



PhD Student Guide of the Faculty of Sports Science

First steps and useful information

[as of October 19, 2016]

Formalities

- Being **included in the list of PhD students** is a precondition for obtaining a PhD admission and must be applied for in writing ⇒ You'll find more information on the application procedure and necessary documents in § 5 of the PhD Degree Regulations (as of October 21, 2014), please see www.spowi.uni-leipzig.de/fileadmin/studium/studiendokumente/PromOrd_Spowi_141021_oU.pdf
- In order to benefit from the PhD student status (i.e. for cafeteria or public transport discounts) you may **register as a PhD student**. Please note that the registration is *not* a prerequisite for your PhD studies). For more information see www.zv.uni-leipzig.de/forschung/promotion/promotionsstudium.html
- The following **documents** are essential and useful for your PhD Studies: **PhD Degree Regulations, Faculty Regulations, Mentoring Agreement**, and **Declaration on Co-Authorship** (provided by the faculty), **PhD Student Guide** (by the PhD Students Council of Leipzig University) and the **Statutory Provisions for Good Scientific Practice** (by Leipzig University). Especially at the beginning of the doctoral study, it is recommendable to reach a mentoring agreement to put on record aspects of cooperation between PhD students and supervisors during the qualification phase. In particular, this should include the workload with regard to the work on the doctoral project and other activities.
- Note on **additional achievements**: According to the PhD Degree Regulations (§ 14), **additional academic knowledge and education other than the doctoral dissertation** must be **pursued** (generally around 10 credit points). As an alternative, PhD students can also pass an oral exam called Rigorosum or viva voce. Credit points ought to be obtained by participating in some (and if possible all) of the following activities:



- ✓ **Active participation in national or international scientific conferences and workshops for upcoming scientists that last several days**, including a contribution such as a presentation or a poster presentation. The PhD students should be the first author of the contribution. They have to prove that they held the presentation themselves. Two credit points can be awarded for international conference contributions in English (provided that English is not the native language of the PhD student).
- ✓ **Active and regular participation in scientific colloquia and doctoral seminars:** Participation in a minimum of six lectures or seminars over a period of six months including one presentation.
- ✓ **Acquisition of additional personal competences according to the Qualifications Framework for German Higher Education:** i.e. by participating in one-day (or longer) training courses, for example at the Research Academy Leipzig or the Career Service, by taking over organizing or management responsibilities of working groups (such as organizing and setting the agenda for scientific events (half-day or longer) or by taking over responsibilities in the area of academic self-administration).
- ✓ **Further achievements after being accepted by the PhD Admissions Committee:** i.e. Transfer of knowledge outside of university (e.g. taking over responsibilities in the area of further coaching for PE teachers or coaches in professional sports clubs), scientific honors or awards, individual publication outside of one's field. The recognition of the aforementioned achievements is based on an application stating sufficient arguments in favor of accepting the candidate which has to be submitted to the PhD Admissions Committee.

The **additional achievements will be recorded** by means of a **summary of achievements** (a template will be provided online on Moodle) and by an uncertified copy of the documents. You should file the application for the recognition of your achievements three months prior to the beginning of the promotion process; when you hand in your dissertation at the latest. Please make sure to **take care of these issues sooner rather than later! If you have any questions, please ask your mentor, who has been informed about these matters.**

- If you have received a **PhD program admission subject to conditions (aptitude test)**, it is advisable to complete the additional modules as early as possible and talk to the lecturers in charge.



Organizational matters

- Your **contact person** within the faculty for all organizational matters:
 - ✓ For general questions about pursuing a qualification you can contact the chairperson of the Committee for Research and Upcoming Scientists (currently Prof. Dr. Maren Witt) or the Dean's Councilor (currently Mr. Marco Morgner).
 - ✓ For matters concerning a particular institute or department, please contact the respective secretariat.
- In order to fully use the library services (borrow books, access to e-books and electronic journals) as well as the university's computer center (access to Moodle courses), we recommend that you ask for a **library card** and an **account for the computer center with a corresponding email address**. Please ask your mentor or the secretariat of your department or institute for more information about that (this also applies to external PhD students).
- How will you be provided with **information** by our faculty?
 - ✓ Important information about the institute: Subscribe to the institute's mailing list ⇒ ask the respective secretariat
 - ✓ General information on your PhD ⇒ Subscribe to the PhD students mailing list of your faculty ⇒ send an email to doktoranden.spowi@uni-leipzig.de
 - ✓ Documents on PhD studies ⇒ Subscribe to the course on Moodle ⇒ send an email to doktoranden.spowi@uni-leipzig.de
- Apart from working at the University as a research assistant, there are various options of **financing your PhD studies** (i.e. scholarship, project grants). See here for more information: <http://www.zv.uni-leipzig.de/forschung/promotion/finanzierung.html>
- Although you have to cover arising costs yourselves (such as travel expenses for conferences, seminars or consultations), they can be considered for your **tax return**

Content

- Both the faculty and the individual institutes offer **PhD seminars and workshops** on a regular basis ⇒ *Doctoral seminar* (takes place several times over the semester), *PhD Workshop* (once a year), *Research Colloquia* (if necessary only for members of the institute) etc. You will re-



ceive more information once you have subscribed to the PhD students mailing list and the mailing list of the institute.

- In its interdisciplinary qualification program, the Research Academy offers **additional professional and multidisciplinary training courses**. Visit their homepage for more details: <http://www.zv.uni-leipzig.de/forschung/ral/informationen-zur-research-academy.html>

You can find further training courses here:

<http://www.zv.uni-leipzig.de/studium/weiterbildung.html>

<https://www.zv.uni-leipzig.de/studium/career-service/angebote-fuer-studierende/veranstaltungen.html>

<http://home.uni-leipzig.de/schreibportal/>

<http://www.zls.uni-leipzig.de/aus-und-weiterbildung.html>

<https://almaweb.uni-leipzig.de/>

<https://fortbildung.uni-leipzig.de/> (in the intranet)

- Every year on December 2, Leipzig University celebrates the **dies academicus**. The day's program is very diverse. Our faculty also organizes scientific competitions and will even present the Meinel award. You can participate and send in your application. Find out more about the dies academicus:

<http://www.spowi.uni-leipzig.de/forschung/wissenschaftlicher-wettbewerb/>

<https://www.zv.uni-leipzig.de/service/veranstaltungen/dies-academicus>

Here you can find **further information and some useful advice on your PhD**:

<http://www.zv.uni-leipzig.de/forschung/promotion.html>