



yDiv – Graduate School and Postdoc Programme of iDiv

Guide for Doctoral Researchers

Welcome to yDiv!

In this guide you'll find everything you need to know about the graduate school yDiv and the most important steps of doing your doctorate in Germany.

yDiv requirements "in a nutshell":

- Completing 12 ECTS credit points following the yDiv curriculum ([see chapter 5](#))
- Getting support by your PhD Advisory Committee in regular meetings with progress reports ([see chapter 6](#))
- Participating in the annual iDiv conference and the yDiv retreat
- Doing a recommended stay abroad ([see chapter 7](#))

Other opportunities at yDiv:

- Build yourself a professional network via the iDiv consortium and its top-level collaborators and visitors
- Access a variety of courses, events and activities at the graduate academies of the consortium universities, as well as the HIGRADE graduate school of the Helmholtz Centre for Environmental Research (UFZ)
- Participate in the workshops of the synthesis centre sDiv
- Get peer support at PhD meetings in Halle, Jena and Leipzig
- Develop your skills in helping to organise a scientific symposium, retreat etc. at iDiv
- Take part in social events at iDiv
- Be up to date via the mailing lists and newsletters of yDiv and iDiv
- Get individual counselling by the yDiv coordination team, the yDiv Scientific Writing Clinic and Career Coaching with professional coaches

Table of contents

1 yDiv – Graduate School of iDiv	4
2 How to join yDiv	5
3 Registration at the faculty	6
4 Student Enrolment	8
5 Courses and training	10
5.1 Gaining credit points for activities under the yDiv curriculum.....	11
5.2 Events and networking	12
5.3 Coaching and consultation	12
6 Supervision and the PhD Advisory Committee (PAC)	13
7 Stay abroad	16
8 Funding and costs	18
8.1 Travel costs to courses.....	18
8.2 Travel costs to conferences and meetings abroad	18
8.3 iDiv Female Career Fund (FCF)	19
9 Publishing and affiliations	20
10 Contact	20
11 Finding support	21
Checklists	22

1 yDiv – Graduate School of iDiv

At the yDiv graduate school, doctoral researchers benefit from a broad range of qualification and support services like courses, coaching and networking events in a stimulating, international research environment.

As part of iDiv, the graduate school offers great opportunities of courses and networking. yDiv doctoral researchers accumulate valuable skills in assimilating knowledge and techniques from various disciplines, method courses and a transferable skills training.

The doctoral programme provides early-career researchers with an excellent starting position for a successful career in the field of biodiversity research or other exciting academic and non-academic positions upon completion of their PhD.

yDiv has been established under the umbrella of the graduate academies of the iDiv consortium:



International Graduate Academy (InGrA) at the Martin Luther University Halle-Wittenberg



Jena Graduate Academy (JGA) at the Friedrich Schiller University Jena



Graduate Academy Leipzig (GAL) at Leipzig University

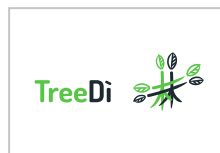
In addition, yDiv collaborates with the following graduate schools and research training groups locally:



HIGRADE at the Helmholtz Centre for Environmental Research – UFZ



AquaDiva at the Friedrich Schiller University Jena



International Research Training Group TreeDi – 林地

All yDiv doctoral researchers have free access to the programmes of the above mentioned institutions if there are capacities left.

2 How to join yDiv

Doctoral researchers in iDiv core groups: All doctoral researchers in core groups are yDiv members by default.

Doctoral researchers in iDiv member groups: For doctoral researchers of iDiv member groups, the membership is voluntary. If you would like to join, kick off the application process by downloading the admission form from the yDiv website. After the yDiv office has received your application, you will get full access to all yDiv facilities.

The yDiv membership contains many opportunities for you, but also requires the agreement of you, your PI, and additional supervisors to the regulations and statutes of the structured graduate programme.

3 Registration at the faculty

To get your doctorate started, it is mandatory to register in the so-called “Doktorandenliste” (doctoral researcher list) at the faculty of your principal investigator (PI). You will defend your thesis and receive your degree from that respective university.

This step is compulsory, so be sure to check the admission regulations carefully in advance. The faculty is entitled to reject your application or ask you to take part in preparatory courses if you do not fulfill the required qualifications. You should apply for the registration in good time (i.e. during the first months of your PhD). The conditions for admission are determined in the faculties’ “Promotionsordnung” (doctoral examination regulations).

Here you can find the links to the doctoral examination regulations in German and English. The links also contain the contact details of the Dean’s office and all application forms.

 <p>MARTIN-LUTHER-UNIVERSITÄT HALLE-WITTENBERG</p>	<p>Martin Luther University Halle-Wittenberg</p> <p>Faculty I of Natural Sciences www.natfak3.uni-halle.de/ordnungen/#anchor1041228</p> <p>Faculty III of Natural Sciences www.natfak1.uni-halle.de/dekanat/promotionen/?lang=en</p>
<p>FRIEDRICH-SCHILLER- UNIVERSITÄT JENA</p>	<p>Friedrich Schiller University Jena</p> <p>Faculty of Biological Sciences www.bio.uni-jena.de/en/graduate-studies-habilitation-office</p>
 <p>UNIVERSITÄT LEIPZIG</p>	<p>Leipzig University</p> <p>Faculty of Life Sciences www.lw.uni-leipzig.de/en/research/doctorate-and-habilitation</p> <p>Faculty of Economics and Management www.wifa.uni-leipzig.de/en/research-and-transfer/doctorates</p>

The application procedure varies from faculty to faculty, but in most cases the following documents have to be submitted:

Documents you will need for the registration in the doctorate list

- ✓ Application form / sometimes via the online portal
- ✓ Supervision agreement
- ✓ Curriculum vitae
- ✓ Certified copies of your graduation certificates (BA/MA/Diploma + transcripts of records)

Please note: *In case your certificates and transcripts of records are not issued in German or English, you need to include authorised translations of the respective documents.*

See also our "Registration in the doctorate list" **checklist** at the end of this guide!

4 Student Enrolment

While registration in the doctoral researcher list is mandatory to start your doctorate, enrolment as a doctoral student at the university is optional. If you choose to enrol, you will receive a student card which grants you a wide range of financial benefits. All it will cost you is the semester fee. Note that you have to be registered in the doctoral researchers list ([see chapter 3](#)) to be able to enrol.

Usually, you have to enrol at the university where you are registered in the doctoral researcher list. However, due to the consortium structure of iDiv, many of our doctoral researchers are registered in the doctoral researchers lists of universities in other cities but live and work in Leipzig.

In order to profit from the benefits that come along with the enrolment it makes sense for all doctoral researchers with their main residence in Leipzig to enrol at Leipzig University (UL). yDiv has an agreement with the UL which makes this possible, but which in each case requires an official statement issued by the yDiv coordination office. Get in contact with the yDiv administrative assistant if you would like to receive this letter.

Financial benefits of enrolment

- Access to inexpensive student dorm rooms
- Reduced canteen prices
- Reduced entry fees in cinemas, theatres, etc.
- Inexpensive sport courses at university

Information on enrolment for international students

- Martin Luther University Halle-Wittenberg:
www.uni-halle.de/ssc/bewerbungsinformationen/promotionsstudierende/?lang=en
- Friedrich Schiller University Jena:
www.uni-jena.de/en/phd-enrolment
- Leipzig University:
www.uni-leipzig.de/en/studying/current-students/enrolment-and-academic-induction/enrolment

Information on enrolment for German students

- Martin Luther University Halle-Wittenberg:
www.uni-halle.de/ssc/bewerbungsinformationen/promotionsstudierende/?lang=en
- Friedrich Schiller University Jena:
www.uni-jena.de/en/phd-enrolment
- Leipzig University:
www.uni-leipzig.de/en/studying/current-students/enrolment-and-academic-induction

Generally required documents:

- ✓ Application form / via the online portal of the respective university
- ✓ Certified copies of your graduation certificates (BA / MA / Diploma + transcript of records)
Please note: *In case your certificates and transcripts of records are not written in German or English, you need to include authorized translations of the respective documents.*
- ✓ Proof of a valid health insurance
- ✓ Copy of confirmation letter of registration as a doctoral researcher (can be handed in later)
- ✓ Passport photo for your student ID card

International students additionally have to hand in

- ✓ Copy of visa or residence permit
- ✓ Copy of your passport
- ✓ Curriculum vitae

See also our "Enrolment"-**Checklist** at the end of this guide!

5 Courses and training

The yDiv programme consists of a curriculum of courses and activities. A minimum of **12 credit points (CP)** in curricular activities has to be completed. At the end of your PhD you will receive the yDiv certificate that lists all the courses and activities that you have been involved in (also the ones exceeding the required CP).

The structure of the yDiv curriculum is shown here:

Courses (minimum 10 CP)

Mandatory courses

Curricular element	Credit points (1 CP = 25–30h)
yDiv Welcome Week incl. the course Introduction to Integrative Biodiversity Science at iDiv	2
Good scientific practice	0.5
Research Data Management	1.5

Elective courses

Curricular element	Credit points (1 CP = 25–30h)
Biodiversity courses	0.5–2 per course*
Methodological courses	0.5–2 per course*
Transferrable skills courses	0.5–1 per course*
Participation in an sDiv working group meeting	2

* Depending on hours

Activities (minimum 2 CP)

For each category, you can earn a maximum of 1 CP.

Curricular element	Credit points (1 CP = 25–30h)
Acting as elected PhD representative at the yDiv board or the iDiv council	1
Acting as teaching assistant/assisting the supervision of B.Sc. or M.Sc. research projects	1
Supervision of pupil's internship	1
Organising events at yDiv/iDiv	Depending on hours
Participation in the iDiv scientific events (excluding meetings of own lab group): for example scientific retreat, joint journal clubs, scientific visits etc.	Depending on hours
Scientific outreach activities	1
Participation in the yDiv retreat	1 (for 1 retreat)
Poster/talk at an international conference	1
Participation in 10 seminar series talks & writing a brief summary (see guidelines from yDiv webpage)	1

The course curriculum of yDiv is unique due to the varied expertise within the iDiv consortium. With courses offered by iDiv research groups, visiting scientists and external trainers, we are able to respond to different demands and allow you to tailor your course programme in the way that most benefits your scientific progress and career planning.

In addition to our own courses, we encourage all yDiv doctoral researchers to seek for available and relevant courses within our partner network. If you cannot find the course you need in the yDiv curriculum, it is likely that it is offered by one of our partners:

- ➔ Transferrable skills courses offered by the graduate academies
- ➔ Courses of our partnering graduate school HIGRADE and research training groups AquaDiva, TreeDi and other graduate schools / training groups within the consortium universities, if places are free
- ➔ Courses by iDiv scientists organised at the consortium universities with slots offered directly to yDiv.

The yDiv CP system is closely related to the European Credit Transfer System and courses attended elsewhere are therefore easily creditable (1 ECTS = 25–30 hours of work). You can easily collect CPs earned on external courses (outside the iDiv consortium) by sending your course certificate to the yDiv coordination team. Sometimes, additional information such as the course website or a detailed course programme is needed for evaluating the correct number of CP.

5.1 Gaining credit points for activities under the yDiv curriculum

Under the activities module, most activities will earn you credit points depending on the number of hours spent (25–30 hours = 1 CP). During your PhD, you should collect a minimum of 2 CPs from at least 2 different activity categories. For example, if you act as a teaching assistant on a course, you should report this to the yDiv coordination (using the activities form available on www.idiv.de/?id=1989).

5.2 Events and networking

The **yDiv annual retreat** is an overnight event where you get together to meet other yDiv doctoral researchers and learn about a commonly agreed, important topic related to science.

You are also invited to participate in regular **iDiv events** like the iDiv Conference. You will find out more about these events via the yDiv newsletter, the iDiv mailing lists and the website.

A particularly valuable and unique opportunity offered by yDiv is the participation in **sDiv working group meetings**. sDiv, the Synthesis Centre of iDiv, brings together researchers from different projects and disciplines globally and creates conditions that promote a creative scientific process. You can apply for a place in these meetings (at least one place for a doctoral researcher is reserved in each meeting) by sending a brief cover letter to the sDiv coordinator Marten Winter (cc yDiv coordination). An application is only possible during the initial phase of the working group. You find more information on sDiv here: www.idiv.de/sdiv. For any questions about sDiv and the participation in working groups, contact the sDiv coordinator Marten Winter.

5.3 Coaching and consultation

Next to courses and events, yDiv provides offers that are tailored to your individual needs, e.g. personal coaching or specific support for your project. This includes f. ex. the scientific writing clinic, statistics consultation or career coaching. Check the offer here: www.idiv.de/?id=1988 and contact yDiv if you are interested.

6 Supervision and the PhD Advisory Committee (PAC)

yDiv Supervision Agreement for main supervisors and doctoral researchers

All yDiv doctoral researchers who have started their PhD as of 2023 have to fill in the individual supervision agreement together with their main supervisor. It is an important tool to clarify and define the expectations of the supervisor and supervisee and support the doctoral researcher to successfully work on their PhD project. It should help to create a professional relationship that is comfortable for both sides.

The signed document has to be send to the yDiv coordination office (www.idiv.de/fileadmin/content/Files_yDiv/Documents/yDiv_Supervision_Agreement_for_Main_Supervisors_and_Doctoral_Researchers_2023.pdf). Individual agreements are documented and kept between the doctoral researcher and the supervisor (www.idiv.de/fileadmin/content/Files_yDiv/Documents/yDiv_Supervision_Agreement_for_Main_Supervisors_and_Doctoral_Researchers_APPENDIX_2023.pdf). Individual agreements should also be revisited during the annual appraisal interview or whenever needed.

PhD Advisory Committee

In addition, all yDiv doctoral researchers who have started their PhD as of 2023 have to fill in and sign the individual supervision agreement together with their main supervisor and send it to the yDiv coordination office within three months after the start of the PhD project.

This agreement is a tool to clarify and define the expectations of the supervisor and supervisee and support the doctoral researcher to successfully work on their PhD project. It should help to create a professional relationship that is comfortable for both sides.

All yDiv doctoral researchers who have started their PhD as of 2023 have to fill in and sign the individual supervision agreement together with their main supervisor and send it to the yDiv coordination office within three months after the start of the PhD project.

All doctoral projects at yDiv are supervised and mentored by supervision teams, also called PhD advisory committees (PAC). A PAC is composed of your Principal Investigator (PI), another iDiv scientist and at least one other postdoc or senior scientist. To ensure intellectual exchange, at least two PAC members should belong to different research groups (see the iDiv groups

here: www.idiv.de/en/groups_and_people). If you need advice on how to select the members of your PAC, contact the yDiv coordination office.

You are expected to organise regular meetings with your PAC (minimum once per year). The aim of these meetings is to monitor your work progress and advise you regarding the development of the research project. Also, the PAC is requested to assist you in aspects of career planning and networking.

How the PAC process works:

- 1 **Form your PAC** – You should form your PAC in consultation with your PI within three months of joining yDiv. The supervisory agreement must be signed by all members of the PAC and submitted to the yDiv coordinator. Please download the supervisory agreement from our website.
- 2 **Kick off your PAC** – Within three months of joining yDiv, you should convene your PAC team and the yDiv coordinator for the initial “kick-off” meeting. You should prepare for this meeting by filling in the yDiv project plan (available on: www.idiv.de/?id=1987), and sending it to your PAC team and yDiv coordination about a week before the meeting. At the meeting, you can hold a short presentation of your work, and go through the main contents of the project plan. Following the “kick-off” meeting, you should update the project plan based on the discussions at the meeting, and when your PAC team agrees on the content, submit it to the yDiv coordination.
- 3 **Regular PAC meetings** – Within one year of joining yDiv, you should convene your PAC team for a meeting to assess the progress made. Prior to the meeting, you should again send a report to your PAC team, using the yDiv progress report form. This document is discussed at the meeting, updated after the meeting, and submitted to the yDiv coordinator. Please note that the progress meeting occurs annually, i.e. three times within a three-year PhD project.

You find all necessary PAC-documents on our website.

See also our “PAC” **checklist** at the end of this guide.



How to prepare for the meeting?

- 1 Agree on the meeting date and time with your PAC (cc:ing the yDiv coordinator) well in advance. Do schedule a minimum of 1.5-2 hours for each PAC meeting. Remember to also reserve a meeting room or set up a virtual meeting link.
- 2 Note that finding a time that suits all your supervisors is likely to be very demanding – a good way to start is by finding several dates and times with your main supervisor first. Do try to optimize your likelihood of success by scheduling the meeting well in time!
- 3 Once you find a date that suits all, remember to send a confirmation email to your PAC so that they book the time in their calendar.
- 4 Download the project plan/progress form from the yDiv website and fill it out. You should send the completed form to the yDiv coordination and your PAC a minimum of one week before the meeting. This is important to remind and update your PAC team of your project plan and progress.
- 5 Prepare a short presentation to update your PAC on your progress (see “usual” meeting process below). Remember that this is not a conference presentation, i.e. it should not focus only on your best achievements, but you should bring forward key problems that you have experienced and that may be hindering your progress.
- 6 Prepare and present a time plan for your PhD (including publications plan).

The “usual” PAC meeting process

- 1 Your presentation (usually with slides, but format is free)

Start with an introduction to your project, focusing on the main research questions/hypotheses (do not expect your PAC to remember these from the previous meeting)

Include a short summary of the main things you have achieved since the previous meeting

Note that you can invite discussion in the middle of your presentation (e.g. identifying questions related to each work package) or at the end
- 2 Discussion among the PAC team and the doctoral researcher

7 Stay abroad

A research stay at a laboratory or organisation abroad is a recommended part of the yDiv training programme. The main purpose is to support the internationalisation of the doctoral researchers, allow them to gain additional practical experience, and support the development of a professional network at an early stage. It can also be used as a career advancement tool, e.g. getting to know non-scientific organisations.

Definition

The stay abroad should be connected to a scientific institution or a university research group, but it can also be done in a non-academic environment like non-governmental organisations or companies. If conducted in a scientific institution, the trip should have clear objectives that fit the overall aims of the PhD project (for example collecting material, conducting analyses and co-authoring a paper with colleagues abroad). If conducted outside of academia, it should support career objectives and provide orientation regarding possible career paths.

A summer school visit, a conference participation or field work alone does not count as a stay abroad. However, field trips can be accepted as part of the stay abroad, if scientific exchange with international partners is organized.

Duration

The stay abroad can be done in one or several parts and should last up to three months in total.

Planning

The stay abroad is roughly planned and scheduled in the first or second meeting of the PhD advisory committee. It should be described in the project plan.

Funding

All PhDs are entitled of a total sum of 2,000 euros for their stay abroad. Please apply for your fund well in advance using the form available here: www.idiv.de/?id=1986.

Other funding opportunities

The Deutsche Akademische Ausstauschdienst (DAAD) admits grants for doctoral researchers for 1–12 month-long research stays abroad. The amount and application deadline of these grants depend on the host country.

More information can be found on: www.daad.de

Doctoral researchers at Leipzig University are eligible for travel funds at the Graduate Academy Leipzig.

How to plan the stay abroad

At least 12 weeks before you go:

- Set the dates for your stay abroad
- Get an official invitation from your hosting institution
- Fill out the yDiv stay abroad application form
- Fill out a travel application form (please ask the yDiv coordination office for the applicable form)
- Please take care of a visa if this is required.
- Note that yDiv reimburses only the following:
 - Travel costs (Halle/Leipzig/Jena to destination and back, if needed costs to airport and back)
 - Accommodation
 - Additional costs that are needed for the trip (e.g. visa costs)
 - **Please note:** Daily allowance will not be paid.
- Consider requesting an advance payment from yDiv if you have to pay for travel or accommodation upfront :
 - Fill in the respective paragraph of the travel application form
 - Add a calculation (simple Excel table as an attachment) with a rough estimation of the costs that you are going to pay

At least 8 weeks before you leave, send us the following information:

- Dates of your stay (as precise as possible)
- Address of accommodation
- Your mobile telephone number
- Your German social security number
- Address and telephone number of your office/institution
- Name and email address of your contact person at the office/institution
- Name and address of your German health insurance

This information is required by the personnel department for requesting an "Entsendung" (sending) for the purposes of your health insurance. The health insurance will be informed of your stay abroad and will continue covering any issues connected to your work. This also means that you will need a private travel health insurance depending on where you are going. The costs for the travel health insurance are not covered by yDiv.

- If you are flying long distance: Book a flight at least 8 weeks before you leave. yDiv will help you with booking the tickets and we try to take over the costs directly.

See also our "Stay abroad" **checklist** at the end of this guide!

8 Funding and costs

Questions related to funding are one of the most frequent themes that the yDiv coordination team is contacted about. We have tried to collect useful information under this chapter; however, we ask you to note that this information may change periodically.

8.1 Travel costs to courses

yDiv will cover travel costs of yDiv doctoral researchers to courses organised as part of the yDiv curriculum. For example, if you live in Jena, and you come to a yDiv course to Leipzig, we can compensate your travel costs. We also cover travel costs for courses at the graduate academies in Halle, Jena and Leipzig. Please contact the yDiv office before your trip.

Furthermore, in the case that travelling to a further destination is part of a yDiv course (e.g. field work or excursion), yDiv typically covers your costs. The costs of the annual yDiv retreat are also fully covered by yDiv.

yDiv cannot fund travel or participation costs towards external courses. However, note that some summer schools offer funded positions. Also, if you have an allocated travel budget as part of your project budget, you can probably use some of this money to pay for courses that are relevant to your project.

8.2 Travel costs to conferences and meetings abroad

yDiv cannot pay the costs of your participation in conferences or meetings abroad. Typically, some money towards travel to conferences and meetings would be included in your project budget or scholarship grant.

There are also further opportunities to apply for funding, some of which are briefly summarised below. Please note that to apply for funding you usually need to actively contribute to the conference programme (i.e. hold a talk or present a poster).

1 Funding through the Graduate Academy Leipzig

Note that this only applies to doctoral researchers at Leipzig University.

More details and relevant forms can be found here:

www.ga.uni-leipzig.de/en/support/travel-allowances.

2 Funding via the DAAD

The DAAD funding for conference trips covers travel and accommodation costs. Note that you need to apply for this funding at least four months prior to the conference: www.daad.de.

3 FAZIT foundation

Some **foundations**, such as the *FAZIT-Stiftung*, also grant travel subsidies for conferences and other short research trips abroad in the event of a financial emergency.

- ➔ Please note: The funding will only be granted if the applicant cannot afford the costs otherwise (financial distress)
- ➔ The application to the *FAZIT-Stiftung* has to be submitted in German.

For more information visit: www.fazit-stiftung.de (only in German).

8.3 iDiv Female Career Fund (FCF)

All female yDiv doctoral researchers are entitled to apply for grants from the *Female Career Fund*. The primary aim of the fund is to promote careers of female scientists by increasing their scientific network and visibility in their field of research. It also funds various activities that young female scientists can participate. These activities include lectures, lunches with female scientists, or soft skills. Look out for the call via the iDiv mailing lists.

9 Publishing and affiliations

We ask all yDiv doctoral researchers to refer to the support from iDiv in all outreach activities (conferences, scientific papers and other publications) with the following text that can usually be included in the acknowledgements:

For all publications written in the English language, please use *“X.Y. gratefully acknowledges the support of the German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig funded by the German Research Foundation (FZT 118, project number)”*.

For all publications written in the German language, please use *“gefördert durch die Deutsche Forschungsgemeinschaft (DFG) – FZT 118, 202548816”*.

10 Contact

If you have any problems, questions, or requests, do not hesitate to contact the responsible person. For general inquiries send an email to ydiv@idiv.de.

yDiv Coordinator

Dr Nicole Sachmerda-Schulz

☎ +49 341 9733125

📍 Room A.00.19, Puschstrasse 4, 04103 Leipzig, Germany

✉ nicole.sachmerda-schulz@idiv.de

yDiv Administrative Assistant

Beate Horn

☎ +49 341 9733126

📍 Room A.00.19, Puschstrasse 4, 04103 Leipzig, Germany

✉ beate.horn@idiv.de

11 Finding support

Mediation in cases of conflict between doctoral researchers and their supervisors (All enquiries will be treated with absolute confidentiality):

- iDiv counsellors: [Dr Nicole Sachmerda-Schulz](#) and [Dr Marten Winter](#)

In cases of suspected misconduct (including conflicts with your supervisor) and safeguarding ethics in science and research you can also contact the “Ombudspersons” confidentially

- Office of ombudspersons Leipzig University:
www.uni-leipzig.de/en/research/research-service/office-of-ombudspersons
- Consulting in cases of conflict at Graduate Academy Jena:
www.uni-jena.de/en/phd-ombud
- Ombuds office at Martin Luther University Halle-Wittenberg:
www.philfak3.uni-halle.de/studium/ombuds-stelle
- The German Research Ombudsman:
(for ombudspersons outside your institution:
www.ombudsman-fuer-die-wissenschaft.de/?lang=en)

PhD Candidates’ Councils

- Leipzig University:
www.prorat.uni-leipzig.de/en
- Friedrich Schiller University Jena:
www.uni-jena.de/en/postdoc-initiatives
- Martin Luther University Halle-Wittenberg:
blogs.urz.uni-halle.de/promovierendenvertretung

The universities in Leipzig, Halle and Jena also offer psychological counselling:

- Leipzig University:
www.studentenwerk-leipzig.de/en/counselling-social-issues/psychosocial-counselling
- Friedrich Schiller University Jena:
www.stw-thueringen.de/en/counselling/psycho-social-counselling/
- Martin Luther University Halle-Wittenberg:
www.studentenwerk-halle.de/en/counseling-services/psychosoziale-beratung/psychological-counseling-services



Checklists

Registration in the doctorate list

- Application form / online portal login
(see website of the respective faculty)
- Supervision agreement
- Curriculum vitae
- Certified copies of your graduation certificates
(BA/MA/Diploma + transcripts of records)

Please note: *In case your certificates and transcripts of records are not written in German or English, you need to include authorised translations of the respective documents.*

Enrolment at one of the universities (Halle, Jena, Leipzig)

Generally required documents:

- Application form of the respective university
- Certified copies of your graduation certificates
(BA/MA/Diploma + transcript of records)
Please note: In case your certificates and transcripts of records are not written in German or English, you need to include authorised translations of the respective documents.
- Proof of a valid health insurance
- yDiv letter (in case you are employed by another university)
- Copy of confirmation letter of registration as a doctoral researcher
(can be handed in later)
- Passport photo for your student ID card

International students additionally have to submit:

- Copy of visa or residence permit
- Copy of your passport
- Curriculum vitae

The stay abroad (part 1)

At least 12 weeks before you go

- Set the dates for your stay abroad
- Fill in a travel application form (ask the yDiv coordination office)
- Apply for a visa if this is required
- Note that yDiv reimburses only the following:
 - Travel costs (Halle / Leipzig / Jena to destination and back, if needed costs to airport and back)
 - Accommodation
 - Additional costs that are needed for the trip (e.g. visa costs)
Please note: *We do not pay a daily allowance.*
 - Consider requesting an advance (you most likely have to pay your accommodation yourself first) – the reimbursement can only be done after your return and it can take up to six months):
 - Add a calculation (simple Excel table as an attachment) with a rough estimation of the costs that you are going to pay
 - **Please note that the money will be transferred to your account not earlier than one week before your trip starts.**
- Please book your accommodation as soon as possible. Consider that your host may have information on affordable housing options (e.g. university housing)

The stay abroad (part 2)

At least 8 weeks before you leave, send us the following information:

- Dates of your stay (as precise as possible)
- Address of accommodation
- Your mobile telephone number
- Your German social security number
- Address and telephone number of your office/institution
- Name and email address of your contact person at the office/institution
- Name and address of your German health insurance
This information is required by the personnel department for requesting an "Entsendung" (sending) for the purposes of your health insurance. The health insurance will be informed of your stay abroad and will continue covering any issues connected to your work. This also means that you will need a private travel health insurance depending on where you are going. The costs for the travel health insurance are not covered by yDiv.
- If you are flying long distance: **Book a flight at least 8 weeks before you leave.**
yDiv will help you with booking the tickets and we try to take over the costs directly.

PAC process

- Within **three months** after joining yDiv: Form your PhD advisory committee (PAC)
 - Prompt all supervisors to sign the supervisory agreement
 - Submit supervisory agreement to the yDiv coordinator

- Within **three months** after joining yDiv: Convene your PAC team and the yDiv coordinator for initial “kick-off” meeting
 - Fix a date for the kick-off meeting with the PAC team and invite yDiv coordinator
 - Prepare meeting by filling the project plan
 - Update project plan after meeting
 - If PAC team agrees on updated content: submit project plan to yDiv coordinator
 - Date for kick-off meeting: ____-____-____

- Within **one year** of joining yDiv: Convene your PAC team for a meeting to assess the progress made
 - Fix a date for the progress meeting with the PAC team
 - Prepare meeting by filling the progress report
 - Update progress report after meeting
 - Submit progress report to yDiv coordinator
 - Date for 1st PAC meeting: ____-____-____

- Second progress report meeting **within the second year** of joining yDiv
 - Date for 2nd PAC meeting: ____-____-____

- Third and last progress report meeting **within the third year** of joining yDiv
 - Date for 3rd PAC meeting: ____-____-____

Supervisory agreement, project plan and progress report documents can be downloaded on:
www.idiv.de/?id=1987



iDiv

**German Centre for Integrative
Biodiversity Research (iDiv)
Halle-Jena-Leipzig**

Puschstrasse 4
04103 Leipzig, Germany
Phone: +49 341 9733105
Fax: +49 341 9739350
ydiv@idiv.de
www.idiv.de/yDiv

Layout: Stefan Bernhardt / iDiv
Cover photo: Dr Volker Hahn / iDiv
May 2024

iDiv is a central facility of Leipzig University within the meaning of Section 98 (1) of the SächsHSG ("Sächsisches Hochschulgesetz"). It is run together with the Martin Luther University Halle-Wittenberg and the Friedrich Schiller University Jena, as well as in cooperation with the Helmholtz Centre for Environmental Research – UFZ.

The following non-university research institutions are involved as cooperation partners: the Helmholtz Centre for Environmental Research – UFZ, the Max Planck Institute for Biogeochemistry (MPI BGC), the Max Planck Institute for Chemical Ecology (MPI CE), the Max Planck Institute for Evolutionary Anthropology (MPI EVA), the Leibniz Institute DSMZ – German Collection of Microorganisms and Cell Cultures, the Leibniz Institute of Plant Biochemistry (IPB), the Leibniz Institute of Plant Genetics and Crop Plant Research (IPK) and the Leibniz Institute Senckenberg Museum of Natural History Görlitz (SMNG).