

# The interdisciplinary Graduate School of the Faculty NT

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Saarbrücken, May 14th 2019

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Participation, Enrolment, Funding





## Motivation:

### Why participate at the Graduate School?

The job market has an increasing demand for additional qualifications such as project management and communication, special methodological skills, interdisciplinary work etc. on top of the academic qualification.

- The Graduate School Certificate keeps record of your willingness to continue your education.
- Over the course of your PhD studies you benefit from the expertise you gain during interdisciplinary work such as your presentation at the PhD day (Doktorandentag).



## Who can participate?

- All the PhD students, who are in our doctorate list.  
*Please consider: the participation period at the Graduate School has to be at least 12 months.*
- All the PhD students, who submit their application for an entry into the doctorate list (both applications can be submitted during the consultation hours at the dean´s office).
- Attention:  
*In order to be able to participate at the courses and gather credits, you have to be **enroled** as a PhD student at the University of Saarland (enrolment does not mean having an entry in our doctorate list).*



# Qualification agreement

For admission to the Graduate School you need to enter into a qualification agreement with your supervisor.

This agreement is at the same time the application form for the Graduate School.

You will find the application form on our homepage:

„Doctorate procedure -> Doctorate and Opening of the doctorate procedure“.

## **Performance scope at the Graduate School**

In your qualification agreement you have to specify 12 SWS you are going to collect over the course of your PhD studies. Beside collecting these 12 SWS you will participate at the PhD day and acquire knowledge on an optional field. The PhD day is mandatory and therefore not included in the above-mentioned 12 SWS.



## Attendance at lectures and seminars (1)

**The 12 SWS** can be collected at any convenient time during your PhD studies.

In the qualification agreement you and your supervisor specify which courses you are going to attend. The SWS can be distributed as follows:

- a) Lectures und colloquia, also as a tutor (min. 6, max. 10 SWS)
- b) „Softskill“-courses, e.g. GradUS-courses or language courses (min. 2, max. 6 SWS).

By participating at additional courses you can develop for example your basic knowledge on another subject field.

Furthermore you can add methodical competences to your PhD studies.



## Attendance at lectures and seminars (2)

Attendance at (and recognition of) other courses is also possible; external courses can also be recognised on a case-by-case basis.

Furthermore, holding lectures can also count (max. 4 SWS).

**For your application for the Graduate School, please therefore discuss with your supervisor which courses are best suitable for you.**

Please consider that courses, which you already successfully completed during your Bachelor or Master studies cannot be recognised.



## Participation certificates

In order to obtain the Graduate School Certificate you have to provide the dean´s office with evidence that you attended all the courses specified in the qualification agreement (participation certificates). There is no template for the participation certificates, therefore you should talk with each lecturer about the requirements and the form of the evidence you obtain before the course begins.

The dean´s office only requires a participation certificate from each lecturer, stating that you attended the course. Taking the final exam in the course is not necessary, unless the your supervisor has her/his own requirements.

The duration of each course should be stated in each certificate (hours or SWS) for a detailed description of your performance.



## Determination of the Workload

To measure a performance at the Graduate School, we use **only SWS**. If your participation certificate doesn't contain SWS, the presence time at a course is relevant.

The participation certificates at other courses (for example GradUS) contain astronomical hours. To calculate the SWS, take the presence time and divide it by the amount of semester weeks (15).

1 SWS = 15 hours participation time at a course.

At conferences only the participation at workshops can be recognized. Therefore, please, provide us with the exact amount of time you spent at a conference workshop.

If you cannot provide us with a schedule, we can still recognize your participation as an optional performance (see slide Nr. 10).





## Participation at PhD days

Each year the Faculty arranges a PhD day. During the PhD day, the PhD students present their research topics as a poster session in the assembly hall (Aula). All Departments of the Faculty NT take part.

**Members of the Graduate School have to participate at least at one PhD day with a poster.**

After a discussion among the participants at the end of the PhD day, the best posters will be awarded.



## Participation at conferences and/or research visits abroad

Optionally you can agree with your supervisor to stay abroad for research purposes and an active participation at conferences and meetings.

In the Graduate School Certificate, there is also the possibility of listing all research visits and conferences, which were not planned at the time of the application's submission. However the PhD students are required to submit confirmation letters of the hosting institution respectively information about the conference including the own poster session or speech).



## Possibility of funding during your participation at the Graduate School (1)

Members of the Graduate School are eligible for **funding to participate at relevant conferences and meetings** in case they have been members for at least 10 or more months at the Graduate School.

### Eligibility criteria:

- Proof that the PhD students are giving a talk at the conference or are presenting a poster,
- Evidence for at least 4 SWS at lectures and/or soft skill courses, which they participated in during the Graduate School membership (evidence for at least 4 more SWS if a second funding is being sought),
- Submission of the application at least two months prior to beginning of the conference/departure.

You will find the documents you are expected to submit in the Guidelines on the subsidies on our homepage.



## Funding during your participation at the Graduate School (2)

During the PhD studies, a maximum of two conferences or meetings per person, each with a maximum of € 1,000, can be funded.

A maximum of € 1,000 will be distributed per working group and year.

Conference fees and travel expenses (train journey 2nd class or flight economy class [the lower price is relevant]) as well as accommodation costs are financed.

Meals and daily allowance will not be covered.

An application for funding is only possible as long as the evaluation and examination phase has not been initiated.



# The Graduate School Certificate

After a successfully completed PhD study, you obtain the Graduate School Certificate (hereinafter the „certificate“), which documents your additional qualifications and your participation at the Graduate School.

## **How does it work?**

During your PhD studies you meet the requirements documented in the qualification agreement and collect the corresponding evidence.


In order to receive the certificate, please submit the evidence for all the requirements you met to the dean´s office.

After a successfully completed PhD study, you receive the certificate together with your PhD certificate.

Please be informed that it is only possible to certify the fulfilment of all the requirements met in the qualification agreement. A Graduate School Certificate will not be issued in case of a partial fulfillment of the requirements.



GRADUIERTENSCHULE DER NATURWISSENSCHAFTLICH-TECHNISCHEN FAKULTÄT  
DER UNIVERSITÄT DES SAARLANDES



ZERTIFIKAT

**Dr. Irene Mustermann**

hat im Rahmen ihrer Promotion an der Naturwissenschaftlich-Technischen Fakultät folgende Leistungen in der Graduiertenschule der Fakultät erbracht:

1. Teilnahme an Lehrveranstaltungen zur wissenschaftlichen Weiterbildung im Umfang von ... SWS
- 2.
- 3.

Saarbrücken, den  
Dekan Naturwissenschaftlich-Technische Fakultät

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## The certificate – a sample

- > page 1: a general attestation of your performance.
- > page 2: your courses and further activities in detail.