INTRODUCTION SESSION FOR NEW DOCTORAL STUDENTS 2023
Conferral of doctorates as a process from the faculty or administrational perspective

- Application as a doctoral candidate / Supervision agreement
- Submission of the doctoral thesis / Evaluation
- Scientific defense / Assessment
- Publication / PhD diploma
Application as a doctoral candidate

- Checking whether formal requirements for the doctorate are fulfilled, if necessary additional examinations are assigned
- Supervisor is appointed
- Requirement to enroll as a doctoral student
- And: We know you exist
Supervision agreement

- Regular meetings to discuss process of doctoral thesis and frequent proactive reports by doctoral candidate
- Creating adequate conditions for independent research work
- Participation of the candidate in workshops and conferences
- Access to technical infrastructure
- Further issues, e.g. regular colloquia
Submission of the doctoral thesis

- After submission of doctoral thesis, Faculty Board commences the doctoral examination procedure
- Appointment of doctoral examination board consisting of at least 4 members

=> all deadlines, forms, regulations and guidelines on our website: https://www.tu.berlin/en/eecs/research/academic-career/doctorate
Evaluation of the doctoral thesis

- After commencement of procedure, all involved parties are notified
- Three months for the completion of the reports start
Scientific defense

- Takes place at the earliest two weeks after receipt of the reports
- Open to university public; in German or English
- Consists of a presentation about thesis of about 30 minutes and a subsequent discussion of 60 to 90 minutes
- Presence of doctoral candidate and all members of the doctoral examination board is required during the entire defense, external reviewers can participate via videoconference
Assessment

- Possible grades for the thesis: Very good, good, satisfactory, sufficient or not sufficient
- Possible grades for the scientific defense: Very good, good, satisfactory, sufficient or discontinuation of the procedure
- Final assessment: with distinction, very good, good or passed
- “With distinction” may only be awarded if all reviewers have unreservedly rated the thesis as "very good" and the scientific defense has also been unreservedly rated as "very good"
Publication / PhD diploma

- Doctoral thesis must be published before one is allowed to use the doctoral degree (within twelve months following the scientific defense); different ways for the publication
- Request advice from the university library dissertation service: https://www.tu.berlin/en/ub/research-publishing/publishing/dissertation-service
- After publication: handing out the PhD diploma
Welcome!

Conferral of Doctorates at Faculty IV

The doctorate is the acquisition of the doctoral degree at an institution of higher education within the framework of an examination procedure that is regulated at the TU Berlin by doctoral regulations common to all faculties. The scientific work makes an important contribution to the development of the latest scientific findings and to their transfer and application in practice.

There are various ways to earn a doctorate at the Faculty of Electrical Engineering and Computer Science as a research assistant, within structured doctoral programs, or as an external doctorate. The requirements and the examination performance in the form of the dissertation with the scientific defense are the same for all doctoral candidates.

Doctoral Degrees at our Faculty

- *Doktor/in der Ingenieurwissenschaften (Dr.-Ing.)* - for doctorates with a focus on engineering
- *Doktor/in der Naturwissenschaften (Dr. nat.)* - for doctorates with a focus on mathematics and the natural sciences

Requirements

- Doctoral Procedure: Information & Important Forms
- TU-Network
- Ombudspersons for Doctorates

Doctoral Procedure: Information & Important Forms

- Legal Regulations & Guidelines
- Binding Deadlines
- Good Scientific Practice
- Dissertation Awards
- Completed Doctorates
- Location
- Contact & Office hours
Contact

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https://www.tu.berlin/en/eecs/research/academic-career/doctorate
Welcome & Information meeting for PhD students
@ Faculty IV
Electrical Engineering and Computer Science
People involved

**Faculty IV**
- Administration
  - Jana Peich
- Ombudsperson
  - Prof. Maertens
  - Prof. Kao
- Peers/WM- Forum
  - Maria Fleßner-Jung
  - Daniel Maier

**Center for Junior scholars (CJS)**
- Andrea Adams
- Johannes Moes

Quelle: https://pixabay.com/vectors/search/unimaginative/
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1. Formalities @ Faculty IV of TUB
2. Recommendations for good practices
Where you are ...

- Data Analytics & Cloud
- Sustainable Energy Systems & Mobility
- Integration Technology & Photonics
- Cognitive Systems
- Cyber-Physical Systems
- Future Internet & Media Technology

- 72 research groups
- Doctor of Engineering Sciences (Dr.-Ing.)
- Doctor of Natural Sciences (Dr. rer. nat.)
Where you are ...

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- Sustainable Energy Systems & Mobility
- Integration Technology & Photonics
- Cognitive Systems
- Cyber-Physical Systems
- Future Internet & Media Technology

- **72** research groups
- Doctor of Engineering Sciences (**Dr.-Ing.**)
- Doctor of Natural Sciences (**Dr. rer. nat.**)

!! talk to your supervisor about expectations in the respective field !!
Funding of PhD position at Faculty IV

- employed as research associate with teaching duties (5 years)
- third-party funded (e.g. DFG – 3 years)
- Scholarship
- „external“ (e.g. industry or at research institute)
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- some: graduate program

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!! talk to your supervisor about expectations !!

- Teaching? Courses? Publications? Conference presentations? ...
Thesis Formats

Monograph

- “classic”: to present dissertation research in 1 report
- publications are possible & desirable
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Paper-Based (Cumulative) Dissertation:

- 3 (accepted) publications in peer-reviewed journals
- PLUS: Introduction & Transitions & Discussion
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❖ publishing is key to PhD – where, number, journals, ...
  • accepted: boosts self-confidence
  • rejected: at least clear recommendations
Recommendation: Supervision Agreement

1. regular meetings to discuss progress of dissertation
2. proactive reports by doctoral candidate
3. adequate conditions for independent research work (e.g. publications)
4. funding of participation in (international) workshops and conferences
5. access to technical or artistic infrastructure
6. colloquia for doctoral candidates
7. possibility/expectation to participate in further education
8. expectation to teach

https://www.tu.berlin/en/eecs/research/academic-career/doctorate
Recommendation: Supervision Agreement

In case of conflicts both sides can appeal to the ombudsperson for doctoral candidates at the respective faculty.

Elements of a **thorough and active** supervision arrangement are:

1. Regular meetings to discuss progress of the dissertation and frequent proactive reports by the doctoral candidate
2. Creating adequate conditions for independent research work during the dissertation (e.g. publications)
3. Participation of the candidate in (international) workshops and conferences
4. Access to technical or artistic infrastructure
5. Further issues, e.g. regular colloquia for doctoral candidates; possibility to participate in further education courses

re 1. Regular meetings

a) Frequency of progress reviews of the dissertation, at least every

- three months ◐  
- six months ◐  
- more frequently:

  give details
!! Discuss the supervision agreement with your supervisor !!

**Personal advice:**

- Be in charge! - Take responsibility! - From day 1!
- think of advisor as coach
- become a scholar
Application as a Doctoral Candidate

As at most universities, at the Technische Universität Berlin you first need a **written confirmation of supervision from your doctoral supervisor**. As soon as you have received such a confirmation from a professor of the Faculty of Electrical Engineering and Computer Science, you can apply as a doctoral candidate.

In order to get clarity and certainty about the doctoral requirements of the faculty at an early stage, you should **apply as a doctoral candidate in good time**. The faculty then decides whether to accept or reject your declaration of intent and at the same time specifies any requirements for additional study and examination achievement. **For example, additional study and examination requirements may be imposed on candidate with degrees from other disciplines or from foreign countries.**

In addition, the supervisor and the doctoral candidate document their mutual expectations and obligations by concluding a **doctoral agreement**. This includes, in particular, the mutual commitment to the guidelines for ensuring good scientific practice at the TU Berlin, which are based on the recommendations of the German Research Foundation (Deutsche Forschungsgemeinschaft, DFG), as well as the recognition of the characteristics that are considered fundamental within the TU Berlin for a good supervisory and working relationship in the context of a doctorate.

You can submit your application at any time at **our Faculty Service Center**. Please use the following two forms:

- [Application as a Doctoral Candidate (Dr.-Ing. / Dr. rer. nat.)](#)
- [Supervision Agreement](#)
1. Officially register – we know you exist

2. Student status
   - BVG ticket
   - Reduced fares to all kinds of fun stuff
   - Potentially reduced fee for health insurance

3. If you do not want any of the above
   → WM Forum
Graduate school should be the most fun you ever have!

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https://pixabay.com/de/vectors/search/fight/
Ombudsperson

Prof. Dr. Odej Kao
Distributed & Operating Systems
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Odej.Kao@TU-Berlin.de

Prof. Dr. Marianne Maertens
Computational Psychology
Marchstrasse 23, MAR 5-5
+49 (0) 30 314-24478
Marianne.maertens@tu-berlin.de

General Support & Formal Inquiries

Jana Peich
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Room MAR 6.009
jana.peich@tu-berlin.de
1. What do I think will be the most fun during my PhD?

2. Where do I see the biggest challenges?

1. Take 1 minute to think about your answers to these questions

2. Each person takes their turn and
   - introduces him/herself in 1 sentence
   - provides his/her answers in 1 sentence each

3. Write your answers into Flinga board (link → Chat)
Group of PhD’s / PostDocs engaged in:
- Networking
- Committee Work
- Join us on Matrix Chat and on ISIS
Center for Junior Scholars
Introduction session for new doctoral candidates
Get to know us

- We are the central institution to support doctoral candidates, postdocs and research group leaders
- established in 2009 but reorganized in 2020
- close connection to the ZEWK
- connect the activities of TU Berlin and the „Berlin University Alliance“

- also integrate the ProFiL program for female postdocs and proMotion
CJS & Doctoral Candidates: Our Support

Orientation + Networking
- Support with Registering your Doctorate at the Faculty and Enrollment
- Specificities of the German Academic System
- Introduction Sessions with the Faculties
- Round Tables on the Advancement of Junior Scholars
- Newsletter (3 x per year)

Career + continuing education
- List of continuing education courses, events and trainings
- Organisation of the Career Week for Internationals together with the Alumniprogram
- CJS- Infoevents

Consultation
- Conflict Coaching
- Online Visiting Hour (Monday 11-12 o’clock)
- Redirection of inquiries to the appropriate contact persons
- Match-Making Service for “Peer-Internationals”

Orientation of funding options
- Funding Opportunities: List of current scholarships, awards and competitions
- Coordination of applications for (conference) travel grants
- DAAD Degree Completion Grants for internationals (application round once per semester)
- Elsa-Neumann scholarship (NaFG) advisory service
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Close Ties to ZEWK

- We work in close collaboration with the ZEWK (Center for Scientific Continuing Education and Cooperation)
- Courses and Workshops aimed especially at doctoral and postdoctoral researchers

De-stress your PhD with mindfulness

Time Management for PhD Candidates

Optimize your writing productivity

Happiness Ahoy

Introduction Session for new doctoral candidates
Navigating our website

- new INFO-PORTAL: Quick entry to get a first overview
- In-depth information about your doctorate
- News for doctoral or postdoctoral researchers
- List of scholarships
- Comprehensive + updated list of courses for continuing education and events
- List of contact persons (e.g. in faculty service centers)
- Doctoral Regulations
Behind the Scenes

- Coordination, development and prioritization of concrete measures for the advancement of junior scholars
- Internal networking to facilitate processes for doctoral candidates
- CJS-Council Meetings: all faculties vote in the CJS-Council (7 deans, 7 doctoral or postdoctoral researchers)
- Career tracking project within CJS
- Gather fundings for degree completion grants

Introduction Session for new doctoral candidates
Timeline of your doctorate

**Preparation**
- Preparing a research topic
- Contacting supervisors

**Application**
- Register as a doctoral candidate with the faculty

**Enrollment**
- Enrolling

**Financiation**
- Securing funding for the doctorate

**The first 100 days**
- Orientation, Navigation, Application
- Researching, Writing, (Teaching)

**Almost done**
- Admission to the doctoral procedure
- Handing in dissertation
- Assessment needs around 3 months
- Maximum 12 months after oral dissertation

**Finalization**
- Admission to the doctoral procedure
- Handing in dissertation

**Almost done**
- Oral Defense Aka Disputation (Wissenschaftliche Aussprache)

**Financial**
- Securing funding for the doctorate

**Enrollment**
- Enrolling

**Application**
- Register as a doctoral candidate with the faculty

**Preparation**
- Preparing a research topic
- Contacting supervisors

**Introduction Session for new doctoral candidates**
- Almost done
- Oral Defense Aka Disputation (Wissenschaftliche Aussprache)
- Receiving the doctoral degree
- Publication of Dissertation
Starting off with your doctorate

- the first 100 days

1. Register your doctorate at the faculty
   - Get enrolled
   - Conclude a written supervision agreement

2. Visit introduction and information sessions with the faculties

3. Gather information on funding opportunities (e.g., awards, conference travel and publication funds, proof reading possibility)

4. Get to know the courses of ZEWK, PE-WB, etc.
   - Visit events to network
   - Peer-Coaching

5. Counseling on 'getting started' (for female candidates specifically in proMotion)

6. Find time to focus on your doctoral research, narrow down your research question, establish routines

Introduction Session for new doctoral candidates
Common challenges during the research + writing phase

- supervisor communication
- time management
- financial worries
- stuck in writing
- work life balance
- perfectionism
- writing
- lack of data
- focus
- data collection
- efficiency
- worries
- project management
- writing in English
- communication
- question relevance
- deal with mistakes
- motivation
- writing flow
- funding
- data collection difficult
Peer Coaching

- We offer Match-Making service for “peer intervention groups”
- Regular meetings with a clear proceeding
  / rituals to exchange progress and problems with your doctoral project
- Clear modes of giving feedback and encouragement
- Introduction to the method with the help of a trainer
- Not on the disciplinary content of your thesis, but all non-disciplinary aspects
  like teaching, supervisor contact, publication strategy, work-life balance

Register here
Goals of the proMotion program - supporting female doctoral researchers at TU Berlin

- Guidance during the Doctorate
- Qualification and Information
- Establishing interdisciplinary Networks
- Individual Support through Coaching
proMotion training and proMotion support

proMotion training
- Fixed group, application possible every semester
  - Exchange & networking for women
  - Workshops to support you during the initial phase of doctoral work

proMotion support
- Supporting program for all female TU doctoral researchers
  - Individual and group coaching
  - Lunch Talks
    - Doctoral studies
    - Career
    - Women

In German and English
Upcoming

- Informational Event for proMotion training program 7 March 2022 (in English)
- Application deadline for the proMotion training program in the summer term: 12 March 2022
- LunchTalk Zwischen Windeln und Wissenschaft. Familie und Wissenschaft vereinbaren (11.05.2023, 11am – 1pm)
- In Cooperation with the ZEWK: Frauen unter sich. Selbstmanagement und Motivation in der Wissenschaft (28/29 March 9 am - 5 pm)
- Netzwerk Wissenschaft mit Kind in cooperation with the family servie office
- Please contact Dr. Andrea Adams a.adams@tu-berlin.de for an individual appointment
- Sign up for the proMotion mailinglist
Internationalization

- **Outgoing Mobility**
  - Information on „How to go abroad“ with e.g. DAAD (German Academic Exchange Service)
  - [Manual on outgoing mobility (online)](#)
  - Small budget to support conference travels

- **Incoming Mobility**
  - [Welcome Brochure for Internationals](#)
  - Career Week for international junior researchers with international alumni
  - Few [DAAD-STIBET](#) completion grants to finish your doctorate (max. 6 months) (application 2 x per year)

Introduction Session for new doctoral candidates
Offene Fragen.
Vielen Dank für Ihre Aufmerksamkeit.

Questions ?

Contact

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PLEASE GIVE US FEEDBACK ON TODAY’S EVENT