

## Information sheet for the doctoral candidates of the Graduate Centre Humanities and Social Sciences

Welcome to the Graduate Centre Humanities and Social Sciences of the Research Academy Leipzig, a central institution of the University of Leipzig for the structured qualification of Ph.D. students. In the following, we would like to give you some advice concerning your administrative relations within the Graduate Centre, at the Faculty where you chose to complete your Ph.D. and with the University in general. Enrolment as a Ph.D. student has to be done at all the three dimensions, with the Graduate Centre, where you will get your training, with the Faculty, where you will earn your degree and with the University in general. We hope that the advice will be of help for your first steps in the new stage of your academic career.

### 1. Admission to the Graduate Centre

As a result of the individual classes directorates' selection meeting, the accepted candidates receive a **Ph.D. programme admission certificate**. This will be issued by the Graduate Centre's coordinator.

Furthermore, Ph.D. students and tutors will agree on details of supervision and tutoring. A sample of such a **supervision agreement** can be obtained at the coordinator's office.

The Ph.D. students' data will be registered by the Graduate Centre in a **Ph.D. students master file form**. You can always ask for information about the content of your file.

With the admission to the individual classes you also become a member of the Research Academy Leipzig (RAL). Concerning the structure and the activities of the Research Academy, please have a look at the website [www.uni-leipzig.de/ral](http://www.uni-leipzig.de/ral) or the sites of the Graduate Centres merged in the RAL.

### 2. Admission to the list of Ph.D. students

Faculties hold lists of all Ph.D. candidates enrolled. Registration following the rules for enrolment with the Faculty is a prerequisite for the commencement of the Ph.D. programme of study at the Graduate Centre Humanities and Social Sciences. Please contact the deanery of the Faculty at which you wish to earn your doctorate. Following persons are responsible for the registration:

Fakultät für Sozialwissenschaften und Philosophie, Beethovenstr. 15, 04107 Leipzig,  
Tel.: 0341-97 35600, Frau Carola Vater ([carola.vater@uni-leipzig.de](mailto:carola.vater@uni-leipzig.de))

Fakultät für Geschichte, Kunst und Orientwissenschaften, Schillerstr. 6, 04109 Leipzig, Zi. 216,  
Tel.: 0341-97 37000, Frau Birgit Patzig ([dekgko@uni-leipzig.de](mailto:dekgko@uni-leipzig.de))

Philologische Fakultät, Beethovenstr. 15, 04107 Leipzig, Zi. 4.409, Tel.: 0341-97 37300, Frau  
Annett Lutschin, Zi. 4.409 ([dekphilo@rz.uni-leipzig.de](mailto:dekphilo@rz.uni-leipzig.de))

Please have a look at the Faculties' homepages or come by to the deanery's offices where you will  
be able to obtain the appropriate application forms.

### **3. Enrolment as Ph.D. student**

Generally, we advise you to enrol as Ph.D. student at the University of Leipzig. You will obtain  
student status and you will be a member of the University.

For scholarship holders it holds that:

- With the enrolment as Ph.D. student you are entitled to the statutory accident insurance via  
the University of Leipzig (excluded from this are activities in the framework of the Ph.D.  
studies which take place within the domestic or private space).
- It is advised to contract a private accident- and personal liability insurance additionally.  
Furthermore, proof of health insurance has to be given.
- For scholarship holders of the participating Leipzig research institutions, special rights to  
hospitality agreements have to be met

Ph.D. candidates can enrol throughout the year.

Contact person for German Ph.D. students is:

**Ms Susanne Gebhardt**, Goethestr. 6, 04109 Leipzig, Studentensekretariat, Tel.: 0341- 97  
32026, E-Mail: [susanne.gebhardt@uni-leipzig.de](mailto:susanne.gebhardt@uni-leipzig.de).

Contact person for foreign Ph.D. students is:

**Ms Stefanie Kölling**, Goethestr. 6, 04109 Leipzig, Akademisches Auslandsamt, Tel.: 0341-  
97 32027, E-Mail: [stefanie.koelling@zv.uni-leipzig.de](mailto:stefanie.koelling@zv.uni-leipzig.de).

Detailed information is available at: <http://www.zv.uni-leipzig.de/forschung/promotion/promotionsstudium.html> and  
<http://www.zv.uni-leipzig.de/forschung/mobilitaet-international/internationale-doktoranden.html#c76587>

For the enrolment, you should produce the following documents:

Acceptance certificate as Ph.D. student (admission to the list of Ph.D. students and acceptance  
certificate of the Graduate Centre); passport, if applicable visa, curriculum vitae, two passport  
photographs, original or notarized copies of certificates, proof of the contracted health insurance.

#### **4. Regulatory Framework**

It holds for all Ph.D. students that they may pursue their further education and research activities in the premises of the University of Leipzig (i.e. laboratories, offices etc.) only as long as they are enrolled in the structured Ph.D. training. The structured Ph.D. training is normally completed after three years.