

Frequently asked questions to doctoral studies

A very warm welcome to the Faculty of Environment and Natural Resources! In this document you will find relevant information that should facilitate your start into your doctoral studies - and help you as you go on. If you find any questions still unanswered, please drop us a mail at konvent@unr.uni-freiburg.de.

1. Who can I talk to for

- General questions regarding doctoral studies at the Faculty of Environment and Natural Resources?
You can talk to your doctoral student's representatives at all times. Send us an e-mail at konvent@unr.uni-freiburg.de
- Information on formal and administrative requirements for the dissertation?
On [this website](#) you will find a step-by-step explanation of the way to your PhD. Crucially, it also addresses questions of secondary supervisions, which are important in the beginning of your journey.
If you have any other questions, feel free to ask us, your PhD representatives!
- Information on PhD seminars, courses and learning opportunities?
The [International Graduate Academy](#) (IGA) offers university-wide seminars and courses for PhD students.
Be sure to also check out the [Faculty Graduate School's event calendar](#)! They offer courses on topics such as time management and writing techniques, but also coaching and methods trainings.
→ If you want to participate at the trainings of the Graduate school, you need to be registered [here](#). It is free and you can decide by yourself how and how often you participate.
- Information on stress management, mental health and well-being?
 - [Offers of the student health services](#)
 - [Psychosocial counseling](#) for university employees (the link leads to an intranet site, you need to be logged in your Uni account!)
- Issues with my supervisor?
If you run into any issues with your supervisor, please contact your PhD representatives. You can also contact the IGA. They offer a professional consultation concerning conflicts with your supervisor (“Ombudsverfahren”). This “Ombudsverfahren” has two phases: 1st phase: Confidential consultation with two IGA employees. 2nd phase (if still wanted and necessary): Consultation with an additional Ombudsperson (Professor*in). Further information can be found [here](#).

2. Which newsletter should I subscribe to?

Newsletter:

We recommend you to subscribe to the newsletter of the International Graduate School ([IGA](#)).

Mailing lists:

promotion@unr.uni-freiburg.de (for all doctoral students of our faculty)

phds@esgc.uni-freiburg.de (for all members of the Graduate School ESGC)

In order to register for the Mailing lists you need to send a mail without text to

promotion-on@unr.uni-freiburg.de

phds-on@esgc.uni-freiburg.de

When you are part of those two mailing lists, you will receive all information and offers of the Graduate School automatically.

We also recommend you to join our Slack channel for PhD students (please contact konvent@unr.uni-freiburg.de for the link). No matter if you are looking for equipment or know how, want to find someone to hike with on the weekends or if you are looking for someone to meet for coffee/lunch. In the slack you might find what you are looking for!

3. What are the advantages and disadvantages of enrollment or registration as a doctoral student?

First of all, you have to be officially registered as a doctoral student, i.e. the application for acceptance as a doctoral student has to be accepted. Then you have to decide whether you want to register or matriculate as a doctoral student.

Enrollment (Immatriculation)	Registration
<ul style="list-style-type: none">• Costs: 161 € per semester• All student benefits (dormitory, dining hall discounts, student liability insurance)• Access to the qualification program of the IGA• Access to the services of the computer center	<ul style="list-style-type: none">• no costs• no student benefits• Access to the qualification program of the IGA• Access to the services of the computer center

[Here](#) you can find further information on how to register or enroll.

4. Who represents my interests as a doctoral student at the institute, faculty and university? How can I get involved?

- As a doctoral student at the Faculty of Environment and Natural Resources, you are automatically a member of the PhD Student Convention. The convention elects representatives once a year in a plenary meeting, currently the representatives are Machteld, Erik, Katharina and Leo.
- PhD students are a separate status group and are therefore represented in the Faculty council and the University Senate. The representatives are elected once a year at the university elections.
- All doctoral conventions form together the [Joint Working Committee](#).
- If you are not immatriculated but only registered, you belong to the [academic mid-level](#) status group.

5. I am new in Freiburg and at the Faculty. How can I get in contact with PhD candidates from other working groups?

- We set up a Slack-Channel for the PhD candidates of our faculty. You can use this platform to find help with questions regarding your PhD, but also get in touch with other PhD candidates for extracurricular events. Please contact konvent@unr.uni-freiburg.de for the link!
- The events of the Graduate School (e.g. Manage your PhD, writing days) are a great opportunity to get in touch with other PhD students from our faculty
- The [International Club](#) from the Studierendenwerk Freiburg (SWFR) offers a multitude of extracurricular events as well as a Buddy program and language-tandems.

6. Does the Faculty / University offer financial support for field experiments, travel costs, or stays abroad?

- You can apply at the [Wissenschaftliche Gesellschaft](#) for financial support regarding stays abroad and research trips
- PhD candidates working in the field of forest sciences can apply for financial support at the [Müller-Fahnenberg-Stiftung](#)
- The [Neue Universitätsstiftung](#) offers individual scholarships
- if you want further informations on this topic, feel free to contact Esther Muschelknautz: Esther.Muschelknautz@unr.uni-freiburg.de

7. Where do I find Information about Scholarships for my PhD programme?

- There is a general homepage to find the right scholarship for you: <http://www.stipendienlotse.de/>
- The University of Freiburg also offers scholarships via the [Landesgraduierföderung](#)

8. How do I find a second supervisor? What qualifications do they need to have?

Basically, they need the same qualifications as your first examiner, i.e. they need to be a professor of the faculty (also possible: emeritus, honorary, APL, PD professor). It is possible to have a second supervisor from other faculties of the University of Freiburg or other universities worldwide. However, this needs a request of approval. Best is to ask the examination office if your (potential) choice meets the requirements you are not sure.

9. My scholarship / job runs out, but my PhD has not been finished yet. What are my options?

- The University of Freiburg offers several completion scholarships via the "[Landesgraduierertenförderung](#)" with a maximum funding period of 5 months.
- For PhD students of the DFG research training groups the University of Freiburg also offers [completion scholarships](#). The maximum funding period is 12 months.

10. What official requirements does a dissertation need to fulfill?

The [PhD regulations](#) provide all the formal requirements for a dissertation (only available in German). The most important one is the dissertation form:

- a. For a cumulative dissertation one needs 1 published and 1 accepted lead author paper (peer-reviewed) which form your dissertation later on. It is also possible that your specific working group / supervisor has higher requirements, so do not forget to ask this beforehand!
- b. For a monographic dissertation you have a chapter structure (3 chapters) in your thesis which should be translatable to publish in journals afterwards.

→ A pro and con discussion can be found [here](#).

11. Links

An overview with links to many resources and contact points around a promotion can be found on the website of the [Graduate School](#).