Welcome to pursuing your PhD in Heidelberg!

Dr. Helke Hillebrand
Administrative Director
Graduate Academy
Heidelberg University

Heidelberg, October 2022
Who are we?

The Graduate Academy serves as

- A central point of contact and support for young researchers (PhD and early postdoctoral level) and their mentors.
- A dedicated provider for efficient and effective tools for tailor-made career development towards supporting the transition into academic careers and facilitating the identification of ambitious career opportunities outside of academia.
- A facilitator to enable the transfer of science into society.

ORIENTATION

http://www.thebusinessclinic.org

INDIVIDUALISATION

www.theschooloflife.com

NETWORKING

https://uberflip.cdntwrk.com
Who are you?

- About 1200 doctorates per year
  - **Diversity matters:** About 25% international PhD students
  - **Gender balance:** About 50% female and male graduates
- It takes on average 4 years to complete a Doctorate (w/o Dr.med.)
Doctoral community Heidelberg University

- About 8500 doctoral candidates steady state (incl. Dr. med.)
- Heidelberg doctoral community is the largest in Baden-Württemberg and among the three 1st places in Germany
- Four major Graduate Schools
  (Life Sciences, Mathematics, Physics, Humanities & Social Sciences)
- More than 40 structured PhD Programs
  (DFG, Excellence Cluster, EU-ITN, LGFG (MWK), participation in IMPRSs and Helmholtz International Graduate Schools, else)

Heidelberg University in international comparison

- **Heidelberg University ranks 3rd in Germany - Shanghai Ranking 2020**
  University ranks 57th worldwide and 18th in Europe (August 27, 2020)

- **Heidelberg University ranks 2nd in Germany - QS World University Ranking 2021/2022**
  University ranks 63rd worldwide and 18th in Europe (June 9, 2021)

- **Ruperto Carola among the world’s top 50 - THE Ranking 2022/23**
  University ranks 43rd worldwide, 13th in Europe and 3rd in Germany (October 12, 2022)

- **Heidelberg University ranks 4th in Germany – THE Global University Employability Ranking 2020**
  University ranks 44th worldwide and 18th in Europe (November 19, 2020)

http://www.uni-heidelberg.de/university/rankings/
Our mission

Serving excellent students carefully attended to by 12 different faculties across campus!

metadisciplinary skills!
Quality standards

Quality standards for doctoral training at Heidelberg University:

- Global recruitment of highly qualified candidates
- Transparency of admission criteria and procedures
- Best possible supervision of doctoral candidates
- Adherence to the principles of good scientific practice
- Transparency of the review process
- Fostering interdisciplinary competencies
- Provision of relevant academic and professional qualifications
- Fostering academic independence and internationalization
Two pillars of Graduate Academy (GA) services

- General Program (Offenes Programm)
  - Information services & consultancy (Beratung)
  - Career development support (Karriereentwicklung)
  - Sponsorship for PhD students (Förderung)

- Service on demand (Geschlossenes Programm)
  - Faculties (Fakultäten)
  - Graduate Schools (Graduiertenschulen)
  - Structured PhD Programs (Promotionskollegs)
Key considerations

- **Servicing a few thousand (up to 8k) PhD students across all faculties**
  - How to create an appropriate impact for the individual CV?
  - How much general skills training vs. tailor-made curricula?
  - How to maximize impact of precious face-to-face time?

- **Applying a few key principles**
  - Intensify modularization of course contents
  - Provide selected e-learning modules
  - Propose integrated training progression paths (career stage & goal)
  - Offer self-assessment tools
  - Nurture self management competencies
  - Foster early independence
What’s in for you?
What do we offer today?

Core activities Graduate Academy:

- Information services & consultancy (Beratung)
- Sponsorship for doctoral researchers (Förderung)
- Career development support (Seminarpogramm/Karriereentwicklung)
- Supporting the advancement of structured PhD programs
Getting prepared

The official stuff:
- Visa?
- Health insurance?
- Transcripts of your degree certificates? (never ever hand in any originals!!!)
- How to?
  - Registration in heiDOCS (Doktorandenportal; ZDB)
  - Supervision agreement (Betreuungsvereinbarung)
  - Admission to faculty (Annahme als Doktorand)
  - Enrollment at university (Immatrikulation)
  - Binational Doctoral Training (Cotutelle)
  - …

On a private level:
- Accommodation?
- Transportation?
- Settling in as a family
- …
Online – Promotionsakte im heiDOCS Portal

Online Doctoral File
Please register to the heiDOCS-Portal at:
www.uni-heidelberg.de/universitaet/heidocs

Zentrales Doktorandenbüro · Seminarstraße 2 · 69117 Heidelberg
Support Online-Promotionsakte · Tel. +49 6221 54-12204 · zdb@uni-heidelberg.de

Anke Rössel          Christine Schilling          Andreas Klinkhof
Getting support throughout (I)

- Consultations
- Welcome events/information sessions
- Seminar and workshop program (about 50 courses p.a. in D & E)
- Primers for Predocs (post-COVID relaunch in preparation)
- Digital (e-learning) resources
- Language and text production support
- German language courses
- Summer Schools (SHS, LERU, HISS)
Getting support throughout (II)

- Cotutelles: Negotiating contracts for dual affiliations incl. supervision with international partners

- Brochure Kiosk – see http://www.graduateacademy.uni-heidelberg.de/downloads/ (Graduate Academy downloads)

- Newsletter (please subscribe on our homepage)

- Bulletin board (seeking partners for research, scientific or language co-operations; https://www.graduateacademy.uni-heidelberg.de/aktuelles/index_en.html#board)

- Jour fixe Doktorandenkonvent

- Coordinating the Ombudsprogram for doctoral candidates
Whom to contact if anything goes pear-shaped?
Avoid the fly �眼球 turning into a big white elephant…

Talk (selectively!) to:
- your supervisor
- your 2nd supervisor/mentor/TAC members
- your peers or the postdoc you work with
- the student representative(s)
- the PhD program coordinator
- us – contact the Graduate Academy
- the department head / Dean of Graduate Studies
- the equal opportunity office (Gleichstellungsbüro)
- the doctoral ombudsperson

... and start talking early on; communication is key!
Ombudspeople & Ombudsprogram

Prof. Dr. C. v. Stutterheim
(Institut für Deutsch als Fremdsprachenphilologie; IDF)

Prof. em. Dr. M. Wink
(Seniorprofessor, Pharmazeutische Biologie; IPMB)

https://www.graduateacademy.uni-heidelberg.de/beratung/ombudsperson_en.html
Sponsorship for doctoral candidates – *status quo*

- Fellowships for doctoral candidates (Landesgraduiertenförderung; LGF)
  - Individual 3-year fellowships
  - Completion fellowships (3-6 month)
  - Small-scale PhD programs ((Kooperative) Promotionskollegs)

- Coordinating the Heidelberg University faculties’ heiDOCS -Program for doctoral researchers

- Support towards identification of suitable (external) fellowships for (international) doctoral candidates (individual meetings & workshop format)

- Support towards establishing a meaningful application/exposé writing
Complementary skills training

The right thing at the right time...

...and what to do after the PhD?
Enhancing general competencies
(incomplete list of examples)

- Complementary scientific skills training
  - Individualized qualification paths
  - Important for all: good scientific practice and research ethics (!)

- Personal skills training

- Extracurricular academic activities
  - Doctoral fellow representation
  - Contributions to conference/workshop/meeting organization
  - Vocational skills training & career orientation/coaching
  - Teaching

- Alumni resource
Good scientific practice

- Get your copy of
  - Heidelberg University’s guidelines regarding scientific (mis-)conduct
  - The DFG „bible“ on safeguarding good scientific practice

- Get acquainted with the rules on how to avoid
  - Plagiarism
  - Scientific misconduct

- Take a course!
  - Digital: Epigeum (certificate available)
  - Trainings: Graduate Academy & central library
Digital resources

https://www.graduateacademy.uni-heidelberg.de/karriere/digitale_weiterbildung/digitale_ressourcen_selbststudium_en.html
New for YOU – free access to the *Nature Masterclasses*

Professional development training for researchers – via online courses and workshops

Free access for researchers from low income countries

We've partnered with Research4Life to offer free access to researchers from low income countries.
Coming soon – free access to Epigeum Advancing your Research Career

Support researchers as they navigate the challenges and complexities of the current research landscape with this interactive training.

To find out more head to our website: https://www.epigeum.com/courses/research/advancing-your-research-career/
Training throughout your PhD

Continuous scientific training

- Seize the opportunities on campus to go to lectures that help you to develop a broad (interdisciplinary) scientific overview and to network.
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- **Mandatory courses**
  - Towards establishing equivalency of the degree you earned previously and the requirements of Geidelberg university – assessed in the context of faculty admission
  - Within the context of your PhD program/ Graduate School

- **Voluntary courses & conferences** – make it part of your work plan
  - Scientific courses/summer schools to foster subject-related expertise
  - Conferences (unwritten rule: participation usually requires own active contribution)
  - Vocational skills training & career development
  - Self-assessment tools
Get in touch – stay in touch!

There is always space for YOUR ideas:

THANK YOU,
BEST OF SUCCESS,

http://www.graduateacademy.uni-heidelberg.de/
graduiertenakademie@uni-heidelberg.de
helke.hillebrand@uni-heidelberg.de