

DOING YOUR DOCTORATE IN THE ERFURT DOCTORAL AND POST-DOCTORAL PROGRAMME (EPPP)

INFORMATION FOR DOCTORAL CANDIDATES AT THE EPPP: REGULATIONS AND PROCEDURES

The Erfurt Doctoral and Post-Doctoral Programme (EPPP) was established May 2008 by a resolution of the Presidium of the University of Erfurt. It supports the University of Erfurt in all activities relating to qualifying early-career researchers. The EPPP frames the establishment, administration and quality assurance of structured doctoral and post-doctoral programmes and supports early stage researcher within this programme in financial and non-material ways. Furthermore, it develops standards for the supervision of doctoral candidates and measures to promote their academic key skills. The EPPP is the common framework of the various Graduate Centres and the Max-Weber-Kolleg of the University of Erfurt.

Doing your doctorate in an EPPP-certified Graduate Centre / the Max-Weber-Kolleg: six advantages

- 1. **Integration:** EPPP members do not complete their doctorates on their own. They become members of a close-knit team of different doctoral candidates with similar research interests.*
- 2. **Team-based supervision:** a team-based approach for the supervision of the doctorate. Each doctoral candidate is supported by several supervisors, allowing them to receive feedback on their work from multiple perspectives.*
- 3. **Professionalism:** in addition to regular colloquiums, the programme offers various professional events and services, such as guest lectures and specific workshops. Thus doing a doctorate within a structured programme and a fixed curriculum does promote your professional competences in your research field along the completion of your doctorate.*
- 4. **Academic key competences:** alongside their research, doctoral candidates who complete their doctorate within a structured programme are given many opportunities to work on academic skills and key competences, such as confident presentation, academic writing, receiving and providing feedback, organising academic events and many more.*
- 5. **Financial support:** doctoral candidates in structured programmes have the opportunity for a claim for reimbursement of research-related travelling and material expenses. They may also be granted subsidies from the University's internal funding programme for academic events they plan to organise.*
- 6. **Excellent work environment:** access to additional services from the university library and the university computer and media centre. Full members of the EPPP may also be assigned their own office space (if possible by idle capacity).*

1. How can doctoral candidates join the EPPP?

Applying for an EPPP-certified centre for early stage researchers:

Early stage researchers wishing to complete their doctorate at the University of Erfurt may apply for one of the EPPP-certified Graduate Centres or the Max-Weber-Kolleg. Their supervisor must be a member of the same centre.

To apply, submit the following documents to the certified Graduate Centre or the Max-Weber-Kolleg: your CV, your research proposal (approximately five pages), your academic certifications. Additional documents may be required. For more details, consult the website or contact the responsible contact persons of the Graduate Centres/ the Max-Weber-Kolleg.

→ An overview of all EPPP-certified Graduate Centres and the Max-Weber-Kolleg is available here: <https://www.uni-erfurt.de/forschung/wissenschaftliche-karriere/graduierforum-und-nachwuchskollegs/nachwuchskollegs>

The EPPP-certified Graduate Centres and the Max-Weber-Kolleg have a multiple stage **selection and acceptance process** for people interested in applying for them:

- Following an initial **review of the application documents**, at least two members of the relevant centre will **interview** the applicant.
- Based on their interview performance, the members of the centre **collectively decide** whether to admit the applicant into the programme. If the applicant is successful, the representative of the centre will issue a written **note of admission** (see the template).
- By no later than three months after their admission to a faculty of the University of Erfurt or the Max Weber Centre for Advanced Cultural and Social Studies, the doctoral candidate make an **individual, written supervision agreement** with a member of their centre. The University of Erfurt provides a template for the agreement. The supervisor must be an authorised examiner and agrees to provide intensive, individual support for the doctoral candidate.

The admission of new doctoral candidates into one of the EPPP-certified Graduate Centres or the Max-Weber-Kolleg is possible on the first day of each month.

New doctoral candidates usually become **full members**. Full membership requires a continuous participation in the mandatory programme of the centres as well as the completion of all demanded accomplishments of the structured doctorate in an EPPP-programme due time. If a regular participation in the programme of the Graduate Centres or the Max-Weber-Kolleg isn't possible, a part-time membership can be granted in exceptional cases too. Partial membership requires at least the occasional participation in the mandatory colloquium as well as completion of all demanded accomplishments in the curriculum in due time. All members of the centres are expected to be active members of the EPPP and the University of Erfurt.

Requirements for EPPP membership:

- *The prospective member must have been admitted to the EPPP-certified Graduate centre or the Max-Weber-Kolleg, where their main supervisor is a member too.*
- *The prospective member must have been accepted as a doctoral candidate at a faculty of the University of Erfurt or the Max Weber Centre for Advanced Cultural and Social Studies.*
- *The prospective member must be enrolled at the University of Erfurt or provide evidence of their membership of the University in a different way.*
- *The accepted member of a Graduate Centre or the Max-Weber-Kolleg must report their acceptance to the Research and Graduate Services to register their membership.*

Admission to a faculty or the Max-Weber-Kolleg as a doctoral candidate

Early-career researchers wishing to become a member of the Erfurt Doctoral and Post-Doctoral Programme must have been admitted to a faculty of the University of Erfurt or to the Max-Weber-Kolleg. Admission requirements and application procedures are governed by the doctoral-degree regulations of the individual faculties or the Max-Weber-Kolleg.

→ The doctoral-degree regulations of the faculties and the Max-Weber-Kolleg are available online (in German):

<https://www.uni-erfurt.de/universitaet/beratung-service/hochschulrecht/satzungsrecht/-verwaltungsvorschriften-der-universitaet-erfurt/studium/promotionsordnungen>

Enrolling for the doctorate

Only **members of the University of Erfurt** may become members of the EPPP. Doctoral candidates become members of the University by enrolling for a doctorate either on full-time or part-time basis. For employees of the University of Erfurt, enrolment is optional but recommended. Enrolment is possible at any time.

→ For more information on enrolling for a doctorate, please consult Department 1: Registrar's Office:

<https://www.uni-erfurt.de/en/studium/vor-dem-studium/application-admission-enrolment/phd-programs>

Registering your membership at the Research and Graduate Service

To finalise your status as a **registered member of the EPPP** and become eligible for the funding opportunities that are available to full members, you must notify the Research and Graduate Services of your admission to an EPPP-certified Graduate Centre or to the Max-Weber-Kolleg **within six weeks** after your admission.

Hand in the following documents at the service office of the Research and Graduate Services in person or by e-mail (nachwuchsfoerderung@uni-erfurt.de): confirmation of admission to an EPPP-certified Graduate Centre or to the Max-Weber-Kolleg, confirmation of admission as doctoral candidate to a faculty of the University of Erfurt or the Max Weber Centre for Advanced Cultural and Social Studies, and, if applicable, a confirmation of your enrolment or an alternative evidence of your membership at the University of Erfurt.

The staff of the Research and Graduate Services will register you as a member of the EPPP. They will also inform you about the various funding opportunities available to EPPP members and the services available to doctoral candidates at the University of Erfurt. You may contact them at any time if you have questions about your doctorate or your membership of a structured doctoral programme.

Contact:

*Research and Graduate Services
Administrative building (VG), right-hand entrance, room 0.33*

Email: nachwuchsfoerderung@uni-erfurt.de

Online: <https://www.uni-erfurt.de/en/research/advice-and-services/vice-president-and-staff-unit>

2. For how long can doctoral candidates remain EPPP members?

The **regular full membership period** for doctoral candidates in the EPPP is limited to three years. They are expected to complete their doctorate within that time. The membership can be extended for an additional year. For the duration of their membership, members are eligible to receive the various types of funding available from the EPPP.

All members must provide evidence of their continuous membership and active participation in the colloquiums to the Research and Graduate Services every year (using the form "Confirmation of active membership of an EPPP-certified centre for early-career researchers").

The regular EPPP membership ends:

- When the doctoral candidate **completes their doctorate**, that is after the last examination of the doctorate.
- At the **end of the fourth year** of their membership in the EPPP. If a member has not completed their doctorate within four years, their regular membership will automatically convert to an associate membership after the fourth year. Their Graduate Centre / Max-Weber-Kolleg may decide on any further provisions and regulations.
- When the doctoral candidate **no longer meets the requirements** for an EPPP membership. The main requirements are the membership at the University of Erfurt and the regular participation in the mandatory programme of the centre.
- If the **Graduate Centre/ Max-Weber-Kolleg loses its EPPP certification**.

- If the member's **main supervisor is not a member of the relevant Graduate Centre/ Max-Weber-Kolleg**. This applies in cases where a doctoral candidate makes a supervision agreement with a professor, who is not a member of the (same) EPPP-certified Graduate Centre/ the Max-Weber-Kolleg.
- If the **main supervisor leaves the Graduate Centre/ the Max-Weber-Kolleg**. When a doctoral candidate's main supervisor leaves the doctoral candidate's EPPP-certified centre, their membership also ends. In this case, the Graduate Centre/ Max-Weber-Kolleg might grant the doctoral candidate an associate membership. This is within the centre's discretion to do.

When a supervisor leaves the University, they may remain an associate member of their former Graduate Centre/ the Max-Weber-Kolleg and continue their supervision duties, generally not as main supervisor anymore, but only as a second supervisor. The decision for the associated membership requires the consent of the centre. In this case, the doctoral candidate does not lose their EPPP membership.

3. What funding is available to doctoral candidates, who are EPPP members?

Research funding

Full members of the EPPP receive research funding from the University of Erfurt. They may do a claim for **reimbursement of up to € 600 per annum in research-related travelling and material expenses** from the Research and Graduate Services up to a maximum amount of 2,400 EUR. Their period of eligibility for reimbursement of research-related travelling and material expenses starts on the day of their admission to an EPPP-certified centre. Funds that remain unused in a membership year may be carried over to the following year.

Claims for reimbursement of expenses incurred during the current year can be submitted to the service office of the Research and Graduate Services in person or by post at any time using the form **"Claim for reimbursement of research-related travelling and material expenses"**. Claims for reimbursement have to be submitted no later than 8 December of the relevant year. Only expenses that had been incurred (billing date) during the membership period, i.e. before the end of your fourth year, are eligible for reimbursement. Exceptions may be made for travelling expenses, taking the book closure date into account. The availability of funds always depends on the university's budget, and members are not legally entitled to any financial support. If the doctoral candidate's EPPP membership gets terminated, they may be required to repay received funds or forego part of their funding.

Travelling and material expenses that **are directly related to the research project** are eligible for reimbursement. This includes data collection, processing and evaluation costs, printing costs and the costs of accessing relevant literature or purchasing specialist literature. Eligible research-related travelling expenses include travelling expenses incurred for the purpose of field research, visiting archives or attending events (e.g.

workshops, conferences). The latter is only eligible, if the doctoral candidate has contributed to the programme of the workshop or conference.

→ For more information about eligible expenses and the claim process, consult the instructions provided along with the form “Claim for reimbursement of research-related travelling and material expenses from EPPP funds”.

Academic Career and Qualification Programme

The University of Erfurt offers a range of **free workshops as part of its Academic Career and Qualification Programme**. Every early stage researcher is required to attend at least six workshops of the Academic Career and Qualification Programme (or similar events) during their three or four years of membership.

→ More information about the programme:

<https://www.uni-erfurt.de/en/forschung/wissenschaftliche-karriere/akademische-qualifizierung-und-weiterbildung>

Support for independently organised events at the University of Erfurt

Doctoral candidates who are members of the EPPP may request financial support for the organisation of their own academic event (workshops, theme days etc.) from the university's internal funding programme. If you have any organisational questions, contact the staff of the service centre.

→ To apply for funding for an academic event, please note the information on the following website:

<https://www.uni-erfurt.de/en/research/researching/university-internal-research-funding/university-internal-project-funding>

4. What services are available for doctoral candidates in the EPPP?

Usage of the Erfurt University Library and the Gotha Research Library

Doctoral candidates, who are full members of an EPPP-certified Graduate Centre/ the Max-Weber-Kolleg may access additional services from the Erfurt University Library and the Gotha Research Library. This includes extended loan periods for books. If you wish to take advantage of those enhanced conditions, contact the Research and Graduate Services. They will provide you with a note that will allow you to register at the library.

Reservation of a workplace

The University of Erfurt offers early stage researchers their own office. Wi-Fi, printers and copiers are available. By providing workplaces for early stage researchers, the University intends to promote interdisciplinary networking and help doctoral candidates to work on their projects more effectively.

Full members of the EPPP, who do not have their own office in their faculty or their research institution may get in touch with the service centre of the Research and Graduate Services. The allocation of an office depends on the availability of free space and may involve a waiting period.

If you have questions, suggestions or problems, please contact the Research and Graduate Services. The Research and Graduate Services provides all doctoral candidates with support, advice and a wide range of services and funding opportunities.