

# Checklist

- **Supervision agreement with supervisors**
  - How often do we meet?
  - Is the period that we agreed upon realistic?
  - The university considers this information when setting up the fixed-term contract.
  
- **Application for acceptance as PhD student at the Dean's office**
  - "Guidelines for Doctorates" (only in German) on the homepage of the Dean's office
  
- **Regular tables and the plenary assembly of the Doctoral Students Council**
  - Meet other PhD students
  - Inform yourself about important news for PhD students
  
- **Funding: Employment at the university**
  - Does the fixed-term contract match the duration of your PhD studies?
  - The working hours depend on the teaching load: How many hours do I have to teach each term? When you teach a course together with a colleague: This only counts for one hour.
  - I want to improve my didactical skills. Does my chair support this?
  
- **Funding: Scholarship**
  - Talk to your supervisor in advance
  - Keep in mind the deadlines! Usually, you must have graduated within the last year.
  - Get feedback for your exposé at the writing center.
  - Check the list of possible foundations at the homepage of the Graduate Academy.
  
- **Submission of the dissertation**
  - This covers usually three printed versions and three digital data carriers together with the application of acceptance to the doctoral procedures addressed to the chairman including all necessary documents
  
- **Oral examination (Defense)**
  - Preparatory courses at the Graduate Academy.
  
- **Publication of the dissertation**
  - For free on the university's server/library
  - Check scholarship funding for printing expenses

**Doctoral procedures: Keep in mind the promotion regulation, the application forms and the information provided by the Dean's office.**

# Writing Center

You would like to know how to narrow your topic, need tips for structuring your work or for finding the appropriate phrasing? You want to get neutral feedback or have lost the thread of your text? The writing center helps you with these and similar questions about scientific writing. There are open consultation hours which take place regularly and you can also make an individual appointment (e.g. for discussing your exposé). Both options are free.  
[www.uni-tuebingen.de/de/28683](http://www.uni-tuebingen.de/de/28683) (only in German)

# University didactics

The Center for Teaching and Learning offers a variety of training opportunities, including some for doctoral students who are already teaching or seek to teach at the university. Doctoral students are encouraged to participate in a qualification program and upon successful completion, can obtain the „Baden-Württemberg-Zertifikat für Hochschuldidaktik“, a certificate accredited by the land of Baden-Württemberg. On the basis of the didactical and pedagogical skills acquired during the program, doctoral students are able to develop their individual teaching abilities. The program includes a two-days workshop and a follow-up, three consultations about teaching in practice, an evaluation of a colleague while they are teaching, online phases and a learning portfolio. A registration for the program is mandatory. The courses are liable to pay costs.

Moreover, there are workshops about digital learning and teaching, offering a platform for incorporating new methods into one's own teaching activities.

For more information, see <https://uni-tuebingen.de/en/facilities/administration/iii-academic-affairs/center-for-teaching-and-learning/>

University of Tübingen

Faculty of Economics and Social Sciences  
Doctoral Students Council

[doktorandenkonvent@wiso.uni-tuebingen.de](mailto:doktorandenkonvent@wiso.uni-tuebingen.de)  
<http://www.uni-tuebingen.de/de/62535>



## Doing a PhD at the Faculty of Economics and Social Sciences

### Brief information and practical advice

Faculty of Economics and Social Sciences  
Doctoral Students Council



## Doctoral Students Council

### What is the Council?

The Council is the primary representation for all of the doctoral students at the Faculty of Economics and Social Sciences. It represents their interests and provides them with a central forum. The council is involved in changes of the doctoral rules and regulations ("Promotionsordnung"). It delegates one consultative member each to the meetings of the faculty board ("Fakultätsrat") and the doctoral examination board ("Promotionsausschuss").

### What happens at the General Assembly?

Once a year, the Council organizes a general assembly open to all Doctoral students of the faculty. The general assembly is the central committee of the Council. At the annual meeting, the new executive board of the council is elected. Each initiative that the Council seeks to execute at the university and the faculty level are decided in a democratic way.

All Doctoral students are strongly encouraged to visit the general assembly to participate in the decisions of the Council. Information on the next general assembly regarding time and place can be found on the homepage of the council and in regular e-mails.

### Regular lunch tables

Once a month upon announcement in the newsletter of the university, the council organizes a regular lunch table at the canteen Prinz-Karl (Hafengasse 6) which provides an excellent opportunity to get in touch with other fellow PhD students. All Doctoral students are cordially invited!

### Contact

All accepted PhD students are registered in the mailing list provided by the Dean's office.

Feel free to contact the Council via e-mail.

Doctoral Students Council

[doktorandenkonvent@wiso.uni-tuebingen.de](mailto:doktorandenkonvent@wiso.uni-tuebingen.de)  
<http://www.uni-tuebingen.de/de/62535>

## Graduate Academy

The Graduate Academy of the University of Tübingen is dedicated to promoting junior researchers. It is the umbrella organization for the graduate academies of the faculties, through which it also integrates the university's doctoral training programs and doctoral training networks. Enrolled Ph.D. students of the Faculty of Economics and Social Sciences automatically belong to the Graduate Academy of the Economics and Social Sciences section.

The Graduate Academy offers a variety of courses, including the Doctoral Researcher Development Program, which specifically targets doctoral students. It encompasses the areas "Research and Responsibility", "Communication and Management" and Career Development," considering the individual needs and demands of the participants.

The annual Doctoral Days ("Doktorandentage") provide a forum for doctoral students to get to know each other and to exchange ideas. They also offer information and opportunities to resolve issues related to the rules and procedures and the doctoral thesis.

For more detailed information, see <https://uni-tuebingen.de/en/research/support-for-junior-researchers/graduate-academy/>

## Career Service

The Career Service is designed to synergize studies and career, focusing on two key areas: "Consultation and Coaching for the Career Entry" and "Contacts with Businesses." There is a broad variety of opportunities, which are exempt of charges, for professional advice pertaining to one's own career planning.

Consultants are available who can provide their expertise and coaching. An online appointment can be arranged for Tuesday and Thursday between 10:00 and 11:00 respectively.

For more detailed information, see the following links:  
<https://uni-tuebingen.de/en/study/steps-towards-employment/career-service/>

<https://uni-tuebingen.de/en/einrichtungen/verwaltung/iii-studium-und-lehre/ueberfachliche-bildung-und-berufliche-orientierung/career-service/> (in German)

## Methods Center

The Methods Center of the Faculty of Economics and Social Sciences promotes methodological research and interdisciplinary exchanges. It encompasses research on both qualitative and quantitative methods and provides expertise whenever requested.

It also regularly organizes seminars and workshops, including the Fall/Winter Schools or respectively Spring/Summer Schools, in which methodological teaching is promoted.

For more information, see <https://uni-tuebingen.de/en/faculties/faculty-of-economics-and-social-sciences/subjects/department-of-social-sciences/methods-center/institute/>

## QualiNet / QuantiNet WiSo

**QualiNet** is a network for qualitative methods in teaching and research, founded in December 2011. The network offers courses regularly, for example a Summer School for 'Writing in Qualitative Research'. For further information, see [www.uni-tuebingen.de/de/31195](http://www.uni-tuebingen.de/de/31195).

**QuantiNet** is its equivalent network for quantitative methods in teaching and research since 2017. Please see also [www.uni-tuebingen.de/de/31196](http://www.uni-tuebingen.de/de/31196).

## Ombudsperson

The Ombudsperson for doctoral students assists students in conflicts during their doctorates. All concerns are handled confidentially and from a neutral perspective. The Ombudsperson is the Dean, or as an assistant the Vice-Dean of Research.

[www.uni-tuebingen.de/de/38205](http://www.uni-tuebingen.de/de/38205)

For any questions regarding the doctoral procedures please contact:

Agnes Albat and Christina Karsch (Dean's Office)

Tel. 07071-29-77957

[promotion@wiso.uni-tuebingen.de](mailto:promotion@wiso.uni-tuebingen.de)

<http://www.uni-tuebingen.de/de/38205>