

# Guide for Doctoral Candidates



MARTIN-LUTHER-UNIVERSITÄT  
HALLE-WITTENBERG

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**Guide for Doctoral Candidates at  
Martin Luther University Halle-Wittenberg**



**MARTIN-LUTHER  
UNIVERSITÄT  
HALLE-WITTENBERG**



*Photo: Marcus Scholz*



*Prof. Dr. Wolfgang Paul,  
Prorector for Research  
Photo: Michael Deutsch*

# Foreword

Dear doctoral candidates,

I would like to cordially welcome you as Pro-rector for Research at Martin Luther University Halle-Wittenberg. A doctorate means primarily research and our university offers you very good conditions in a broad spectrum of topics in the humanities, social sciences, natural sciences and medicine.

You will now begin a part of your scientific career in which you will develop a high degree of personal responsibility and independence in order to advance research in your field and generate new knowledge. By presenting and discussing your new findings in publications and at conferences, you also contribute to the good scientific reputation of our university in Germany and abroad, true to the motto „Creating knowledge since 1502.“

A particular advantage of Halle is certainly the large number of non-university research institutions located in the immediate vicinity of our university. Our university itself also offers the advantage of these “short distances”. The centrally located university square is one of the most beautiful in Europe and one of the most traditional in Halle. The new Steintor Campus is home to many humanities and social science institutes, and the Francke Foundations (“Franckesche Stiftungen”) in Halle are home to the educational sciences and theology. Institutes of natural sciences

of our university are concentrated on the Weinberg/Heide Campus in the north-west of Halle in the vicinity of five non-university research institutes and the Weinberg-Campus Technology Park.

This brochure is intended to help you find your way to a doctorate. It contains interesting facts and useful information in a compact form, so that you are comprehensively informed right from the start and also know during and after the completion of your doctorate what needs to be considered, what possibilities you have and who your contact persons are if you have specific questions or problems.

I wish you a good start for your research and an exciting and successful path to your doctorate at our university.

Yours sincerely,

Wolfgang Paul  
Prorector for Research

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# The academic milieu of Halle

## Martin Luther University Halle-Wittenberg

As the largest and oldest university in Saxony-Anhalt, the modern Martin Luther University Halle-Wittenberg (MLU) was created from the merging of the University of Wittenberg, founded in 1502, and the Friedrich University of Halle, founded in 1694. Today, MLU is home to around 20,000 students and 363 professors.

MLU collaborates with the universities in Jena and Leipzig within a University network, and maintains a variety of relationships with research institutes outside the university and with the local economy, both within the city and in the Weinberg Campus Technology Park. The close collaboration with locally based

companies and partners of the major German research institutions, such as the Max Planck Society and the Fraunhofer Society, as well as the Leibniz Association and the Helmholtz Association, which also are geographically close, has become an advantage for doctoral candidates.

Internationally, MLU is part of an extensive network of partner universities, working together with over 200 universities all over the world in study programmes and joint research projects.



**UNIBUND**  
Halle – Jena – Leipzig

## Data, facts and figures: MLU at a glance

(as of 31.10.2019)

### University

Professorships: 363

Junior professorships: 14

Employees (not including assistants): 2.482

Trainees: 46

Externally-funded employees: 590

Students (including Medicine): 20.096

of which international students: 1.723

Degree programmes: 259

### University Hospital and Faculty of Medicine

Facilities (clinics, institutes, other): 99

Beds: 1.000

University Hospital employees: 3.431 and 291 trainees

Faculty of Medicine employees: 635

Externally-funded employees of the Faculty of Medicine: 156

### State grant in 2019 for research and teaching

University (not including the Faculty of Medicine): €155.8 million

Faculty of Medicine: €60.2 million

## Faculties

### Faculty of Theology

Dean: Prof. Dr. Daniel Cyranka

Franckeplatz 1, Haus 30

D-06110 Halle (Saale)

dekan@theologie.uni-halle.de

phone +49 345 55 23001

[www.theologie.uni-halle.de](http://www.theologie.uni-halle.de)

### Faculty of Law, Economics and Business

Dean: Prof. Dr. Henning Rosenau

Universitätsplatz 10 a

Große Steinstraße 73

D-06108 Halle (Saale)

dekan@jurawiwi.uni-halle.de

phone +49 345 55 23301

[www.jurawiwi.uni-halle.de](http://www.jurawiwi.uni-halle.de)

### **Faculty of Medicine**

Dean: Prof. Dr. Michael Gekle  
Magdeburger Straße 8  
D-06108 Halle (Saale)  
dekan@medizin.uni-halle.de  
phone +49 345 557 1893

[www.medicin.uni-halle.de/index.php?id=788](http://www.medicin.uni-halle.de/index.php?id=788)

### **Faculty of Philosophy I**

Social Sciences and  
Historical Cultural Sciences  
Dean: Prof. Dr. Petra Dobner  
Emil-Abderhalden-Straße 6  
D-06108 Halle (Saale)  
dekan@philfak1.uni-halle.de  
phone +49 345 55 24203

[www.philfak1.uni-halle.de](http://www.philfak1.uni-halle.de)

### **Faculty of Philosophy II**

Philology, Communications  
and Music Sciences  
Dean: Prof. Dr. Robert Fajen  
Universitätsring 4  
D-06108 Halle (Saale)  
dekan@philfak2.uni-halle.de  
phone +49 345 55 23501

[www.philfak2.uni-halle.de](http://www.philfak2.uni-halle.de)

### **Faculty of Philosophy III**

Educational Sciences  
Dean: Prof. Dr. Torsten Fritzlar  
Franckeplatz 1, Haus 3  
D-06110 Halle (Saale)  
dekan@philfak3.uni-halle.de  
phone +49 345 55 23871

[www.philfak3.uni-halle.de](http://www.philfak3.uni-halle.de)

### **Faculty of Natural Sciences I**

Biochemistry/Biotechnology,  
Biology, Pharmacy  
Dean: Prof. Dr. Dietrich Nies  
Kurt-Mothes-Str. 3  
D-06120 Halle (Saale)  
dekanat@natfak1.uni-halle.de  
phone +49 345 55 25072

[www.natfak1.uni-halle.de](http://www.natfak1.uni-halle.de)

### **Faculty of Natural Sciences II**

Chemistry, Physics and Mathematics  
Dean: Prof. Dr. Wolfgang Binder  
Von-Danckelmann-Platz 3  
D-06120 Halle (Saale)  
dekan@natfak2.uni-halle.de  
phone +49 345 55 25500

[www.natfak2.uni-halle.de](http://www.natfak2.uni-halle.de)

### **Faculty of Natural Sciences III**

Agricultural and Nutritional Sciences,  
Geosciences and Computer Science  
Dean: Prof. Dr. Matthias Müller-Hannemann  
Karl-Freiherr-von-Fritsch-Str. 2  
D-06120 Halle (Saale)  
dekan@natfak3.uni-halle.de  
phone +49 345 55 26000  
fax +49 345 55 27142

[www.natfak3.uni-halle.de](http://www.natfak3.uni-halle.de)

## Core research areas

MLU offers a broad range of subject areas, ranging from humanities, social sciences and theology, through natural and life sciences to economics and law. The core research areas are:

- Material sciences – nanostructured materials
- Biological sciences – macromolecular structures and biological information processing
- Enlightenment – Religion – Knowledge
- Society and Culture in Motion.  
Diffusion – Experiment – Institution.

Other profiled research networks include, for example, plant research, interdisciplinary educational research or the field of cultural heritage.

The majority of structured doctoral programmes also operate within these research areas, which are either run by the MLU or are on the basis of joint participation of our university with other universities.

*Professor Dr. Marcel Quint  
Institute of Agricultural and Nutritional Sciences  
Photo: Markus Scholz*



## Non-university research institutes and the

## German National Academy of Sciences Leopoldina

MLU maintains close research contacts in particular with the considerable number of non-university research institutes of four major, state-funded research organisations, which also have branches in Halle: the Fraunhofer Association, the Helmholtz Association, the Leibniz Society and the Max Planck Society. However, there are close collaborative relationships beyond Halle, such as with the Leibniz Institut für Pflanzengenetik und Kulturpflanzenforschung [Leibniz Institute

for Plant Genetics and Crop Plant Research] in Gatersleben. Non-university research institutions offer outstanding conditions of employment, but have no authorisation to confer doctoral degrees. If you do a doctorate at one of these institutes, you will usually defend your thesis at our University and receive the doctoral degree from MLU (see page 35). Please find a presentation of the research institutes and the German National Academy of Sciences Leopoldina below.

### Non-university research institutes in Halle



#### Leibniz Institute of Agricultural Development in Transition Economies (IAMO)

The Leibniz Institute of Agricultural Development in Transition Economies (IAMO) analyses economic, social and political processes of change in the agricultural and food sector in rural areas. The geographic focus covers the enlarging EU, transition regions of Central, Eastern and South Eastern Europe, as well as Central and Eastern Asia.

[www.iamo.de](http://www.iamo.de)



#### Leibniz Institute of Plant Biochemistry

At the Leibniz Institute of Plant Biochemistry, an international team of scientists combines unique expertise in the chemical and biological sciences to decipher the complex processes and networks underlying the interplay between organisms and their biotic and abiotic environments. The focus lies on the analyses of plant and fungal natural products and their biological importance as well as on studying the molecular mechanisms that mediate those interactions.

[www.ipb-halle.de](http://www.ipb-halle.de)



Halle Institute for Economic Research  
Member of the Leibniz Association

### **Halle Institute for Economic Research – Member of the Leibniz Association**

IWH's tasks are economic research and science-based advising of economic policy. The institute conducts evidence-based research by combining theoretical and empirical methods. Under the guiding theme „From Transition to European Integration“, IWH places understanding of the determinants of long term growth processes at the centre of the research agenda. Long term growth processes in Germany (East and West) and in Europe can be understood only in the context of economic convergence in Europe and international integration. Ultimately, economic convergence and growth depend on an efficient (re-)allocation of resources (capital and labour) and productivity growth. Therefore, the researchers at IWH examine the determinants of capital (re-)allocation, structural change, innovation, productivity growth, and macroeconomic dynamics and stability.

[www.iwh-halle.de](http://www.iwh-halle.de)



**MAX PLANCK INSTITUTE**  
of Microstructure Physics

### **Max Planck Institute of Microstructure Physics**

Research at the Max Planck Institute of Microstructure Physics in the Experimental Departments focuses on the preparation of atomically engineered nano systems in 2 and 3 dimensions with novel electrical, magnetic, and structural properties. Highly sophisticated and worldwide unique experiments are conceived to discover new materials for cognitive, bio-inspired systems, and for applications in spintronics. Exotic materials with unusual and useful properties are explored with potential applications in energy-efficient computing and room temperature superconductivity. The Theory Department tackles current challenges from a wide range of solid-state theory. Examples are superconductivity, quantum transport, optical properties of solids, dynamics of electronic systems, strongly correlated systems, magnetic properties of nanostructures, and the development of density-functional-theory and specific procedures to calculate physical properties of solids. A high performance computer cluster is available at the institute.

[www.mpi-halle.mpg.de](http://www.mpi-halle.mpg.de)



**MAX PLANCK INSTITUTE**  
FOR SOCIAL ANTHROPOLOGY

### **Max Planck Institute for Social Anthropology**

The Max Planck Institute for Social Anthropology is one of the world's leading centres for research in socio-cultural anthropology. Common to all research projects at the Max Planck Institute is the comparative analysis of social change; it is primarily in this domain that the researchers contribute to anthropological theory, though many programmes also have applied significance and political topicality. The MPI for Social Anthropology is coordinating two International Max Planck Research Schools on "Retaliation, Mediation and Punishment" (IMPRS REMEP) and for the "Anthropology, Archaeology and History of Eurasia" (IMPRS ANARCHIE). Talented junior scientists are offered the opportunity to earn a doctorate under excellent research conditions in a structured graduate training programme.

[www.eth.mpg.de](http://www.eth.mpg.de)

 **Fraunhofer**  
IMWS

### **Fraunhofer Institute for Microstructure of Materials and Systems IMWS**

The greatest challenge facing mankind in the 21st Century is the question of sustainability in all spheres of life, especially in the efficient use of limited raw materials. The Fraunhofer Institute for Microstructure of Materials and Systems IMWS conducts applied research in the field of material efficiency and is a major driving force, innovator and problem solver for the industry and public-service clients in the fields of reliability, safety, service life and functionality of materials used in components and systems. The key competences are to be found in the fields of characterisation of materials down to the atomic scale and in material development.

[www.imws.fraunhofer.de](http://www.imws.fraunhofer.de)

## **Helmholtz Centre for Environmental Research – UFZ**

The UFZ is one of the world's leading research centres in the field of terrestrial environmental research, enjoying high social recognition. UFZ demonstrates ways in which a sustainable use of our natural resource base is possible for the benefit of both mankind and the environment.

The UFZ supports the political arena, the economy and the general public to better understand the consequences of human actions on the environment and to develop options for social decision-making processes. For this purpose, the UFZ responds to the stimuli created by society and by producing know-how and technologies that should help to rapidly identify problems comprising conflicting priorities between the environment and society. In dealing with complex environmental issues, the disciplinary borders between the natural, engineering and social sciences need to be overcome. At the UFZ in Halle there are four of the 37 Departments of the UFZ.

[www.ufz.de](http://www.ufz.de)

## **Weinberg Campus Technology Park**

Spread across 134 hectares, the Weinberg campus was founded in 1993 and is the largest technology park in central Germany. Here is where milestones can be achieved using the synergy of research, enterprise and organisation, particularly in what are known as the interdisciplinary technologies, such as bio and nano-technology, IT developments and environmental technologies. In addition to university and non-university research (of interest to the economy) more than 100 companies and institutions with around 5,500 employees have set up here to date.





National Academy of Sciences Leopoldina – National Academy of Sciences  
Photo: Thomas Ziegler, Stadt Halle (Saale)



**Leopoldina**  
Nationale Akademie  
der Wissenschaften

### **National Academy of Sciences Leopoldina**

The National Academy of Sciences Leopoldina has its headquarters in Halle. Founded in 1652, the Leopoldina is one of the oldest academies of science in the world and dedicated to the advancement of science for the benefit of humankind and to the goal of shaping a better future. With some 1,500 members, the Leopoldina brings together outstanding scientists from Germany, Austria, Switzerland and

many other countries. The Leopoldina was appointed as the German National Academy of Sciences in 2008. In this capacity, it represents the German scientific community in international committees and speaks out on social and political questions, providing a non-partisan, factual framework for discussion.

[www.leopoldina.org](http://www.leopoldina.org)



Branch Library Steintor Campus  
Photo: Michael Deutsch

# Basics to obtain a doctorate at MLU

## Introduction

The successful completion of a doctorate demonstrates the ability of doctoral candidates to conduct original independently academic research. As young academics, our University no longer regards you as students, but rather as early stage researchers. For this reason, doctoral candidates are expected to demonstrate a high level of independence and self-responsibility based on a foundation of good academic practice. Quality and originality always take precedence over quantity in the assessment of work, particularly the thesis.

Nine faculties are charged with conducting the doctoral examination procedure, each of which employs their own thesis committees. It is, therefore, possible at present to obtain a doctorate in a total of 74 doctoral subjects. The relevant requirements and procedural rules are laid down in the doctoral regulations of the faculties, and these doctoral subjects are sometimes included in the annex. You should also check these on the faculty's webpages or enquire at the responsible Dean's office.

In addition, it is especially important for international doctoral candidates to note that only the German version of the regulations and documents, including the doctoral certificate, is legally binding. The relevant faculty may make available an English-language translation of the doctoral certificate upon request.

As summer semester 2019, the faculties of MLU (not including doctorates in medicine during studies) have accepted around 2,160 doctoral candidates, of which 22 percent come from abroad (currently from nearly 90 countries). Most international doctoral candidates come from India and the People's Republic of China, followed by the Russian Federation, Poland, Iran and the Syrian Arab Republic. Around 300 doctoral projects are completed successfully at our University every year. At a central festive event at the beginning of the summer semester, all doctoral and post-doctoral candidates who have successfully completed their doctorate or habilitation in the previous year receive their certificates.

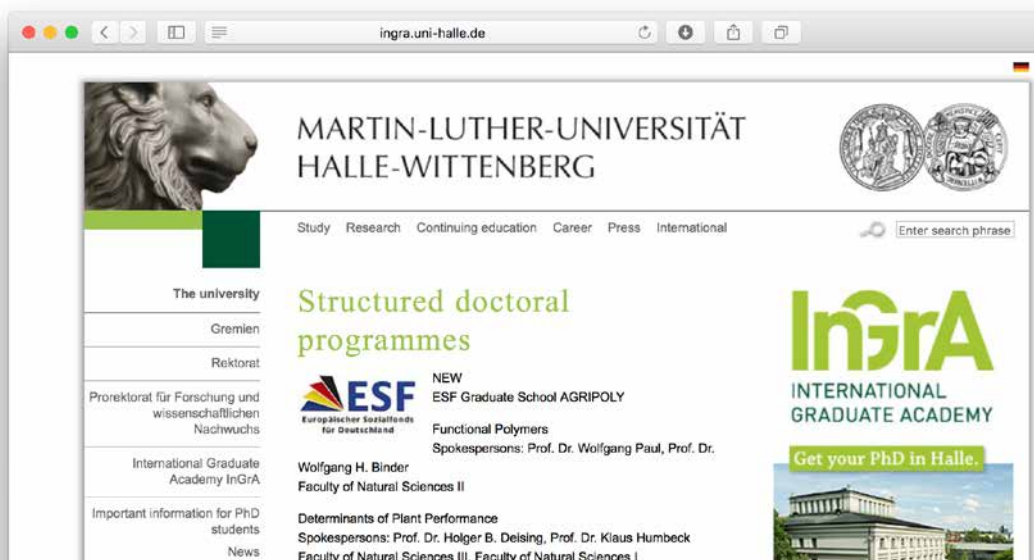
Young academics who have completed their doctorate with the highest grade „summa cum laude“ are also awarded the MLU Luther Certificate. In addition, the university prizes are awarded to particularly outstanding works.

## Options for obtaining a doctoral degree

At Martin Luther University Halle-Wittenberg, you have the option of pursuing a doctoral degree in two ways: as an individual doctoral candidate or as part of a structured doctoral programme. The individual doctorate is the traditional way of obtaining a doctorate in Germany. In the case of the individual doctorate, you conduct your research as independent as possible, under the supervision of your doctoral supervisor. The doctoral regulations at MLU also provide the option for the doctoral examination procedure to be conducted under joint supervision with a foreign institution that is authorised to award doctorates (bi-nationally supervised doctorate, or Cotutelle de thèse). You should find out, if applicable, whether the relevant conditions are available at your faculty or can be provided. For further information concerning funding options for a stay abroad within the scope of bi-nationally supervised doctorates, please refer to page 40.

The second option takes the form of participating in a structured doctoral programme according to the model of English-speaking countries. These programmes, which are often organised within a set time-limit in cooperation with other universities or non-university research institutes and predominantly funded externally, are characterised in particular by a specific qualification plan. The specific requirements and procedures are laid down in special regulations. The working language is predominantly English. Details of all structured doctoral programmes in which MLU participates can be found at:

[bit.ly/2RExrum](http://bit.ly/2RExrum)



The screenshot shows a web browser window with the URL [ingra.uni-halle.de](http://ingra.uni-halle.de). The page header features the university's name, logos, and navigation links. The main content area is titled 'Structured doctoral programmes' and includes information about the ESF Graduate School AGRIPOLY and the International Graduate Academy InGrA. A sidebar on the left lists university navigation options.

**MARTIN-LUTHER-UNIVERSITÄT HALLE-WITTENBERG**

Study Research Continuing education Career Press International

Enter search phrase

**Structured doctoral programmes**

**ESF** NEW  
Europäischer Sozialfonds für Deutschland  
ESF Graduate School AGRIPOLY

Functional Polymers  
Spokespersons: Prof. Dr. Wolfgang Paul, Prof. Dr.

Wolfgang H. Binder  
Faculty of Natural Sciences II

**InGrA**  
INTERNATIONAL GRADUATE ACADEMY

Get your PhD in Halle.

Determinants of Plant Performance  
Spokespersons: Prof. Dr. Holger B. Deising, Prof. Dr. Klaus Humbeck  
Faculty of Natural Sciences III, Faculty of Natural Sciences I

The university  
Gremien  
Rektorat  
Prorektorat für Forschung und wissenschaftlichen Nachwuchs  
International Graduate Academy InGrA  
Important information for PhD students  
News

## Legal principles

The basis for conducting the doctoral examination procedure is the Higher Education Act of the Federal State of Saxony-Anhalt (HSG LSA) in the version that applies at the time, particularly section 18 and section 18 a. In conjunction with Section 30 of the Constitution of Martin Luther University Halle-Wittenberg of 13 July 2005, the Rector confers the title of Doctor in the relevant subject area in accordance with the decision of the faculty councils.

The following doctoral degrees may be conferred:

### **Faculty of Theology**

doctor theologiae (Dr. theol.)

### **Faculty of Law, Economics and Business**

doctor iuris (Dr. iur.)

doctor rerum politicarum (Dr. rer. pol.)

### **Faculty of Medicine**

doctor medicinae (Dr. med.)

doctor medicinae dentariae (Dr. med. dent.)

doctor rerum medicarum (Dr. rer. medic.)

### **Faculty of Philosophy I, Faculty of Philosophy II, Faculty of Philosophy III**

doctor philosophiae (Dr. phil.)

### **Faculty of Natural Sciences I, Faculty of Natural Sciences II, Faculty of Natural Sciences III**

doctor rerum naturalium (Dr. rer. nat.)

doctor paedagogiae (Dr. paed.)

Doctor of Engineering Sciences (Dr.-Ing)

doctor agriculturarum (Dr. agr.)

doctor trophologiae (Dr. troph.)

## Doctoral regulations

The doctoral culture is essentially the same in the key respects across the faculties of MLU, but the faculty-specific forms of the doctoral regulations contain particular features that must be observed, depending on historical/regional factors or factors specific to certain subject areas. We recommend that you (and your supervisor) check in good time the requirements laid down specifically in the doctoral regulations that apply to you.

You will find the regulations, which are also available in an English translation (reading version) for all faculties, as well as further links here:

[bit.ly/2dDaKmr](https://bit.ly/2dDaKmr)

*View from the Audimax to the central university square*

*Photo: Markus Scholz*



## Good academic practice

Academic work in general, and particularly in relation to obtaining a doctoral degree, rests on basic principles that apply equally across all academic disciplines. Establishment of truth and the progression of knowledge based thereon require academic honesty, diligence and open discourse. These form the basis for the rules of academic practice that vary from discipline to discipline.

Doctoral candidates are required to adhere to these basic principles because they form an important prerequisite in preventing and avoiding academic misconduct, in the preservation of the

ethical principles of science and, therefore, the reputation of Halle University.

“Charter on the principles for ensuring good academic practice and on the handling of allegations of academic misconduct at Martin Luther University Halle-Wittenberg”, please refer to

[bit.ly/2d27gdZ](https://bit.ly/2d27gdZ)

### Good academic practice comprises the following:

- Observing the general principles of academic work, particularly
  - working *lege artis*,
  - recording results,
  - consistently challenging one’s own results,
  - preserving strict honesty in relation to the contributions of partners, competitors and predecessors,
- Collaboration and responsibility for leadership in work groups,
- Coaching of young academics,
- Securing and storing primary data,
- Academic publications as the medium of accountability of academics with regard to their work,
- Respect for the property of other parties,
- Observing ethical standards in conducting investigations.

## What is expected by professors

### Interview with Prof. Dr. Isabell Hensen

**Professor Hensen, you have already supervised successfully more than a dozen international doctoral candidates; what have been your experiences so far?**

“My experiences have been extremely positive; so far, all doctoral candidates with a DAAD scholarship, for example, have finished within a time frame similar to German doctoral candidates. There has never been any question of linguistic issues, because they all spoke English. The practice at our University to obtain a doctorate by means of a compilation thesis occasionally results in time issues, as completing the doctorate takes a year longer. But international doctoral candidates have their work published, which generally enables them to find a postdoc position in their home countries.

As all international doctoral candidates are well integrated here, there are always other (German) doctoral candidates who are on hand to help, explain scientific factual relationships or help to oversee the data analysis”.

**What are your expectations of international doctoral candidates?**

“If there are gaps in their knowledge of areas that are important for their work, such as statistics, then I expect them to concern themselves actively with acquiring this knowledge. I also expect them to integrate well into the respective work groups, or as well as their personality traits will allow them to”.

**Have you got any other advice for international doctoral candidates?**

“You should not hesitate to seek help whenever there are difficulties, and don't try to solve problems, such as with immigration authorities, all by yourself. It would be nice, of course, if every international doctoral candidate had a direct point of contact in relation to contact with the authorities and so on, like a kind of tutor but also outside the work group. This is where the PhD Network can be of some assistance”.



*Professor Isabell Hensen is Professor of Plant Ecology at MLU and works on various projects in this field, currently mainly in South America and Siberia. She is also a founding member of the German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig.*



## Everyday life from the perspective of doctoral candidates

### Interview with Eleonore Slabbert

#### **Why did you decide to do your doctorate in Germany in general, and choose Martin Luther University Halle-Wittenberg in particular?**

“While completing my masters’ degree in South Africa, I had the consideration to potentially continue with a doctorate, however, I also wanted the enriching experience of working abroad. Thus opportunities to work abroad were realized when I was offered the position I currently hold at the Helmholtz Centre for Environmental Research - UFZ. This presented me with the option to work in Germany at a renowned research institute, while also enrolling for a doctoral degree at the MLU, where I had identified a suitable professor to contribute and guide my research endeavors.”

#### **How does your everyday life as a doctoral candidate look like?**

“With regards to my work environment, I am fortunate enough to have an office space at the research institute. I share office with a few other colleagues, which creates a productive working atmosphere. From here I work independently on my research related tasks and occasionally meet with colleagues to discuss and exchange ideas. I work flexible hours, which allows me to optimize my working schedule to when I work best, and to occasionally work remotely. I meet with my advisory committee at least once a year to discuss progress, challenges and future steps.

During the semester I take part in the sports programs that appeal to me and participate in an evening German class, organized by the PhD network, to integrate further into the MLU culture.”



*Eleonore Slabbert, Doctoral candidate from South Africa at Helmholtz Centre for Environmental Research UFZ.  
Photo: Eleonore Slabbert*



*Photo: Katharina Nitschke*

### **What do you like about doing a doctorate in Halle?**

“Working and living in Halle has been an enriching, albeit challenging, experience. It has not always been easy being so far away from my existing support structures, but I have in the process developed a lot in my personal and professional capacity. I enjoy living in Halle because it is a quaint city with a rich history and culture, and has ample of green spaces, among my favorite being the Peißnitz park that stretches along the Saale river. I enjoy making use of the public parks and experiencing and taking part in local culture.

In terms of my studies, I find that being a doctorate candidate at the MLU based at an independent research center has its advantages and also some challenges. One has to take a bit more initiative to integrate into both spheres, but in the end you have access to the benefits and opportunities offered by both institutes. For example, through the InGrA graduate school from MLU I have the possibility of a wider selection of courses. The International Office and PhD Network are great points of contact for getting access to necessary information and offer a range of ways to get support and integrated as a doctorate student at MLU”.

### **Are there any differences between a doctorate here and that in your home country?**

“Being an ‘employed’ doctorate student is not so common in my home country, South Africa. The opportunity to collaborate with researchers outside the university sphere is a great way of getting first-hand experience of working in the sciences. Furthermore, the access to topical courses through the graduate schools, associated both with the MLU and UFZ, are to my knowledge not commonly available to doctorate researchers in South Africa. This has made it possible for me to tailor my skills development according to my professional needs. I also have the opportunity to attend international summer schools and conferences that I would normally not have as easy access too. These are a great platform for skills development, broadening my knowledge on various topics and networking.”

## Interview with Ljupcho Efremov

### **Why did you decide to do your doctorate in Germany in general, and choose Martin Luther University Halle-Wittenberg in particular?**

“I was looking for new opportunities in my field of research, cardiovascular epidemiology, when I found online an open position for exactly my qualifications at the MLU. The Institute for Epidemiology, Biometry and Informatics in Halle is currently the centerpiece of very interesting and important medical research. We are part of the NAKO Study, a huge investigation involving 18 different medical centers in Germany, that have enrolled 200.000 people, with the aim to study the burden of chronic diseases. In addition, we are continuing work on the CARLA Study, a study on cardiovascular health in residents of Halle. This study has been ongoing for 18 years and so far over a hundred scientific articles have been published. Germany has recognized the great importance of funding population health research, as a necessary foundation for further medical knowledge. Of course, this kind of research is not cheap and only the most developed countries in the world can afford to invest in it. However, the long term benefits outweigh the costs, considering that epidemiologic results are not only interesting for academics, but also influence public health policy and drive future health recommendations for the whole population. The availability of high quality studies was my main reason for deciding to apply at the MLU.”

### **How does your everyday life as a doctoral candidate look like?**

“I start by checking my email and my agenda. Some days I can give full attention to my research, while others I have several meetings that I have to attend. While I don't have any lab work, I spend a great deal of my time reading on different methodological topics which are necessary for my work and analyzing the data from our studies. The life of doing epidemiological research consists of reading, writing and programming, so I have to balance these three activities, while also finding time for hobbies and meeting friends in the evening.”

### **What do you like about doing a doctorate in Halle?**

“I like that there is a great deal of autonomy placed on the PhD student. While the University offers different lectures and seminars on important topics, the role of how the time is organized is left to the student. The International office and the PhD Network are also important places that enable networking with other international PhD students and exploring Germany with their regular events and trips. Halle is also a great place to live. While it is perfectly manageable to reach everywhere by bike, the fact that every major campus is reachable by public transportation is a huge advantage. Even though it is a smaller city, Halle is incredibly cozy with multiple cinemas, theaters, museums and shops within walking distances. I love walking around Paulusviertel and Burg Giebichenstein and to admire the wonderful architecture. The interesting thing about Halle is that just when you think you've seen it all, it finds a way to surprise you.”

### **Are there any differences between a doctorate here and that in your home country?**

“There are several differences, starting with the perceived age when someone does a doctorate. In Macedonia, a doctorate is something you do after several years of working experience, when you are already an established expert in some field. It is not uncommon for people to defend their doctorate in their 40s or 50s. In contrast, in Germany many Master students continue directly afterwards to do their PhD. Another difference is that a doctorate lasts 4 years and the candidate has to pay a much higher semester fee than in Germany. The semester fee does not include any benefits like a ticket for the public transportation system. This adds to the financial burden of the student. Lastly, developing countries have small budgets for research, which in turn makes it impossible to answer research questions with broader scope, essentially limiting the researchers' potential. Thus, I'm grateful for the opportunity to do my research, unrestricted from such issues, here in Germany.”



*Ljupcho Efremov, PhD student from Macedonia in the field of medicine.*

*Photo: Ljupcho Efremov*

## Interview with Jana Wägele

### **Why did you decide to do your doctorate in Germany in general, and choose Martin Luther University Halle-Wittenberg in particular?**

“I had already completed my Master’s degree in Halle and in the department in which I wrote my final paper there was a very interesting doctoral topic available – that is why I was happy to remain at the university in Halle”.

### **What is your everyday life like in the doctoral programme?**

“My everyday life in the doctoral programme consists mainly of laboratory work and the analysis of experiment results and discussing them. During lecture times, I also have teaching tasks such as the supervision of a laboratory practical”.

### **What do you like about the doctoral programme in Halle?**

“I like the excellent supervision, the diverse and pleasant exchange within the department and with other groups working on similar topics and the wide range of soft-skill courses offered by the iRTG”.



*Jana Wägele, doctoral candidate in the integrated Research Training Group (iRTG) “Polymers: random coils and beyond” of SFB/TRR 102, Photo: Maike Glöckner*

*Tropic house at the botanical garden.  
Photo: Maike Glöckner*



## Funding the doctorate

There are many ways of funding the multi-year phase of a doctorate. An overview is given below:

### Scholarship from the German Academic Exchange Service (DAAD)

These grants are applied for in the candidate's home countries. Detailed information can be found in the DAAD scholarship database or online at the relevant branch office or the relevant information centre (IC) of DAAD in your country.

### Scholarship of the organisations for the promotion of young talent

13 organisations for the promotion of young talent have come together under the umbrella of the Federal Ministry of Education and Research (BMBF) to provide support to students and young researchers with special talents.

### Scholarship from your home country

A number of countries, such as Brazil, Mexico, Azerbaijan, Kazakhstan or Iraq, have set up scholarship programmes for their students and doctoral candidates, known as government scholarships. Application takes place in the respective home country.

### Externally funded scholarships

Some externally funded projects of MLU also provide scholarships for doctoral candidates. The scholarships are advertised publicly, e.g. on the website of the professors who obtained funding for the project. Scholarships within EU projects are generally announced on the EU "EURAXESS Jobs" portal.

### Graduate funding from the Federal State of Saxony-Anhalt

Martin Luther University Halle-Wittenberg annually provides funding for scholarships in accordance with the German Graduate Funding Act (GVBl. LSA [Bulletin of Acts and Ordinances of the State of Saxony-Anhalt] 2015, p. 613). The funding comes from the German Ministry of Economy, Science and Digitalisation of the State of Saxony-Anhalt. The annual provision of funding and the amount thereof are subject to the decision of the State Parliament of Saxony-Anhalt. Scholarships are awarded by the Graduate Funding Committee of our University. You can obtain further information and advice from Department 1 – Student Services, Division 1.3 – Further Academic Training, Tuition Fees, Scholarships and Elections.

#### Department 1, Division 1.3

Sabine Eiser

Barfüßerstr. 17, Rearhouse, 2nd floor  
D-06108 Halle

phone +49 345 55 21315

fax +49 345 55 27608

sabine.eiser@verwaltung.uni-halle.de

[bit.ly/2dpXYF1](https://bit.ly/2dpXYF1)

### **Employment at MLU**

Employment at MLU in the form of a position in an externally funded project or a budgeted position funded from the university budget is most common. Vacancies are advertised on the University's homepage.

### **Employment in a non-university research institute**

In Germany, there are four large, publicly funded non-university research institutions whose academic institutes are spread across Germany. These are the Fraunhofer Association (FhG), the Helmholtz Association of German Research Centres (HFG), the Max Planck Society (MPG) and the Leibniz Association (WGL).

Non-university research institutions do not possess the authorisation to confer doctoral degrees themselves, but do provide employment for doctoral candidates. The doctorate is awarded in cooperation with universities, including MLU. There are seven non-university research institutes in total in Halle (see page 13 ff.).

### **Obtaining a doctorate in an enterprise/industrial setting**

As is the case with non-university research institutions, enterprises do not possess any authorisation of their own to confer doctoral degrees. It may be the case, however, that enterprises are interested in a particular doctoral topic and are therefore willing to provide financial support to a doctoral candidate. This form of obtaining a doctorate is still relatively rare in Germany. The best course of action is to contact your doctoral supervisor, who will ideally have knowledge of collaborations with enterprises. Since 2014, the EU has been promoting European Industrial Doctorates (EID) within the scope of Marie Curie Actions as part of the Horizon 2020 programme. If you are interested, please contact division 6.1 of MLU (see page 55).

### **Family, partner, own funds**

The doctorate may be funded by own funds or with the aid of financial support from a partner or parents.

### **Gainful employment outside of the university**

Paid employment outside of academia offers another way to assure your livelihood during the doctorate.

The Federal Employment Agency is the port of call in Halle to register as a job seeker. The University's Career Centre in Halle forms the interface between the University and the employment market (see also page 56). If you are an international doctoral candidate then you should also check which conditions apply to you under employment law in accordance with your visa/residence permit (eAT).



Scholarships of the organisations  
for the promotion of young talent

[www.stipendiumplus.de](http://www.stipendiumplus.de)

DAAD Scholarship Database for Incomers

[bit.ly/2RKcBK5](https://bit.ly/2RKcBK5)

ELectronic Research Funding Information  
System (ELFI):

[www.elfi.info](http://www.elfi.info)

Federal Employment Agency

[www.arbeitsagentur.de/en/welcome](http://www.arbeitsagentur.de/en/welcome)

Job vacancies at MLU

[personal.verwaltung.uni-halle.de/jobs/](http://personal.verwaltung.uni-halle.de/jobs/)

Career Center

[www.careercenter.uni-halle.de](http://www.careercenter.uni-halle.de)

*Photo: Christian Melms*





*Stairs in the Löwengebäude  
Photo: Maïke Glöckner*

# Stages of achieving your doctorate at MLU

## Acceptance as a doctoral candidate

Since 2015, binding acceptance as a doctoral candidate at one of the faculties of MLU has been standardised across the university by the “General Provisions for Doctoral Regulations at MLU”. A form is available on the ‘Lion Portal’ – the central online portal of MLU – for prospective doctoral candidates to apply for acceptance as doctoral candidate. Please make sure that you have followed the guidance on the respective faculty webpages when applying.

Application for acceptance as a doctoral candidate

[bit.ly/2dNwH06](https://bit.ly/2dNwH06)

By accepting someone as a doctoral candidate, the respective faculty declares its willingness in principle to entrust the doctoral candidate with the writing of the thesis and to examine it upon completion. Furthermore, admission as a doctoral candidate formally determines that the doctoral candidate will be admitted to the doctoral examination procedure following completion of his/her thesis, if he/she submits the documents required for admission to the doctoral examination procedure.

We recommend that an application for acceptance is submitted in good time upon beginning work on the thesis. This recommendation applies in particular to doctoral candidates who gained their Master’s degree abroad, because such will be examined for equivalence to a German Master’s degree during the processing of the application. Equivalence is the formal pre-requisite for doing a doctorate in Germany/Halle. For the purpose of this ‘examination of equivalence’, please submit the following documents to the responsible Dean’s office:

- Originals and copies of all degree certificates gained from a university-level institution or university, e.g. Bachelor’s or Master’s degree certificate. Please submit one certified copy in the original language and one certified translation into German or English. (Documents in German or English do not require any translation.)
- Originals and copies of your transcripts of records in the original language and certified translation into German or English (Documents in German or English do not require any translation).

## Supervision agreement

In so far as the doctoral regulations do not already provide for the conclusion of a doctoral agreement (supervision agreement) between the doctoral candidate and the supervisor, we recommend that such an agreement is concluded in writing to ensure quality and transparency in the doctoral phase.

The agreement should be used promptly at the start of academic work on the thesis to serve as an understanding between the doctoral candidate and the supervisor with regard to the nature of the supervision and for the exchange of mutual expectations.

The basis of such an agreement is generally a synopsis of the thesis written by the doctoral candidate in conjunction with a personal development plan, which should be continuously updated during the course of working on the thesis.

We recommend that, when organising the general layout of the supervision agreement, doctoral candidates familiarise themselves with the template recommended by the Senate. However, the specific agreements are flexible by mutual agreement and may be made in accordance with specific conditions.

You will find a supervision agreement template in the recommendations for the doctoral regulations at the Martin Luther University Halle-Wittenberg of the Senate (Annex 2).

[bit.ly/2d25Dxe](https://bit.ly/2d25Dxe)



View to the Steintor Campus  
Photo: Michael Deutsch

## Admission to the doctoral examination procedure; use of the title of 'Doctor'

After completion of your thesis and, if applicable, you have fulfilled the subject-specific obligations that arose upon acceptance as a doctoral student, you will be required to apply for admission to the doctoral examination procedure. Please find more details in the doctoral regulations that apply to you and/or speak with your supervisor.

The relevant form for this procedure is also available online in German or English via the 'Lion Portal'. To apply, click on the link (see right column), enter the email address that was recorded in the system upon your acceptance as a doctoral candidate or that was amended within the faculty in the meantime and follow the further information. Please make sure that you have followed the guidance on the respective faculty webpages when applying.

### Doctoral regulations

[bit.ly/2dDaKmr](https://bit.ly/2dDaKmr)

### Application for admission to the doctoral examination procedure

[bit.ly/2dNxizi](https://bit.ly/2dNxizi)

#### Please note

that after successfully defending your thesis, you will not be entitled to use the title of doctor until you have received your doctoral certificate.

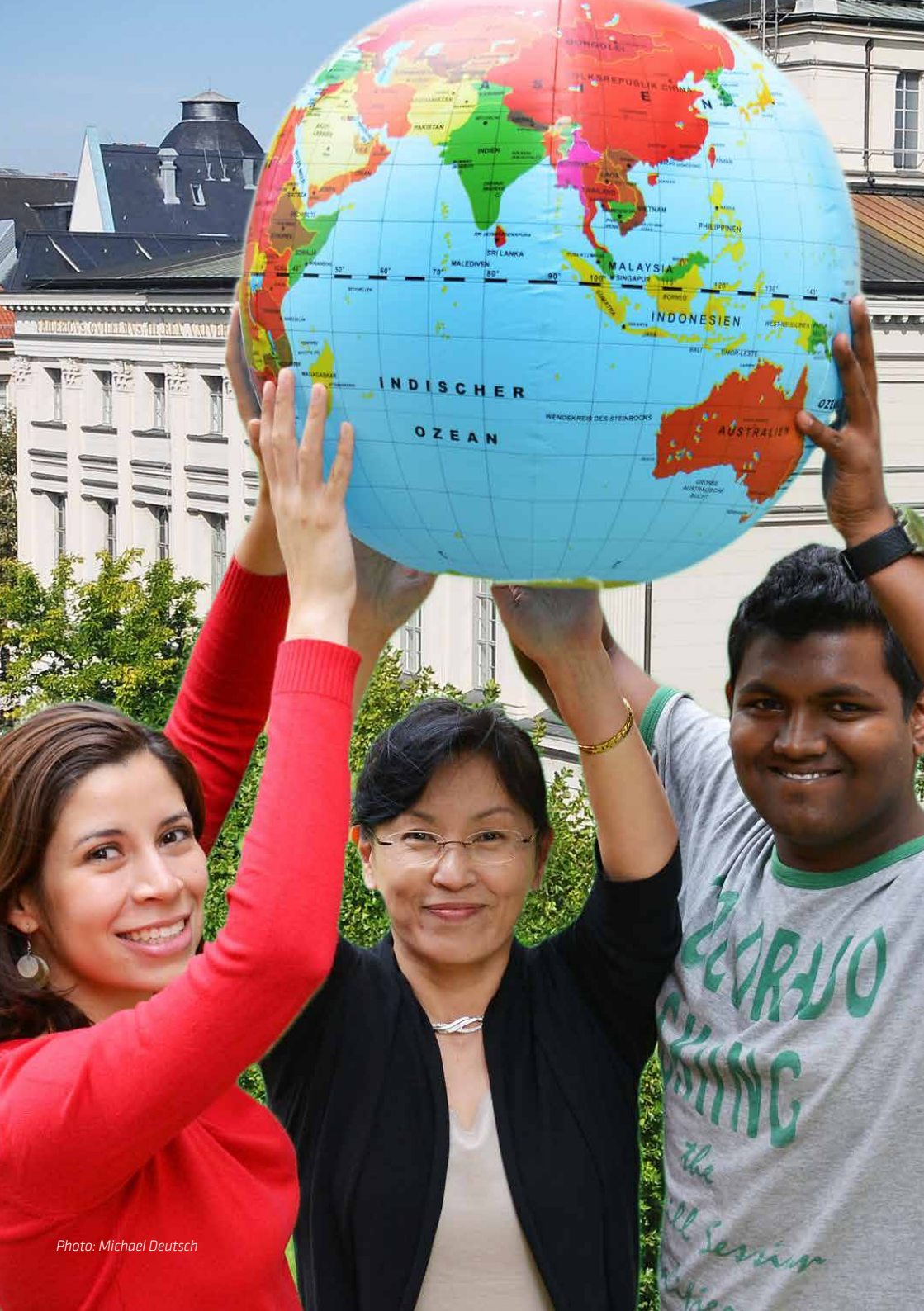


Photo: Michael Deutsch

# Advisory and support services

## International Graduate Academy (InGrA)

The International graduate academy InGrA is the central university-wide institution for all doctoral candidates and postdoctoral researchers across all faculties. In addition to the departments and staff in the faculties who bear responsibility for the doctoral programmes in particular, InGrA can advise and support you in all stages of the process of obtaining your doctorate (orientation, entry, research and completion stages), or may be of assistance in any mediation with other parties as necessary.

In so far as you have been accepted to the faculty as a doctoral candidate, you will regularly receive information electronically from or via the InGrA relating to qualifications offered to target groups or doctoral candidates of all subjects, or information about other events or activities at or outside of MLU, which may be of interest to you in relation to successfully carrying out your doctoral project.

InGrA also works closely together with the International Office and the PhD Network specifically for the interests of international doctoral candidates.



### International Graduate Academy InGrA

Dr. Thomas Michael  
(Executive Manager)  
Universitätsring 19/20  
D-06108 Halle (Saale)  
phone +49 345 55 21746  
fax +49 345 55 27098  
koordination@ingra.uni-halle.de

[www.ingra.uni-halle.de](http://www.ingra.uni-halle.de)

## International Office

At the International Office, local doctoral candidates who are planning a stay abroad during their doctorate can obtain advice regarding funding opportunities, particularly in relation to research or doctoral-related stays abroad, congress and conference funding and stays abroad within the scope of bi-nationally supervised doctoral programmes (Cotutelle).



### International Office

MARTIN-LUTHER-UNIVERSITÄT  
HALLE-WITTENBERG

#### International Office

Esther Smykalla

Universitätsring 19/20

D-06108 Halle (Saale)

phone +49 345 55 21538

fax +49 345 55 27427

Opening hours: by appointment

[esther.smykalla@international.uni-halle.de](mailto:esther.smykalla@international.uni-halle.de)

[bit.ly/2dFnlnW](https://bit.ly/2dFnlnW)

International doctoral candidates who wish to spend their entire doctorate or a part thereof at MLU will receive advice and support from the PhD Network, particularly with regard to organisational issues prior to and during their stay at MLU. The PhD Network is a project that serves to promote social, linguistic and cultural integration of international doctoral candidates and postdocs, and is funded by DAAD with funds from the German Federal Foreign Office.

In order to make your start in Halle a smooth one, we recommend registering at the PhD Network. There you will receive a welcome package with useful information about your stay in Halle. You will also have the possibility to clear up questions and register to our newsletter in which we advertise information on German language classes, networking activities, funding possibilities and much more.

## PhD Network

#### PhD Network

Esther Smykalla, Marie Plinke

Universitätsring 19/20

D-06108 Halle (Saale)

phone +49 345 55 21 745

fax +49 345 55 27427

Opening hours:

Tuesdays and Thursdays, 10:00 – 12:00

[phd.network@international.uni-halle.de](mailto:phd.network@international.uni-halle.de)

[bit.ly/2E9xdDF](https://bit.ly/2E9xdDF)



## Before departure from your home country

In principle, it is recommended that you maintain existing contacts, both with university staff and personal, before departure and inform them of your intended arrival in good time.

### Important documents for your stay in Halle

In addition to the documents for entry (see “Visa and residence permit”), we recommend that you obtain a sufficient number of passport-size photos, certified copies of your previous education certificates and, if applicable, copies of your scholarship certificate and references, which may facilitate your access to archives or collections.

### Apply for a Visa

Before entering the Federal Republic of Germany, you will have familiarized yourself with the entry formalities and applied for a visa in your home country, as different rules apply for travel to Germany depending on your home country (visa required or visa-exempt).

#### Requirements/Exemptions

Overview of visa requirements/exemptions for entry into the Federal Republic of Germany

[bit.ly/2L4kV44](https://bit.ly/2L4kV44)

If you have questions or face problems, please contact your supervisor or the PhD Network.

Photo: Christian Melms



## Find an accommodation in Halle

Accommodation is available at affordable prices in Halle. Demand is increasing, however, and it may be quite difficult to find suitable accommodation satisfying particular requirements. You should look for accommodation in good time and you should certainly have organised a room/accommodation for at least the first few days of your stay in Halle before your departure from home. A booked hotel room or private accommodation organised through someone you know may be very useful as a temporary solution until you move into your permanent flat/room.

In principle, you have multiple options to choose from for accommodation:

**Your own flat:** You can rent a flat privately in Halle for the duration of your stay. Flats are available from independent landlords and from housing corporations (usually after payment of a 'contribution to a mutually supportive community' in order to be accepted as a member). You can get an idea of common prices per square metre and flats that are currently available on housing portals such as

[www.ebay-kleinanzeigen.de](http://www.ebay-kleinanzeigen.de)

[www.in-halle-zuhause.de](http://www.in-halle-zuhause.de)

[www.immobilienscout24.de](http://www.immobilienscout24.de)

[www.immowelt.de](http://www.immowelt.de)

**A room in a shared house/apartment:** As a university city, Halle has a large number of existing shared houses, in which people with similar lifestyles (students, doctoral candidates, trainees) have grouped together. Here they share a bathroom and kitchen, and sometimes also another communal room, while

all residents have their own rooms, usually measuring between 12 and 25 m<sup>2</sup>. The advantage of living in a shared flat is that you soon get to know other people, but you may have to be willing to make certain compromises. Rooms in shared flats become available on a regular basis, sometimes at very short notice, such as when German doctoral candidates go abroad. Portals such as [www.wg-gesucht.de](http://www.wg-gesucht.de) or [www.ebay-kleinanzeigen.de](http://www.ebay-kleinanzeigen.de) are currently very popular and provide information about the shared housing situation in Halle.

**A room in the student halls of the Halle Student Union:** If you are still under the age of 30 during your stay, you may apply online at [www.studentenwerk-halle.de/wohnen](http://www.studentenwerk-halle.de/wohnen) for a room in a student hall. Please remember that due to high demand, there are more people looking for a room in a student hall than there are rooms available. Also, priority is given to Bachelor and Master students. Applications are handled by the Halle Student Union.

For further information about accommodation in Halle please click here

[bit.ly/37AaM8i](https://bit.ly/37AaM8i)

## Get a health insurance

International doctoral candidates are required to arrange sufficient health insurance coverage for Germany themselves. Health insurance is included in some scholarships. Depending on which country you come from and/or what status you will have at MLU, health insurance cover must be presented at official bodies (e.g. with the immigration authority when applying for the electronic residence permit, or with the HR department

when signing the employment contract). The German health insurance system makes a distinction between statutory and private healthcare. Detailed information and factsheets can be found at

[bit.ly/2RJY951](https://bit.ly/2RJY951)

### Notice

If you wish to apply for admission to a statutory health insurance, you should submit your application even before travelling to Germany or as soon as possible after your arrival in Germany. If you initially decide against a membership in a statutory health insurance company, acceptance at a later date is relatively difficult and is only rarely successful or is sometimes no longer provided for under the law.

The following special rule for foreign nationals with private health insurance providers should be taken into consideration: After 5 years of membership, private healthcare insurance providers often cease offering cheap continued insurance. It is possible to continue insurance after five years, but at a different rate which is subject to considerable monthly fees. You should consider carefully at the outset whether you prefer to take out private or statutory insurance. Depending on your particular situation there are many further differences, respectively aspects, that you need to think about. If necessary we recommend a detailed and individual consultation. Please contact the International Office advisably already from your home country for further advice.

*Photo: Christian Melms*



## After arrival in Halle

### Register with the City of Halle

All international doctoral candidates who come to Germany for more than three months are required by law to register as a new resident with the citizen service office of the City of Halle upon arriving in Halle. Registration is important because it is the pre-requisite for having your visa converted by the immigration authority into an electronic residence permit. You must register personally within 14 days of obtaining permanent accommodation. If you are living in a hotel/guest house for the first few days, the 14-day period only counts from the time of obtaining permanent accommodation. If you are living in a guest house and obtain a rental agreement there, this also counts as permanent accommodation. Remember that after completing your research-related stay in Halle, you must de-register again within 14 days prior your departure.

Further information can be found here

[bit.ly/35iiXEK](http://bit.ly/35iiXEK)

### Visit the citizen service office

It is only possible to visit the citizen service office at Marktplatz 1 by making an appointment in advance. You can make an appointment as follows:

[bit.ly/2dQVp26](https://bit.ly/2dQVp26)

phone +49 345 22 10 (short code 115 if you are calling from a landline in Halle)

### Apply for a residence permit (eAT) at the immigration authority

All doctoral candidates and their partners who do not come from an EU country, who intend to stay longer than 90 days in Germany and do not have a valid visa for the entire duration of their stay require a residence permit (eAT). The residence permit is a document containing biometric, statistical and personal data and serves digital functions. You can enquire about the biometric data to be stored upon application. You also need to decide whether you wish to activate or deactivate the electronic functions. Production of the electronic

*Photo: konzeptundform*



residence permit takes around 4 to 6 weeks. You should apply for a residence permit after arriving in Halle and definitely before your Visa expires. To apply, you need the registration certificate [Meldebescheinigung] from the City of Halle (see "Register with the City of Halle") and a whole series of other documents, which you can find at

[bit.ly/34foZEG](https://bit.ly/34foZEG)

You must apply for a residence permit from the immigration authorities here in Halle before expiration of your visa, i.e. during its validity period (printed on the document).

Foreign nationals exempt from visas must apply for the residence permit that is required for a longer stay immediately after entering the country, at the latest within 90 days.

Please note the Federal Ministry of the Interior has written: "Late application (after expiry of the time limit specified in the residence permit) may have significant adverse legal consequences. Your continued residence would then not be permitted. You are then required to leave the country and you would no longer be permitted to pursue any employment".

(Source: [bit.ly/2IZY0Vb](https://bit.ly/2IZY0Vb))

Further information about the residence permit can be found on the webpages of the immigration authority in Halle or on the website of the Federal Office for Migration and Refugees .

If in doubt, please enquire with the immigration authority in Halle or the PhD Network, whether and how you need to proceed in relation to your residence status.

Take note of which documents (listed under services for foreign nationals or migrants) must be brought to the appointment. For extension applications, the same documents are needed as for issue.

### Ausländerbehörde Halle

[bit.ly/2RMzufV](https://bit.ly/2RMzufV)

### Bundesamt für Migration und Flüchtlinge

[bit.ly/38tRh1u](https://bit.ly/38tRh1u)

#### The steps for making an appointment with the immigration authority

1. Visit [www.halle.de](http://www.halle.de)
2. Click on 'Terminvergabe online' [Make an appointment online]
3. Click on 'Ausländerbehörde' [Immigration Authority]
4. Click on the desired service
5. Select available appointment
6. Enter details including an email address
7. Complete booking
8. Your appointment will be definitively booked as soon as you click on and confirm the activation link sent to you by email within 2 hours.

The PhD Network Team can assist you in getting an appointment as well. Do not hesitate to contact us.

## Open a bank account

In principle, you can use a foreign credit card to withdraw money from most cash machines (displaying the relevant symbol); this may incur fees. A German bank account and a German giro card may therefore be useful for a longer stay.

You can choose between banks with branches (and the possibility of personal consultation) and banks with online services.

To open an account, you should provide the following documents:

- ID or current national license or passport with the necessary visa for entry into Germany
- certificate of registration from the City of Halle
- residence permit (if applicable)

## Register for a German course

The PhD Network organises German courses from level A1 to C1 for international doctoral candidates, postdocs and their partners in parallel with the semester. All details about the course levels, times, registration deadlines and participation fee etc. can be found online at:

[bit.ly/2e7hSJK](https://bit.ly/2e7hSJK)

## Make friends by taking part in the monthly round table, excursions and cultural events

The PhD Network offers a series of events for international doctoral candidates and postdocs every semester. These events include:

- **Monthly round table (“Stammtisch”) for doctoral candidates:**  
open meeting for all German and international doctoral candidates and postdocs on the first Wednesday of each month from 8 pm, in various pubs
- **Excursions and events in Halle and the surrounding region**

An overview of all current events can be found here:

[bit.ly/34dvaZX](https://bit.ly/34dvaZX)

### Notice

In each winter semester, InGrA and the International Office offer a central welcoming event especially for new international doctoral candidates on organisational and practical topics relating to a doctorate at the University in Halle and life in Halle. Participation is highly recommended.

## **Don't forget to pay the radio and television – Broadcasting licence fee**

The broadcasting licence fee is used to fund the programming of ARD, ZDF and Deutschlandradio. If you rent a flat in Halle or anywhere else in Germany you are required to pay the broadcasting licence fee. The notion of a universal funding model forms the basis of broadcasting funded under public law. The broadcasting licence fee is paid in order to have the means of receiving information, education and entertainment broadcasts.

Every dwelling is required to be registered. A monthly fee of currently EUR 17.50 is payable. It does not matter how many broadcasting devices exist in a dwelling or how many people live there, a monthly fee of EUR 17.50 must be paid. If more people live together, one person registers and pays the broadcasting licence fee for the whole dwelling. The fee also covers private vehicles (e.g. a car radio) but not second or additional homes for which another broadcasting licence fee must be paid.

Rooms in student halls are also regarded as a household and the broadcasting licence fee of currently EUR 17.50 per month must also be paid for each room accordingly. The rule applies if the rooms are accessed from a shared corridor, irrespective of whether you have your own bathroom or kitchen. Please enquire with the Student Union as to whether the broadcasting licence fee is already included in the rent.

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

### **Notice**

You can also find information leaflets about the broadcasting licence fee in English, French, Spanish, Greek, Russian, Turkish, Arabic, Farsi, Somali and Tigrinya.

[bit.ly/2hRmHIU](http://bit.ly/2hRmHIU)



*PhD Network excursion to Dresden, April 2019  
Photo: International Office*

## Student Service Center

The student Service Center is the right place if you want to enrol as a PhD student at Halle University.

Please note that enrolment is possible while doing a doctorate, but that is not a condition for doing so. If you do enrol, the advantages for you include free use of buses and trains in Halle and within the entire "Mitteldeutscher Verkehrsverbund" (MDV) with a semester ticket, discounted prices in the cafeterias of the Halle Student Union ("Studentenwerk"), access to all libraries of MLU and other discounts dependent on student status. For details of the current fee per semester, please check:

[bit.ly/2d27L89](https://bit.ly/2d27L89)

The basis for enrolment at the Student Service Center is the MLU Matriculation Regulations dated 13 June 2018, in particular § 14. The application for enrolment must be submitted in written form to the Student Service Center. Please read below which documents are needed to get the student ID.

### International doctoral candidates who wish to obtain a doctoral degree at MLU:

- a completed registration form „Registration for PhD study“
- simple copies of your university degree certificates (Master's, Diploma, etc.) translated into German or English by an officially quoted translator
- a copy of your university entrance certification, e.g. graduation diploma,
- written confirmation by your academic supervisor of the anticipated period of supervision (Confirmation of supervision)
- a bank statement (or record) indicating that you have transferred the semester fee
- a passport size, non-biometric photo for your student ID (Uni-Service-Card, which serves as a ticket for the region's public transport network MDV)
- In case you are a Doctoral Candidate at Faculty of Natural Sciences I, Faculty of Philosophy I or Faculty of Philosophy II, a written statement by the faculty's Dean's office certifying your acceptance as a Doctoral Candidate at the faculty is also required



Visiting international doctoral candidates:

- a completed registration form „Registration for PhD study“
- certificate of enrolment from your home institution (Original form. Electronically issued certificates of enrolment must be stamped and signed. If necessary, certified translations in German or English must be provided.)
- confirmation of supervision from MLU
- proof of membership in a German statutory health insurance (only for doctoral candidates younger than 30)
- a bank statement (or record) indicating that you have transferred the semester fee (for more information see the information sheet below)
- a passport size, non-biometric photo for your student ID (Uni-Service-Card, which serves as a ticket for the region's public transport network MDV)

Please find the enrolment forms at

[bit.ly/2tbQxOr](https://bit.ly/2tbQxOr)

(international doctoral candidates)

[bit.ly/2dVJ9dL](https://bit.ly/2dVJ9dL)

(German doctoral candidates)

**Department 1 – Student Services/  
Division 1.1 – Student Registration Office**

**International Students Section**

Claudia Polkau, Kati Gaudig  
Universitätsplatz 11, Löwengebäude, Room 8  
D-06108 Halle (Saale)  
phone +49 345 55 21574  
fax +49 345 55 27052  
international.students@uni-halle.de

[bit.ly/2d278ey](https://bit.ly/2d278ey)

**For German doctoral candidates**

Grit Zakschewski  
Universitätsplatz 11, Löwengebäude  
D-06108 Halle (Saale)  
phone +49 345 55 21318  
fax +49 345 55 27052  
ssc@uni-halle.de

[bit.ly/2dVJ9dL](https://bit.ly/2dVJ9dL)



Löwengebäude  
Photo: Markus Scholz

## Equality Office

Doctoral candidates at MLU may contact the Equality Office for any equality-related matters, particularly

- issues with the study, research or employment position
- if they are planning projects on the topic of equality and require specialist support
- if they are interested in funding opportunities for women
- in cases of discrimination and sexual harassment

### Equality Officers' Office

Barfüßerstraße 17

D-06108 Halle (Saale)

phone +49 345 55 21359

fax +49 345 55 27099

Opening hours: by appointment

[gleichstellungsbuero@uni-halle.de](mailto:gleichstellungsbuero@uni-halle.de)

[www.gleichstellung.uni-halle.de](http://www.gleichstellung.uni-halle.de)

*Photo: Markus Scholz*



## Family Office

The Family Office of MLU supports doctoral candidates in combining their qualifications, professional work and family. It advises and provides information on any topic relating to “studying for a doctorate with a child” and “care for dependants”, including childcare options, among other things. Other services and information, such as in relation to child-friendly infrastructure in the University and holiday care can be found on the Family Office homepage.

### Family Office

Andrea Ritschel

Nils Wittig

Barfüßer Straße 17

D-06108 Halle (Saale)

phone +49 345 55 21 357

fax +49 345 55 27099

Opening hours:

Monday 11:00 – 13:00

Wednesday 13:00 – 15:00

or by appointment

familiengerechte-hochschule@uni-halle.de

[uni-halle.de/familiengerecht](http://uni-halle.de/familiengerecht)

### Notice

The family officers of the faculties are also available to provide advice and assistance. You can find the contact details of the individual family officers at

[bit.ly/2wAdlV6](https://bit.ly/2wAdlV6)

## Office for complaints under the Universal Equality Act

Our University places importance on treating one another without discrimination or violence, collaboration based on equality, trust, good working and studying conditions. The use of violence, (sexual) harassment, direct and indirect discrimination on the grounds of ethnic origin, gender, religion or conviction, a disability, age or sexual identity constitute a violation of the rights and obligations in service and employment contracts and of membership, as well as a significant disruption to university activities. The personality development, self-esteem and the freedom to act and make decisions of an individual concerned are affected.

In this context, the Academic Senate has adopted a “Guideline on safeguarding against discrimination, (sexual) harassment and violence” on the basis of the German Universal Equality Act [Allgemeines Gleichbehandlungsgesetz (AGG)]. Employees who feel aggrieved or discriminated against should contact the Office for complaints under the Universal Equality Act.

### Office for complaints under the Universal Equality Act [AGG-Beschwerdestelle]

Barfüßerstraße 17 (Rearhouse)

D-06108 Halle (Saale)

phone +49 345 55 21572

fax +49 345 55 27573

[agg-beschwerdestelle@verwaltung.uni-halle.de](mailto:agg-beschwerdestelle@verwaltung.uni-halle.de)

[www.beschwerdestelle-agg.uni-halle.de](http://www.beschwerdestelle-agg.uni-halle.de)

## Department 3 – Human Resources

### Advanced Education and Staff Development

Since autumn 2017 exists a strategic human resources development project that aims at transforming the MLU's internal continuing education and consulting services into a systematic human resources development concept for all career levels of scientists and academics. The goal is to develop and improve the career development of young scientists even better and to be able to support managers even more in their daily tasks.

The Martin Luther University Halle-Wittenberg attaches particular importance to the comprehensive promotion of its young scientists. In the course of active personnel development, the university provides its employees with target-group-specific and tailor-made information, advice and further training opportunities for competence development, career development and networking.

Against this background, Division 3.2 – Personnel Development, especially Training and Further Education offers for PhD students employed at MLU, a broad spectrum of further education opportunities, e.g. the certificate programme “Successful Teaching”, “Scientific Writing for Doctoral Studies” (German and English), “Career Planning for PhD Students – The Path to Science”, “Voice Coaching for Teachers” as well as the workshop series “Adventure Doctorate: from the Doctoral Start to the Grand Final of the Disputation”.

The training program appears semi-annually and is available under [www.uni-halle.de/personalentwicklung](http://www.uni-halle.de/personalentwicklung) for the download. Here you will also find further offers for your individual training. You will also find further information on academic personnel development on our website:

<http://bit.ly/2HqI04s>

#### Department 3 – Human Resources / Division 3.2 - Personnel Development, especially Training and Further Education

Universitätsring 5

D-06108 Halle (Saale)

phone +49 345 55 21292 or -21504

fax +49 345 55 27136

[personalentwicklung@verwaltung.uni-halle.de](mailto:personalentwicklung@verwaltung.uni-halle.de)

[www.uni-halle.de/personalentwicklung](http://www.uni-halle.de/personalentwicklung)

## Ombudsman

The members of the ombuds committee are personally available as contact persons for all members of the MLU who have allegations of scientific misconduct to make.

The Ombudsman acts as a trusted representative to advise anyone who notifies him/her of suspected academic misconduct, or takes action on the basis of relevant indications of which he/she becomes aware. He/she examines the allegations from the perspective of plausibility for tangibility and significance, for possible motives and with regard to possibilities for dispelling the allegations.

### Ombudsmann der MLU

Prof. Dr. Martin Arnold  
Institute for Mathematics  
Georg-Cantor-Haus  
Theodor-Lieser-Straße 5  
06120 Halle (Saale)  
phone +49 345 55 24653  
fax +49 345 55 27004  
martin.arnold@mathematik.uni-halle.de

[bit.ly/2QExV3m](https://bit.ly/2QExV3m)

## International Students and Staff Officer

The international students and staff officer acts as the trusted representative and contact person for international students, doctoral candidates and academics. He/she also acts as a trusted representative and contact person for German members and affiliates of MLU in the event of issues with international students, doctoral candidates and academics.

The international students and staff officer acts in an advisory capacity in the development and implementation of measures for the continued internationalisation of our University.

Please note that the international students and staff officer is not responsible for general issues in the doctorate or specific aspects within the scope of the doctoral examination procedure.

### International Students and Staff Officer of the Senate

Prof. Dr. Gregor Borg  
Institute for Earth Sciences and Geography  
Von-Seckendorff-Platz 3  
D-06120 Halle (Saale)  
phone +49 345 55 26080  
fax +49 345 55 27364  
gregor.borg@geo.uni-halle.de

[www.auslaenderbeauftragter.uni-halle.de](http://www.auslaenderbeauftragter.uni-halle.de)

## Department 6 – Research, Transfer and External Funding Service

Department 6 – Research, Transfer and External Funding Service supports members of the University in all issues of externally funded research.

The Division 6.1 – Research Funding and Cooperation, EU Office informs and advises doctoral candidates who are due to complete their doctorates on funding options in the postdoc phase (e.g. EU, DFG). Applications for research projects that are to be carried out at MLU are also supported. Advice concentrates on nationally and EU-funded programmes.

### Department 6 - Research, Transfer and External Funding Service / Division 6.1 – Research Funding and Cooperation, EU Office

An der Fliederwegkaserne 18  
D-06130 Halle (Saale)

Dr. Sigrid Köhne  
phone +49 345 55 21303  
sigrid.koehne@verwaltung.uni-halle.de

Dr. Claudia Hübner  
phone +49 345 55 21352  
claudia.huebner@verwaltung.uni-halle.de

[www.uni-halle.de/forschung](http://www.uni-halle.de/forschung)

[www.euhoerschulnetz-sachsen-anhalt.de](http://www.euhoerschulnetz-sachsen-anhalt.de)

Division 6.3 – Transfer and Start-up Service advises doctoral candidates on intellectual property and transfer. Doctoral candidates who are considering establishing an enterprise may use the department's inventing and incorporating consultation service, as well as advice on the transfer of research results to commercial ventures.

### Department 6 - Research, Transfer and External Funding Service / Division 6.3 – Transfer and Entrepreneurship Office (TEO)

Dr. Susanne Hübner  
Weinbergweg 23 (TGZ I)  
06120 Halle (Saale)  
phone +49 345 55 22953  
fax +49 345 55 27513  
susanne.huebner@verwaltung.uni-halle.de

and

Moritz Bradler  
phone +49 345 55 21441  
moritz.bradler@verwaltung.uni-halle.de

Dr. Robert Szczesny  
phone +49 345 55 21414  
robert.szczesny@verwaltung.uni-halle.de

[www.transfer.uni-halle.de](http://www.transfer.uni-halle.de)

[www.gruendung.uni-halle.de](http://www.gruendung.uni-halle.de)

## Career Center

The Career Center is the interface between the university and the employment market. We advise students, doctoral candidates and graduates personally on questions of professional orientation and their application strategy, teach skills in practical seminars and lectures that prepare them for working life and establish contact between students, young professionals and employers. In the events of the Career Center you will learn to prepare effective application documents, to present yourself successfully in job interviews and to build up a broad professional network. Employer profiles and job advertisements of our partner companies can be found on the central job platform of the University of Halle.

[uni-halle.jobteaser.com/en/](http://uni-halle.jobteaser.com/en/)



### Career Center

Tino Schlögl  
Dachritzstraße 12  
D-06108 Halle (Saale)  
phone +49 345 55 21498  
[tino.schloegl@career.uni-halle.de](mailto:tino.schloegl@career.uni-halle.de)

[www.career.uni-halle.de/  
international\\_students](http://www.career.uni-halle.de/international_students)

*Assessment Center  
Photo: Career Center*





## Studentenwerk

### Halle

The Studentenwerk Halle fulfils public tasks of economic, social, health and cultural promotion of students at German universities. This includes university catering. At MLU there are five cafeterias at various MLU sites that provide food at low prices on a daily basis: the "Burse zur Tulpe" cafeteria on the Universitätsplatz, the Harzmensa, the Weinbergmensa, the Heidemenssa, and the Franckesche Stiftung cafeteria. There are numerous interesting meal options to choose from and you can eat what you really like.

When you start your doctorate, you not only face new professional challenges, but often also personal challenges. The Studentenwerk Halle therefore offers psychosocial counselling where personal problems can be discussed.

[bit.ly/35eMM93](https://bit.ly/35eMM93)



**Studentenwerk Halle**

... für Dich da ...

## Continue to support MLU

### as an alumnus/alumna

MLU values its German and international alumni very highly. After completing your doctorate, you are therefore warmly invited to keep in touch with your alma mater. We would be pleased to keep you up to date with news and activities relating to Halle University.

German alumni can find all information about membership and possible involvement at

[www.alumni.uni-halle.de](http://www.alumni.uni-halle.de)

The form for international alumni for inclusion in the MLU alumni database can be found at

[bit.ly/2dQURw](https://bit.ly/2dQURw)



# Living in Halle

## The City of Halle

Halle is a lively city in central Germany with a population of around 230,000. Together with the neighbouring city of Leipzig, the city forms the urban region of Leipzig-Halle, which is home to over one million people, and is also part of the metropolitan area of central Germany together with Leipzig and five other cities in Saxony-Anhalt, Saxony and Thuringia. Halle is a major transport hub and an important economic centre in the new Federal States. Halle is home to one of Germany's oldest universities, Martin Luther University Halle-Wittenberg, and the Burg Giebichenstein art school. The Francke Foundations, established in 1698 by August Hermann Francke, made Halle into the origin point of socio-humanistic education in Germany. The great

Baroque composer, George Friedrich Händel, was born in the city. Halle is home to the headquarters of the German National Academy of Sciences Leopoldina (see page 17) and to the German Federal Cultural Foundation which is charged with representing national science and German culture internationally. There are also numerous cultural institutes and museums within the city, such as the Moritzburg arts museum or the Halle State Museum of Prehistory. The Weinberg campus is also an important technology and enterprise establishment centre (see page 16).

*Göbelbrunnen*

*Photo: Thomas Ziegler, Stadt Halle (Saale)*



*Handel House Halle*

*Photo: Thomas Ziegler, Stadt Halle (Saale)*



## History of the City of Halle

Thanks to its rich salt springs, Halle has been a settlement since prehistoric times, and the first mention of Halle dates back to AD 806 when a Carolingian castle was built by King Charles, the son of Charlemagne, “ad locam qui vocatur Halla” (at a place known as Halle). In AD 968, Halle acquired the newly established Archbishopric of Magdeburg.

Over the next few centuries, the salt springs formed the basis for the town’s wealth; Halle which joined the Hanseatic League in AD 1280.

Halle became the seat of the Archbishopric of Magdeburg under Cardinal Albrecht, who began a period of intensive building work in Renaissance style. After he failed to make the town into an anti-Protestant stronghold and so to form opposition against the Lutheran town of Wittenberg, Halle also saw the Reformation begin in 1541. Martin Luther also preached numerous times in the Marktkirche in Halle.

In 1680, the old Archbishopric of Magdeburg fell to the Electorate of Brandenburg. The rulers of the Electorate of Brandenburg founded a new university on the land acquired to this end, and the University of Halle was established on 12 July 1694. The new university became a centre for the intellectual trends of Enlightenment and

Pietism, and also became the most visited German university. In 1817, the University was merged with the Reformation University of Wittenberg, which had been established in 1502, into the alma mater halensis et vitebergensis.

The second half of the 19th Century saw the beginning of the Industrial Revolution in Halle. The population exceeded 100,000 by 1890. Lignite mining and machinery building were the main activities.

During the Second World War, Halle suffered relatively little damage, so that in the city centre the houses have largely retained their historical form.

In 1946, Halle became the capital of the Province of Saxony-Anhalt (then of the State of Saxony-Anhalt from 1947) and, following the dissolution of the federal state structure in 1952, became the capital of the newly-created district of Halle that developed into a centre of the chemical industry. Halle has formed part of the Federal State of Saxony-Anhalt since 1990.

## Living costs

It is relatively cheap to live in Halle compared with other major German cities. The costs of renting a flat are below the national average, and it is especially cheap to live in the student halls and housing complexes of the Student Union, where tutors will assist international doctoral candidates with questions and issues. Most residents in the student halls are students, but doctoral candidates also have the opportunity to rent a room or apartment there under certain conditions (see “Find an accommodation in Halle”, page 42), for further details relating to living).

Halle offers not only cheap living; food prices are also comparatively low.

### The average costs of a semester in Halle (non-binding guideline)

220 €/semester	Semester fees* (Studentenwerk, Student Parliament, Semester Ticket)
300 €/month	Accommodation
from 90 €/month	Health Insurance**
150 €/month	Food
100 €/month	Personal expenses (clothing, leisure activities, phone)
200 €/semester	Books, copies

\* only for enrolled doctoral candidates

\*\* depending on status and type of insurance  
(statutory or private) the fee can vary greatly

Neues Theater

Photo: Stadtmarketing Halle



## Health

You can find numerous medical organisations and pharmacies in Halle. Hospitals, pharmacies and doctors' surgeries can be found throughout the city and the easiest way to find one is using the website below. The website also allows you to search for doctors with specific knowledge of foreign languages.

[bit.ly/2KWqjwC](http://bit.ly/2KWqjwC)

## Internet and telephone

You can use the data network via WLAN in the University buildings. You need to install software and configure your access setup. You can find instructions relevant to your operating system using the website below. As a doctoral candidate at MLU, you will receive a username and associated password when you register. These access details are automatically activated for use in accessing the wireless LAN.

[wlan.urz.uni-halle.de/en/](http://wlan.urz.uni-halle.de/en/)

### Important Emergency Numbers

**112 Emergency Fire brigade and rescue service** (across all of Europe)

free of charge from all networks, even from mobiles

**110 Police** (inside Germany)

## Leisure time and culture

There are some pleasant ways to spend leisure time in Halle, the cultural capital of Saxony-Anhalt. Bars, pubs and restaurants invite you to while away the hours and enjoy good food, and later in the evening you can move on to the clubs and hotspots. Those who want to properly switch off after a hard day's work will enjoy an outing to the Peißnitz. This large park on the Saale offers ample space to enjoy nature, play sport or enjoy a barbecue with friends. Lakes and forests can also be found close to Halle.

You can also become active together with other members from MLU or local people: there are many clubs dedicated to sport, music and voluntary work. The University sports centre offers almost 80 types of sports and activities, including Zumba, Flamenco or surfing, plus team sports such as football, beach volleyball or rugby. The city's sports teams are also always on the lookout for new members.

You can have the opportunity to be creative in one of the musical ensembles: new members are sure of a warm welcome in the University choir, the Uni Big Band or the academic orchestra. If you are more interested in debating, photography or writing, there are numerous workshops and student initiatives to cater for such activities. Performances at the opera, theatre, variety shows, 'cabaret' performances and the cinema, as well as concerts and exhibitions are a firm fixture of the city's cultural scene. The internationally famous music festival, the Handel Festival, and central Germany's largest folk festival, the Laternenfest, are held in Halle.

## Event calendar of MLU

[bit.ly/2dEYX9t](https://bit.ly/2dEYX9t)

## University sports centre

[www.usz.uni-halle.de](http://www.usz.uni-halle.de)

## Collegium Musicum

[www.coll-music.uni-halle.de/](http://www.coll-music.uni-halle.de/)

## Händel Festival

[www.haendelfestspiele-halle.de/de](http://www.haendelfestspiele-halle.de/de)

## Laternenfest

[www.halle.de/de/Events/Laternenfest/](http://www.halle.de/de/Events/Laternenfest/)

## Events calendar of the City of Halle

[www.halle365.de](http://www.halle365.de)



## Local public transport

Distances are always short in Halle. You can easily reach the institutes, the streets of pubs, the theatre or green spaces by bus and tram. Tram no. 5 and 7 provide regular service to the weinberg campus. Several tram numbers stop near the Universitätsplatz as well as at the Francke Foundations.

The Steintor Campus is also well served by public transport. Even the whole of Germany can be discovered comfortably from Halle. Berlin, Leipzig, Dresden or the Baltic region can be reached in a short time by train. If you wish to travel even further afield, Leipzig/Halle airport is just 20 minutes from the central

station using the S-Bahn on the Mitteldeutscher Verkehrsverbund (MDV) network.

## Local transport in Halle

[www.havag.com](http://www.havag.com)

## Deutsche Bahn

[www.bahn.de](http://www.bahn.de)

## MDV

[www.mdv.de](http://www.mdv.de)

# Notes

A series of horizontal dotted lines for writing notes.