



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. Michael Bron,
Vice-President for Research and Junior Scientists
Photo: Marcus Scholz*

Foreword

Dear doctoral candidates,

I am delighted that you have chosen Martin Luther University Halle-Wittenberg, MLU, to do your doctorate. In keeping with its motto “Creating Knowledge. Since 1502”, MLU has a tradition of study and research dating back over 500 years, and offers a wide range of programmes in humanities, social sciences, natural sciences and medicine.

Your personal route to a doctorate at MLU may differ from other candidates. Whether as a member or affiliate of our university, a doctoral candidate in an non-university research institution or as an external doctoral candidate, we can provide you with the perfect conditions for undertaking your doctorate. There are no fees to pay other than your personal living costs.

A particular advantage of Halle is that there is a multitude of non-university research institutions in the immediate vicinity of our University, and the research results produced at these institutions, in the form of theses are mostly defended at MLU.

Our university also offers the advantage of “short distances”. In addition to the Weinberg campus technology park in the north-west of Halle, where our University’s natural sciences institutes are concentrated, MLU has three other main sites in the city centre: the centrally located Universitätsplatz is among the finest in Europe and one of the most traditional spaces in Halle. Many institutes of humanities and social sciences are concentrated on the new

Steintor Campus. Finally, educational sciences and theology are based at the traditional sites of the Francke Foundations (“Franckesche Stiftungen”) in Halle.

The aim of this brochure is to guide you on your academic path towards gaining your doctorate. We have compiled information that is both useful and worth knowing in concise form, so that you are fully informed from the outset and so that you are aware, both during and after completion of your doctorate, what is to be observed, what options are available and who to contact for specific queries or problems.

I hope that you will settle into our academic landscape quickly and, if you have not yet had the opportunity to get to know Halle, that you will soon meet the people here. May I take this opportunity to wish you an exciting, rewarding and successful doctorate, and I trust that in the course of your study you will also contribute to the excellent academic reputation of our university both in Germany and abroad.

Yours sincerely,

Prof. Dr. Michael Bron

Vice-President for Research and Junior Scientists

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Law Library
Photo: Simone Friese

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 340 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.

*Business and Economics library
Photo: Simone Frieze*



Data, facts and figures: MLU at a glance

University

Professorships: 336

Junior professorships: 5

Employees (not including assistants): 2,239

Trainees: 26

Externally-funded employees: 553

Students (including Medicine): 20,198

of which international students: 2,008

Degree programmes: 263

(as of 31 October 2016)

University Hospital and Faculty of Medicine

Facilities (clinics, institutes, other): 78

Beds: around 1,000

University Hospital employees: 3,053 and 155 trainees

Faculty of Medicine employees: 581 and 2 trainees

Externally-funded employees of the Faculty of Medicine: 176

State grant in 2015 for research and teaching

University (not including the Faculty of Medicine): €139.3 million

Faculty of Medicine: €57.1 million

(as of 30 July 2016)

Faculties

Faculty of Theology

Dean: Prof. Dr. Dirk Evers

Franckeplatz 1, Haus 30

D-06110 Halle (Saale)

dekan@theologie.uni-halle.de

phone +49 345 55 23001

fax +49 345 55 23001

www.theologie.uni-halle.de

Faculty of Law, Economics and Business

Dean: Prof. Dr. Claudia Becker

Universitätsplatz 10 a

Große Steinstraße 73

D-06108 Halle (Saale)

dekan@jurawiwi.uni-halle.de

phone +49 345 55 23301

fax +49 345 55 27191

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 or 1806
fax +49 345 557 1493

www.medicin.uni-halle.de/index.php?id=788

Faculty of Philosophy I

Social Sciences and
Historical Cultural Sciences
Dean: Prof. Dr. Suzanne S. Schüttemeyer
Emil-Abderhalden-Straße 6
D-06108 Halle (Saale)
dekan@philfak1.uni-halle.de
phone +49 345 55 24203
fax +49 345 55 27143

www.philfak1.uni-halle.de

Faculty of Philosophy II

Philology, Communications
and Music Sciences
Dean: Prof. Dr. Georg Maas
Universitätsring 4
D-06108 Halle (Saale)
dekan@philfak2.uni-halle.de
phone +49 345 55 23501
fax +49 345 55 27043

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
fax +49 345 55 27232

www.philfak3.uni-halle.de

Faculty of Natural Sciences I

Biochemistry/Biotechnology,
Biology, Pharmacy
Dean: Prof. Dr. Dietrich Nies
Wolfgang-Langenbeck-Str. 4
D-06120 Halle (Saale)
dekanat@natfak1.uni-halle.de
phone +49 345 55 25071
fax +49 345 55 27301

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
fax +49 345 55 27158

www.natfak2.uni-halle.de

Faculty of Natural Sciences III

Agricultural and Nutritional Sciences,
Geosciences and Computer Science
Dean: Prof. Dr. Olaf Christen
Von-Seckendorff-Platz 3
D-06120 Halle (Saale)
dekan@natfak3.uni-halle.de
phone +49 345 55 26000
fax +49 345 55 27142

www.natfak3.uni-halle.de

Research foci

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 research foci are:

- Material sciences – nanostructured materials
- Biological sciences – macromolecular structures and biological information processing
- Enlightenment – Religion – Knowledge
- Dynamics of society and culture.
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.

*weinberg campus
Photo: Maike Glöckner*



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. Non-university research institutions offer outstanding conditions of employment, but have no authorisation to confer doctoral degrees. 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]. If you complete a doctorate at one of these institutes, you will usually also defend your thesis at our University and receive the doctoral degree from MLU. (See page 34.)

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



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

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

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



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



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



Fraunhofer Center for Silicon Photovoltaics CSP

The Fraunhofer CSP conducts applied research into silicon crystallization, wafer production, solar cell characterization and module technology, developing in the process new technologies, production processes and product concepts along the entire photovoltaic value chain. The Center's work is focused on the assessment of the reliability of solar cells and modules under laboratory and operating

conditions as well as electrical, optical, mechanical and microstructural material and component characterization. Focusing its activities in this way enables the Center to develop measurement methods, devices and production processes for components and materials based on an understanding of failure mechanisms and offers increased levels of reliability.

The portfolio of research activities in the field of photovoltaics is complemented by research into renewable hydrogen production and the storage and utilization of this gas, in particular the development, characterization and testing of new materials for fuel cells and electrolyzers, as well as the simulations and economic feasibility studies of decentralized photovoltaic electrolysis systems.

The Fraunhofer CSP is a joint initiative of the Fraunhofer Institute for Microstructure of Materials and Systems IMWS and the Fraunhofer Institute for Solar Energy Systems ISE.

www.csp.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

weinberg campus technology park

Spread across 134 hectares, the weinberg campus was founded in 1994 and is the second largest technology park in eastern Germany. Through to 2014, around one billion euros have been invested in the site. 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 5,400 employees have set up here to date.



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



Leopoldina
Nationale Akademie
der Wissenschaften

German National Academy of Sciences Leopoldina

The German 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, Aus-

tria, 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 nonpartisan, factual framework for discussion.

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 75 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 of the 2016 summer semester, the faculties of MLU (not including Medicine) have accepted around 2,000 doctoral candidates, of which 21 percent come from abroad (currently from around 80 countries). Most international doctoral candidates come from the People's Republic of China and from India, followed by the Russian Federation, the Syrian Arab Republic, Iran and Poland. Around 350 doctoral projects are completed successfully at our University every year. The awarding of doctoral certificates takes place twice a year at the New Year's reception in January and on the occasion of the "Lange Nacht der Wissenschaften" in July.

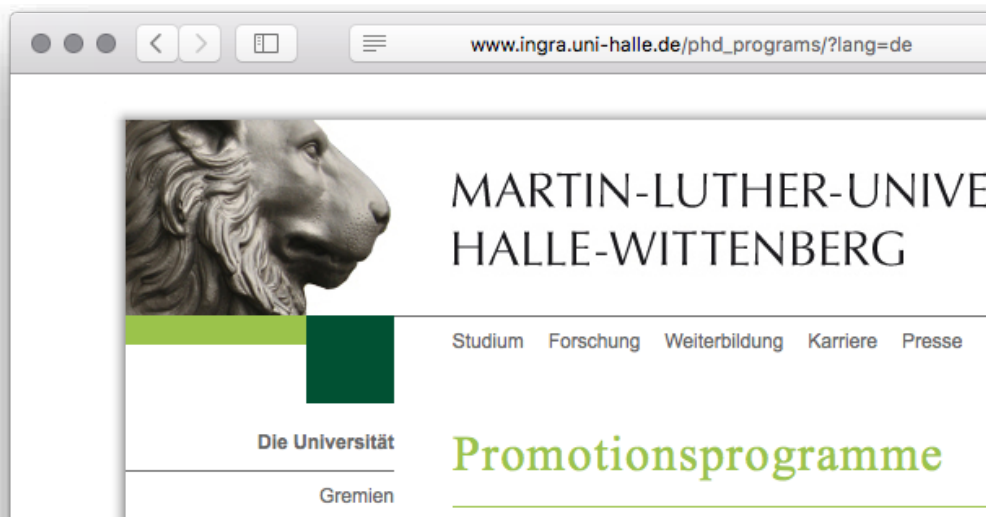
Options for obtaining a doctoral degree

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 42.

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/2dEXxw0



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 17, paragraph 6 and Section 18. 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. An overview of the regulations with further links can be found at

bit.ly/2dDaKmr

Library of the Faculty of Philosophy III and the Faculty of Theology



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 our 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

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?

“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”.

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



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 Elena Revert Francés

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

"It was actually by luck that I decided to do my doctorate in Halle. I worked at the State Office for Heritage Management and Archaeology Saxony-Anhalt. During that time I successfully applied for a scholarship. It would have been very difficult, or should I say impossible, for me to obtain a doctoral scholarship in Spain. It worked out brilliantly here in Germany! My doctoral advisor is an expert in the field where I do my research. Therefore I am happy to have him as a supervisor".

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

"Most of the time I work in the library, sometimes I work at home. With my doctoral advisor I have several meetings per year where we discuss the progress of my work. I also try to attend all the defences in my subject and the graduate colloquia. That is a very enriching experience".

What do you like about doing a doctorate in Halle?

"Since the very beginning what I like most is the interdisciplinary network that I have been able to build up in my work. I have a wonderful infrastructure, of libraries, microscope facilities, laboratories, etc., and high-calibre professionals available, who help me

in my work, regardless of what question I may have. These people helped me from the start, as though such was the natural thing to do. I think it's fantastic!

I also think the opportunities for funding are both important and plentiful. There are numerous institutions in Germany that fund both large and small projects. I get the impression that research is supported here in Germany far more than in my home country. The International Office - PhD Network of MLU is always organising new and interesting



*Elena Revert Francés, Spanish doctoral candidate in the field of prehistoric archaeology
Photo: Elena Revert Francés*



Photo: Elena Revert Francés

activities for doctoral candidates. I am not only thinking about the round table (“Stammtisch”) where one gets to meet other doctoral candidates but also about the so called teaching and research assistantships. Thanks to such a job advertisement, I taught for two semesters at MLU on “The Bronze Age on the Iberian Peninsula”. That was a wonderful experience. And it is no less important to me that everything is within easy reach in Halle. The city has just the right size for living and working. You can make better use of the day when you don’t have to spend hours commuting. It’s really important for doctoral candidates not to waste time”.

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

“Valencia, my home city, lacks exactly the things that appealed to me most about the doctorate in Halle. For example, an interdisciplinary network, which I have here in Halle, didn’t exist in Valencia. It influences the quality of my work and the speed at which I am able to solve the everyday issues in my research. Apart from that, I learn a great deal from fields that don’t form part of my studies. A PhD Network like here at MLU is something else that I didn’t have in Valencia. There is an office that assists doctoral candidates with the purely administrative matters.

I also didn’t have the pre-defence activities and colloquia at my university in Spain. However, everyday life as a doctoral candidate is not really different to that in Spain, because both countries are part of Europe and therefore are based on the Bologna Process”.

Interview with Alexandre Gomes Rodrigues

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

“I chose to come to Germany because I wanted a challenge of being in a different social and working environment in my life. Halle was important because of the project topic and the small size of the city, so I could concentrate and know the place better and also more about historical events that took place here. The University is also attractive due to its challenging environment and historical importance. Prestigious scientists such as Hermann Staudinger and

Gustav Mie studied and worked here, as well as the brave Dorothea Erxleben, the first woman to receive a doctoral degree in Germany, and even Hamlet enjoyed it here.”

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

“Normally I start the day enjoying the neighborhood while I do something outside like jogging. Then I take some minutes to think about my project and plan how my day will go. I may then need to read some article or go to the lab where I perform experiments and exchange ideas with colleagues. I plan experiments on my own and



Alexandre Gomes Rodrigues, Brazilian doctoral candidate in the field of Pharmacy
Photo: Alexandre Gomes Rodrigues

consult my advisor when the situation becomes more challenging, beyond my capabilities.”

What do you like about doing a doctorate in Halle?

“Doing a doctorate outside my own country is a challenge from many viewpoints. The energy and concentration required are higher than otherwise. It means also that we must go beyond our own limits and it pushes us to further development, personally and professionally. Here I always enjoyed the fact that I have the opportunity to expand my horizons through taking part in practical courses as a Teaching Assistant or working with people from different parts of the world and so learning not only about science but also about other cultures.”

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

“The doctorate here can be done within a framework program or direct with Advisor collaboration. In Brazil, it is done within a program where we must attend some lectures and get credits for them. Here the doctorate is expected to be completed in three years, at least in Pharmacy and more time is spent as a Teaching Assistant, there it should take four years and there is a pre-defense in between, which does not exist here.”

Interview with Jana Rüdel

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 discus-

sing 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 Rüdel, doctoral candidate in the integrated Research Training Group (iRTG) “Polymers: random coils and beyond” of SFB/TRR 102, Photo: Maïke Glöckner



Stairs in the Löwengebäude
Photo: Maike Glöckner

Stages of achieving your doctorate at MLU

Funding the doctorate

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

Scholarship from a German funding organisation

There is a large range of scholarships available in Germany. In addition to the 13 prestigious scholarship organisations “Begabtenförderungswerke”, there are many large and small foundations that offer doctoral scholarships for German and international doctoral candidates. Most international doctoral candidates come to Germany with a grant 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 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 27418

sabine.eiser@verwaltung.uni-halle.de

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 the most common. Vacancies are advertised on the University's homepage.

With the adoption of the guidelines for drafting employment conditions entitled "Good Work in Academia", MLU has declared its support for transparent, plannable and appropriate employment relationships and contract terms for young academics. Therefore MLU is endeavouring to implement the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers" recommended by the European Commission in 2005. You are welcome to request more detailed information on this topic from your HR case handler in the Central Administration Office.

bit.ly/2e7hcnK

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 Society (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 eight 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 department 6.1 of MLU (see page 54).

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

www.arbeitsagentur.de

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 55). If you are an International doctoral candidate should also check which conditions apply to them under employment law in accordance with their visa/residence permit (eAT).

Scholarships of the organisations
for the promotion of young talent

www.stipendiumplus.de

DAAD Scholarship Database for Incomers

bit.ly/2dVICsp

Electronic Research Funding Information
System (ELFI):

www.elfi.info

Job vacancies at MLU

personal.verwaltung.uni-halle.de/jobs

Career Center

www.careercenter.uni-halle.de

Photo: Christian Melms



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 candidates. 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/2dNxizi

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 admission 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 prerequisite 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:

- Certified 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.)
- Certified 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).



MARTIN-LUTHER-UNIVERSITÄT HALLE-WITTENBERG




Löwenportal Logout
 Search for Löwenportal

You are here:

Application for acceptance as a doctoral candidate

Personal data
Official contact
Academic degrees
Inform. on doctorate

If you have reached your degree at Martin-Luther-University Halle-Wittenberg, please enter your student number, so that your data may be transferred correctly from the student database automatically.

Basic data

* Lastname

* Firstname

Name at birth

* Gender please select ▼

Matriculation number

* Date of birth Format: (DD.MM.YYYY)

* Place of birth

* Country of birth Deutschland ▼

Enrolment

You can enrol as a doctoral candidate at the Student Registration Office. Please note that enrolment as a doctoral candidate is possible for doing a doctorate, but is not a condition for doing so. If you do register as a doctoral candidate, the advantages for you include discounted use of buses and trains in Halle and within the entire “Mitteldeutscher Verkehrsverbund” (MDV) with a semester ticket, discounted food 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

Both exchange doctoral candidates and those who plan to do the entire doctorate in Halle, please submit the following documents at the Enrolment Office (located in the "Löwengebäude"):

- Completed "Registration for doing a Doctorate" application form,
- Certified copy of your university degree certificate (Master's, degree, etc.)
- Written confirmation from your supervising university professor of the thesis topic and the envisaged duration of supervision (supervisor's confirmation),
- For enrolment in the Faculty of Philosophy I or the Faculty of Natural Sciences I – written confirmation of acceptance as a doctoral candidate by the Faculty,
- Proof of payment of the semester fee,
- Application for the issue of a student identity card (Uni-Service-Card) with passport-size photo

You can find the registration forms at

For international doctoral candidates

bit.ly/2dD9EqU

For German doctoral candidates

bit.ly/2dVJ9dL



*Auditorium Maximum
Photo: Marcus Scholz*

Please note

The procedure for enrolling as a doctoral candidate will change in future in so far as this will be generally possible after having been accepted as a doctoral candidate. The exact date of the new procedure had not been confirmed at the time of writing.

Please check with the Student Registration Office or your Faculty.

For international doctoral candidates

Department 1 – Student Services/Division 1.1 - Student Registration Office
International Students Section

Ms Kati Gaudig

Universitätsplatz 11, Löwengebäude, Raum 8

D-06108 Halle (Saale)

phone +49 345 55 21314

fax +49 345 55 27052

international.students@uni-halle.de

bit.ly/2d278ey

For German doctoral candidates

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

Ms Monika Emmrich

Universitätsplatz 11, Löwengebäude

D-06108 Halle (Saale)

phone +49 345 55 21309

fax +49 345 55 27052

ssc@uni-halle.de

bit.ly/2dVJ9dL

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 doctoral agreement, students 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.

The originality of the academic work of the doctoral candidate is not affected by a doctoral agreement.

Doctoral regulations template

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.

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.

Doctoral regulations

bit.ly/2dDaKmr

Application for admission to the doctoral examination procedure

bit.ly/2dNwH06

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 our University.

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

www.alumni.uni-halle.de

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

bit.ly/2dQTURw



Photo: Michael Deutsch

Advisory and support services

International Graduate Academy (InGrA)

The International Graduate Academy InGrA at MLU acts as the central service point for all doctoral candidates 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.

The InGrA also works closely in this context with the International Office and the PhD Network specifically for the interests of international doctoral candidates



International Graduate Academy InGrA

Dr. Dr. Klaus-Peter Meinicke
(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

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

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

bit.ly/2dFnInW

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.

PhD Network

PhD Network

Esther Smykalla, Angela Hoffmann

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

bit.ly/2dVGZeI



Photo: Christian Melms

Before travelling 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”), 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.

Visa and residence permit (eAT)

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 the home country (visa required or visa-exempt).

Requirements/Exemptions

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

bit.ly/2dQVbYV

For a longer stay in Germany, foreign nationals must apply for a residence permit after entry, unless otherwise determined by the law of the European Union or by a (national) regulation.

The residence permit, or in German „elektronischer Aufenthaltstitel“ (eAT), has been issued as a credit card-sized electronic document since 1 September 2011.

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, or within the first three months.

Please note the Federal Ministry of the Interior has written:

“Late application (after the validity period has already expired) 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”.

(Quelle: bit.ly/2dQUM8J)

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 .

Ausländerbehörde Halle

bit.ly/2denTS8

Bundesamt für Migration und Flüchtlinge

bit.ly/2e2ZzSn

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.

The steps for making an appointment with the immigration authority

1. www.halle.de This will display the homepage
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.

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.

City of Halle (Saale) Halle Immigration Authority

Am Stadion 5

D-06122 Halle (Saale)

phone +49 345 221-5305

fax +49 345 221-5312

Opening hours:

Monday closed

Tuesday 08:00 am to 6:00 pm

Wednesday closed

Thursday 08:00 am to 3:30 pm

Friday 08:00 am to 12:00 pm

bit.ly/2dZoF8w

Living/accommodation in Halle

Living 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

www.in-halle-zuhause.de

www.immobilienscout24.de

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 m²). The advantage of living in a shared house is that you soon get to know other people, but you may have to be willing to make certain compromises. Rooms in shared houses 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, www.ebay-kleinanzeigen.de and www.easy-wg.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 can apply online at 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, and this may result

in waiting times of several months. Applications are handled by the Halle Student Union.

Healthcare insurance during a stay abroad

International doctoral candidates are required to arrange sufficient healthcare insurance themselves. Healthcare insurance abroad is included in some scholarships. Depending on which country you come from and/or what status you will have at MLU, healthcare insurance cover must be presented at official bodies (e.g. with the immigration authority when applying for the eAT, or with the HR department when signing the employment contract). The German healthcare insurance system makes a distinction between statutory and private healthcare insurance. Detailed information and factsheets can be found at

bit.ly/2d6uk6A



Photo: Christian Melms

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.

Notice

International doctoral candidates may apply for membership of the statutory healthcare insurance fund only during the first month. If you initially decide against membership of the statutory healthcare insurance fund, acceptance at a later date is relatively difficult and is only rarely successful or is sometimes no longer provided for under the law.

Photo: konzeptundform



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 a residence permit (eAT) (see “Visa”). You must register personally within 14 days of obtaining permanent accommodation (flat, room in a student hall, etc.) 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.

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

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

Application for a residence permit (eAT) from the immigration authority

All doctoral candidates and their partners who do not come from an EU country, and who intend to stay longer than 3 months in Germany 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 eAT takes around 4 to 6 weeks.

You should apply for a residence permit after arriving in Halle (see also “Visa and residence permit (eAT)”, page 43). To apply, you need the registration certificate [Meldebescheinigung] from the City of Halle (see “Registration with the City of Halle”) and a whole series of other documents, which you can find at

bit.ly/2dZ0gL1

Opening 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, however. A German bank account and a

Student bonus from the City of Halle

In the past, the City of Halle paid a special “student bonus” for students and doctoral candidates at the start of the relevant winter semester. All students and doctoral candidates of MLU who registered for the first time with their main residence in Halle between 1 July and 30 November received a one-off partial refund of the semester fee. Please enquire with the PhD Network or the Student Union as to whether the student bonus is still available from the City of Halle at the time of your registration.

bit.ly/2d29oCs

German giro card may therefore be useful for a longer stay.

There are three types of banks in Germany that are available to all customers interested in opening an account: In addition to cooperative banks, there is the Sparkasse and there are private banks, which all offer simple giro account models. The Sparkasse and larger private banks are branch-based banks (this means they have branches with counters in various cities and locations), while smaller institutions work as direct banks and have no branches of their own; instead they settle transactions online and by telephone, and pass on the cost savings to their customers in the form of cheaper account models. Most banks (irrespective of whether they are branch-based or online) are members of a cash machine network. The Sparkasse operate their own cash machine network from which their customers can withdraw cash free of charge. The Cash Group is a group of large private banks (including Deutsche Bank, Commerzbank, Postbank and HypoVereinsBank), while Cash Pool is another group of private banks (including Santander, Sparda-Bank and Targobank). The Volksbanken and Raiffeisenbanken cooperative banks operate the BankCard ServiceNetz. Cash withdrawals are free of charge within the network that your bank belongs to; fees may be incurred in other networks.

In order to open an account, your passport, your residence permit if applicable, and your current rental agreement must be presented or sent directly to the bank. In Germany, the terms and conditions of business and regulations of banking transactions are in German; translations or English-speaking staff are not commonplace.

German courses

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

bit.ly/2e7hSJK

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 20:00, in various pubs
- **Excursions and events in Halle and the surrounding region**

bit.ly/2e8h1bj

Furthermore in each winter semester, InGrA and the International Office offer an introduction seminar 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 recommended.

Gainful employment

Opportunities for gainful employment are limited depending on the type of funding for your doctorate and the restrictions arising from your residency status. It is often possible to undertake a form of gainful employment that stays within the number of hours available while studying for a doctorate. For example, if you have a residence permit in accordance with Section 16, any gainful employment must not exceed 120 days or 240 half-days per year. The current regulations on the amount of any employment can be found in the current version of the Act on residence, gainful employment and integration of foreign nationals in the Federal Territory (German Residence Act or AufenthG).

bit.ly/2dVHwNo

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

Notice

You can also find information leaflets about the broadcasting licence fee in English, Turkish, French, Russian, Spanish and Arabic at

bit.ly/2dNsVEs

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

www.gleichstellung.uni-halle.de

Photo: Marcus 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

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/2dZ1bLH

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 [Allgemeinen Gleichbehandlungsgesetzes (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

www.beschwerdestelle-agg.uni-halle.de

Department A3 – Human Resources

Martin Luther University Halle-Wittenberg places particular importance on fully promoting the development of young academics. In the course of active staff development, the University provides its employees with information, advice and further training services for skills development, career development and networking, which are specific to target groups and tailored to individual needs.

With this background, the HR department provides a wide range of further training opportunities for doctoral candidates who are employed at MLU, for example: “Successful Teaching” certification programme in university-level teaching, academic writing for a doctorate (German and English), career planning for doctoral candidates – Finding your way in academia, and voice coaching for teaching staff.

The further training programme is published every six months and is available for download at www.uni-halle.de/personalentwicklung. Here you will also find other opportunities on offer for individual further training.

Department A3 – Human Resources/Division 3.2 – Human Resources Development

Universitätsring 5

D-06108 Halle (Saale)

phone +49 345 55 21504 or 21292

fax +49 345 55 27136

personalentwicklung@verwaltung.uni-halle.de

www.uni-halle.de/personalentwicklung

Ombudsman

All members and affiliates of MLU who wish to make an allegation of academic misconduct are entitled to speak personally at short notice to the Ombudsman selected by the Senate.

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.

Prof. Dr. Heiner Lück Ombudsman of MLU

Legal department – Law School

Professorship in Civil Law,

History of European, German and Saxon law

Universitätsring 4

D-06108 Halle (Saale)

phone +49 345 55 23200

fax +49 345 55 27203

heiner.lueck@jura.uni-halle.de

bit.ly/2e7iVjG

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.

Prof. Dr. Gregor Borg
**International Students and Staff Officer
of the Senate**

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

*Von-Seckendorff-Platz at weinberg campus
Photo: Maike Glöckner*

www.auslaenderbeauftragter.uni-halle.de



Department A6 – Research, Transfer and External Funding Service

Department A6 – 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. Applications for research projects that are to be carried out at MLU are also supported. Advice concentrates on nationally and EU-funded programmes.

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

Dr. Erhard Stiebing
phone +49 345) 55 21389
erhard.stiebing@verwaltung.uni-halle.de

uni-halle.de/forschung

www.euhochschulnetz-sachsen-anhalt.de

Division 6.3 – Ideas, Protection, Exploitation & 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.

Division 6.3 – Ideas, Protection, Exploitation & Start-up Service

An der Fliederwegkaserne 18
D-06130 Halle (Saale)

sowie

Technology and Enterprise Founding Centre 1

Weinbergweg 23
D-06120 Halle (Saale)

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

Dr. Robert Szczesny
phone +49 345 55 21414
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Gisela Wissenbach
phone +49 345 55 21384
gisela.wissenbach@verwaltung.uni-halle.de

transfer.uni-halle.de

www.gruendung.uni-halle.de

Career Center

The Career Center forms the interface between the University and the employment market. The services offered by the Career Center include information, advice, agency activities and qualification. You will find numerous hints and tips in the online media to help you enter your profession. We are pleased to advise you personally on issues relating to career orientation and your application strategy. During events at the Career Center, you will learn how to write effective application documents, present yourself successfully in interviews and build up a broad professional network. If you are looking for a part-time job, work placements or entry-level jobs, you will find what you need in the central jobs portal of MLU.

www.top4job.uni-halle.de



Career Center

Tino Schlögl
Universitätsplatz 9
D-06108 Halle (Saale)
phone +49 345 55 21498
fax +49 345 55 27286
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*





Burg Giebichenstein
Photo: Stadt Halle

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 16) 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).

Opera House Halle

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 Hal-la” (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 “Living/accommodation in Halle”, page 44), for further details relating to living). Halle offers not only cheap living; food prices are also comparatively low.

Catering

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 Heidemensa, and the Franckesche Stiftung cafeteria. There are numerous interesting meal options to choose from and you can eat what you really like. University catering attaches great importance to a friendly service, a pleasant environment and is mindful of ecological interests in the production of dishes. Snacks and drinks for light refreshment can be found in the café bars at the Steintor Campus and at the Weinberg campus. You can also easily find

something if you wish to eat outside of the University, as there are a wealth of restaurants and snack bars throughout the city. The key places to go for these are Sternstraße, Kleine Ulrichstraße and Reileck. There is a very active food-sharing group or ‘mobile-dinner’ community in Halle where you can also make good friends at the same time as enjoying some delicious food.

www.foodsharinghalle.wordpress.com

moving.dinner@gmx.de

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.

arztsuche.kvsa.de/arztsuche

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

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.

Events calendar of MLU

bit.ly/2dEYX9t

University sports centre

uszu.uni-halle.de

Workshops and student initiatives

www.stura.uni-halle.de/links

Handel Festival

www.haendelfestspiele-halle.de/de

Laternenfest

www.halle.de/de/Events/Laternenfest

Events calendar of the City of Halle

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. 4 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

Deutsche Bahn

www.bahn.de

MDV

www.mdv.de

