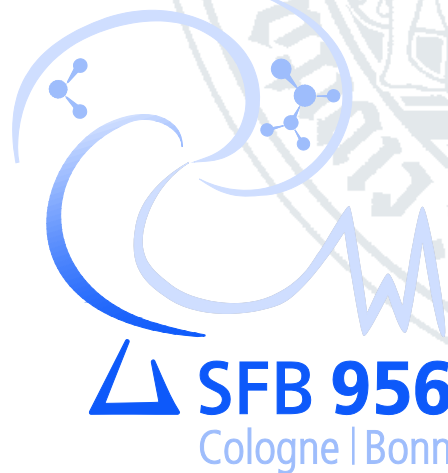


# Welcome new PhD students

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# Overview

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- **How to register as PhD student?**
- **Docfile and KLIPS**
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- **Further important aspects for PhDs**
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# Joint GradSchool in Physics in Cologne & Bonn

- Founded in 2007, all graduate students in Physics/ Astronomy in Cologne and Bonn are members of the BCGS by now.
- 5-year programme, MSc + PhD (2 + 3 yrs)  
Cologne: ~120 MSc + ~150 PhD (steady state)
- All fields of Physics/Astronomy represented in Cologne & Bonn (+ FZJ, + MPIfR).



# Aims and Key Features

- **International, competitive graduate programme, attract gifted students already after BSc**
- **Joint teaching programme, complementary research interests in Cologne & Bonn**
- **Excellent & productive research environment for PhD students**



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# Benefit for PhD students?

- **Structured PhD programme vs. Individual PhD**
  - Thesis Advisory Committee, not only one supervisor
  - Teaching offers (e.g. Intensive Weeks)
  - Regular Poster Session
- **Financial support**
  - Funds for travel reimbursement
  - Hardship cases
- **Special training offers**
  - Specifically for BCGS e.g. “Scientific Integrity“
  - Also from AMC (Cologne) & Graduate Center (Bonn)

## Other important programmes

- **Other GradSchools (additional membership possible):**
  - SFB 956 (Astro, Bonn & Cologne)
  - IMPRS Astro (Bonn & Cologne)
  - FZJ (JuDocs, HITEC, ...)
- **“Umbrella“ programmes (offering trainings, further support)**
  - Cologne: Albertus Magnus Center for Early Career Researchers (AMC)
  - Bonn: Bonn Graduate Center
- **Scientific training programmes**
  - ML4Q Research School (Aachen, Bonn & Cologne)

# How to register as PhD student?

- **Doctoral office of the faculty + Docfile:**

- You need to register in **Docfile**, fill in the application form and provide documents listed at:

***<https://mathnat.uni-koeln.de/en/doctoral-candidates/doctoral-procedure>***

- All documents (**including application form!**) should be uploaded to Docfile as scanned pdf
  - The signed application form should be sent to the doctoral office
- Everything correct => Doctoral office issues  
**Confirmation of Admission**

# How to register as PhD student?

- **Enrolment at the university as a doctoral student (Students' Office or International Office).**
  - **TO KEEP IN MIND 1:** you need to be enrolled throughout your PhD studies.
  - **TO KEEP IN MIND 2:** within the 1<sup>st</sup> year of your PhD you need to assemble Thesis Advisory Committee!
- **During your PhD you will need to provide additional documents, e.g. the confirmation of attending the Scientific Integrity course, TAC meetings forms,.....**



# Docfile

- **Tool for online registration & management for doctoral candidates**

- **Why is it needed?**

Due to new regulations, universities have to provide statistical information about their doctoral students

- **What is it good for?**

You can **upload your documents** as well as update your personal and contact data online

It simplifies the communication between dean's office, graduate schools and PhD candidates

- **Once a year check your docfile status, submit changes to *mnf-docfile@uni-koeln.de***

# KLIPS – tool for Campus Management

- **What is it good for?**
  - Download & printing of student's documents (e.g. confirmation of student status)
  - Online management of personal information and **semester fee**
  - *Registration for courses and overview of exam results*
  - *Search for courses, lecturers or rooms*
- **To use it – register with your uni-account**

# Some formal aspects of the PhD regulations

## New PhD regulations (as of March 2020)

- **Being a member of a GS is the rule!** (If not, you need to provide a supervision agreement including the name of 2nd supervisor.)
- **PhD students have to register in the doctoral office at the beginning of their PhD project**
- **PhD students have to be enrolled for the complete PhD time** (old regulations: enrolled for at least two semesters)

# Some formal aspects of the PhD regulations

## New PhD regulations (as of March 2020)

- As BCGS member you have a **Thesis Advisory Committee (TAC)**
- **Compulsory course on “Scientific Integrity“** (GS-members will get this via the BCGS)
- **Degrees: Dr. rer. nat./PhD** (instead of only Dr. rer. nat.)
- **Further changes refer to the dissertation and the referees** (list available upon request).

# Thesis Advisory Committee

- **What is it?**
  - Consists of direct PhD supervisor and two additional mentors of relevant expertise
  - Accompany the student throughout the PhD project, via regular TAC meetings and whenever additional support is needed (e.g. if original project plan needs modification).
  - Can serve as a mentoring platform in scientific development and career planning

# Thesis Advisory Committee

- **Why is it good for you?**
  - It's good for your project(s), if you can get external feedback and discuss potential problems or new directions with someone not directly involved.
  - Mentor outside of your group can be helpful if there are issues between you and your supervisor, that are not that easily solved in the dependence position.

## **THESE DO NOT HAVE TO BE 'BAD' ISSUES**

- Things are working well, you have enough to write up, but your boss doesn't want you to stop, because there are still so many side projects to follow – an opinion from external prof might help in keeping your PhD in planned time frame.

## **NO TAC – NO PhD**

# Thesis Advisory Committee – practical issues

- **Selection of the TAC:**
  - You should arrange your TAC together with your PI, but make sure you feel comfortable with people you chose as you mentors!
  - Your TAC members should have an expertise that is useful for your topic.
  - It is advisable to have one TAC member from partner university if it has an added value for the project (for ML4Q students, it would be optimal to have two external members).
  - You should assemble your TAC within 6 months.

# Thesis Advisory Committee – practical issues

- **Formalities:**
  - You and your TAC members have to sign the Mentoring Agreement and submit it to BCGS office/uploaded in Docfile.
  - You should have at least 1 TAC meeting during your PhD, meeting once a year is recommended.
  - The TAC meeting should be documented by filling the form, to be submitted to the BCGS office/uploaded in Docfile.



# Further important aspects for PhD students

- **Accommodation**
- **Insurances (Health, Liability)**

Health insurance is mandatory (should be done before or shortly after the arrival), Liability insurance („Haftpflicht“) is highly recommended
- **Type of residence permit: according to § 16 (as a student) vs. § 18 (as employee)**

Important differences, contact International Office to figure out what is best for you
- **Contract issues (incl. taking holidays, sick leave)**

# Training offers

- **Registered PhD students can use the offer of the Albertus Magnus Centre (UoC) and Bonn Graduate Centre (UoB)**
- **Training offered by BCGS and its ‘subprogrammes’**
  - Scientific Integrity
  - Career Coaching for female scientist
  - Alumni Career Talks
  - ...