>
<td>Telephone, Internet, radio and TV fees</td>
<td>50 EUR</td>
</tr>
<tr>
<td>Study materials</td>
<td>40 EUR</td>
</tr>
<tr>
<td>Other</td>
<td>70 EUR</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>800 EUR</strong></td>
</tr>
</tbody>
</table>

Source: UNICUM, living costs calculator · www.unicum.de; modified.

5.2 Dining

The canteens and cafeterias of the Studentenwerk offer hot meals, snacks, cakes, rolls, sandwiches and drinks at reasonable prices.

- Mensa Philosophenweg, Philosophenweg 20
- Mensa Ernst-Abbe-Platz, Ernst-Abbe-Platz 8
- Cafeteria UHG, Schloßgasse 1
- Cafeteria, Carl-Zeiss-Straße 3
- Cafeteria, Bibliothek Bibliotheksplatz 2
- Cafeteria Zur Rosen, Johannisstr. 13
- Pasta Basta, Ernst-Abbe-Platz 5

On the Studentenwerk website you can find opening times and current menus.

Internet: www.stw-thueringen.de
5.3 Accommodation

Allow plenty of time to find a place to live before beginning your doctoral work.

Tips on finding a flat or a room in a shared flat

The INFOtake of the Thuringian Studentenwerk helps enrolled doctoral candidates to look for accommodation.

The Studentenwerk website gives you more information on sources of advice and contact people. Please note that rooms in student residences are given first to Bachelor’s and Master’s students.

Contact:
INFOtake Jena
Ernst-Abbe-Platz 5
Phone: +49 3641 930506
E-mail: infotake-jena@stw.uni-jena.de
Internet: www.stw-thueringen.de

Opening times:
Mon to Thu 09:00 – 16:00
Fri 09:00 – 14:00

Internet
An overview of Jena estate agents and portals for finding shared flats can be found on:
Internet: www.uni-jena.de/Wohnliches.html

Local newspapers
You can find rooms in the classified ad sections of the OTZ (Ostthüringer Zeitung) and TLZ (Thüringer Landeszeitung) daily newspapers (especially on Saturdays), or in the Allgemeiner Anzeiger free newspaper (Wednesdays and Sundays).

Notice boards
There are large notice boards (‘Schwarze Bretter’ in German) where anyone can post ads free of charge. You will find these notice boards in the main University building (Universitätshauptgebäude – UHG), Fürstengraben 1; on the Carl-Zeiss-Straße campus; in the cafeteria on Ernst-Abbe-Platz; and in the cafeteria at Philosophenweg 20.

Here you can find many offers regarding rooms or flats.

Please note: Make sure that you sign a tenancy agreement with your landlord/landlady. Such an agreement should contain the name of the landlord/landlady and that of the tenant, the address, the length of the tenancy agreement and the rent (basic rent and utilities). It may also detail the rights and responsibilities of both parties. A security deposit of two or three monthly rents is common in Germany.

FSU Guesthouses for international doctoral candidates:
International doctoral candidates at FSU also have the possibility of applying for a place in one of the three guesthouses. Here, you would pay the rate that applies to members of FSU. Please put on the application form that you are a doctoral candidate at FSU and show your doctoral candidate Thoska when you hand in the form.

Am Herrenberge
• 133 flats of varying sizes with kitchenette, bathroom and balcony
• Rent: 275 EUR – 395 EUR/month

Internationales Begegnungszentrum (IBZ)
„Humboldt-Haus“
• 27 fully furnished flats, attractive garden with children’s playground, and Welcome Center
• mainly for visiting researchers with families (waitlist)
• Rent: 290 EUR – 790 EUR/month

Forstweg 26
• 25 furnished flats
• mainly for short stays by visiting professors and researchers

Further information on guest accommodation for young international researchers at FSU can be found on the website of Dezernat 4 (Department 4 – Real Estate and Property Administration) of the University.
Internet:
www.dez4.uni-jena.de/Gästeunterbringung.html
5.4 Registering your address in Jena

In Germany everyone is obliged to register their address in the town or city in which they live. However, this obligation does not apply if you are only staying for up to three months. Once you have moved into your new flat, you have seven days in which to register your address with the city administration. Please bring your personal ID card or passport (EU nationals must also bring a photocopy of their passport).

Registration in Jena is done at the citizens’ service (Bürgerservice).

Contact:
Bürgerservice
Löbdergraben 12
Phone: +49 3641 93700
E-mail: buergerservice@jena.de

Opening times:
Mon, Thu 09:00 – 19:00 Uhr
Tue, Wed, Fri 09:00 – 15:00 Uhr
Sat 09:00 – 12:30 Uhr

Don’t wait too long, make an appointment with the Bürgerbüro online.

Jena education allowance
(Ausbildungsbeihilfe der Stadt Jena)

Every doctoral candidate up to the age of 30 who is enrolled at the University and whose main residence is registered in Jena can apply for an education allowance of 2 x 60,00 EUR. You must re-apply for the allowance every six months (by 30 June and again by 31 Dec) at the INFOtake of the Studentenwerk.

Further information on Jena’s education allowance is on the INFOtake pages of the Studentenwerk website.

Contact:
INFOtake Jena
Ernst-Abbe-Platz 5
Phone: +49 3641 930506
E-mail: infotake-jena@stw.uni-jena.de
Internet: www.stw-thueringen.de

Opening times:
Mon – Thu 09:00 – 16:00
Fri 09:00 – 14:00
5.5 Internet and telephone

There are diverse suppliers to choose from for land lines, mobile phones, and internet service in Germany. We recommend that you get advice and information from the local outlets of various suppliers and compare their offers. Before signing a contract, make sure that you check the minimum length of the contract and the minimum usage.

**Emergency telephone numbers** in Germany:

- **112** Police, fire service, ambulance (Europe-wide)
- **110** Police (Germany)

There is W-LAN in all University buildings. You can obtain login details from the University computer centre. Computers with Internet access are also available in the computer centre (cf. Section 2.6).

**Internet:** [www.uni-jena.de/WLAN_FAQ](http://www.uni-jena.de/WLAN_FAQ)

In addition, there is free Internet access Monday to Friday from 11:00 to 19:00 in the International Centre (Haus auf der Mauer, Am Johannisplatz 26).

**Radio and Television fees**

Public television and radio is funded by fees in Germany. If you possess a radio, a television, and/or any device that can access the Internet, you need to register it and pay a fee.

The fee is currently 17.98 EUR per month and per apartment (even if more than one person lives in the apartment or there is more than one device). If you have a limited income, there is the possibility of exemption from the fees.

Forms to register and further information (in German) can be found on the internet.

**Internet:** [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)

5.6 Leisure and culture

In order to stay fresh and creative in your doctoral research, you will need to periodically recharge your batteries. Jena offers a wide range of leisure pursuits and a lively cultural scene. Have a look round the Botanical Gardens, go to a concert by the Jenaer Philharmonie (Jena Philharmonic Orchestra); visit Imaginata (a hands-on science and technology centre) or the Zeiss Planetarium. Outstanding annual events include the cellul’art short film festival in May, the University’s Sommerfest (summer party) in June, the Kultura rena series of concerts and films in July and August, and the Lange Nacht der Wissenschaften (Long Night of Science) in November. If you would like to take part in the cultural life of Jena, you should check the town event calendar regularly.

You should on no account miss the Graduate Academy’s Sommerfest, which takes place in May each year. A big highlight is the Science Slam!

Every year on the last Friday in June are the Schillertag (Schiller Day) festivities, FSU’s doctoral graduation ceremony and the traditional University Sommerfest in the Griesbacht garden and the Botanical Gardens. You can buy tickets for the University Sommerfest in the Uni-Shop, among other places. In the town museum (Stadtmuseum) on the Market Square you can learn about the history of Jena or look round one of the temporary exhibitions. A visit to the Romantikerhaus or Schiller’s Garden House will take you back to Jena at the time of classical Weimar or the early Romantic period.
Information about Jena, as well as links and information on cultural organisations and events are available on Jena’s town home page. Internet: www.jena.de
Do you sing or play an instrument, or are you keen on sport? On the Internet you can find information about music groups and athletic courses at FSU Jena. At the start of each semester the brochure listing all of the current activities and how to sign up for them is distributed throughout the University.
Internet: www.hochschulsport.uni-jena.de
(Register at the start of the semester)
Internet: www.musik.uni-jena.de

International doctoral candidates
The International Office and the intercultural students’ programme offers an extensive programme of leisure activities for international students and doctoral candidates. Through these organisations you can find trips lasting a day, a weekend or several days, as well as get-togethers in the international centre “Haus auf der Mauer” to help you meet people. Other international groups in Jena that organise outings, information sessions, cultural events, and much more include:
• Int.Ro, e.g. language-tandem (www.introseite.de)
• Internationales Centrum
  (www.internationales-centrum-jena.de)
• Erasmus Student Network Jena
  (http://jena.esngermany.org/)
• Stammtische (regular meetings of interest groups)
  (Notices posted on the information board next to the International Office, Room 18, University main building)
• studentische Hochschulgruppen (University student groups) (www.uni-jena.de/Stud__Hochschulgruppen.html)
The International Students network of the International Office provides regular information about intercultural events, job advertisements and outings in and around Jena.
Internet: http://de.groups.yahoo.com/group/jena_international_students

5.7 Everyday questions and problems
If you have any questions, you are very welcome at the Graduate Academy, where we will help you to find the right contact person.

The Thuringian Studentenwerk offers all enrolled doctoral candidates of FSU anonymous social and counselling free of charge, as well as legal advice (in English if need be).

You can find all contacts and information on the Studentenwerk website:
www.stw-thueringen.de/deutsch/beratung/index.html
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<td>Richard-Sorge-Str.4</td>
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<td>Beutenberg-Campus</td>
<td>Hans-Knöll-Str.1</td>
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<td>Kahlaische Str. 1</td>
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<td>Internationales Büro (International Office)</td>
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<td>Ernst-Abbe-Platz 8</td>
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