

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

INFORMATION FOR DOCTORAL CANDIDATES AT THE EPPP: PROVISIONS AND PROCESSES

The Erfurt Doctoral and Post-Doctoral Programme was established following a decision by the University Board in May 2008 (<https://www.uni-erfurt.de/fileadmin/public-docs/stabsstelle-forschung/EPPP.pdf>). It supports the University of Erfurt in all activities relating to qualifying early-career researchers. The EPPP contributes to the establishment, administration and quality assurance of structured doctoral and post-doctoral programmes and provides financial and practical assistance to early-career researchers within those programmes. It further develops standards for the supervision of doctoral candidates and measures to promote academic key skills. The EPPP is a common framework used by the University of Erfurt's various centres for early-career researchers.

Completing your doctorate at an EPPP-certified graduate centre / the Max Weber Centre: six advantages

- 1. Integration:*** EPPP members do not complete their doctorates on their own. They become members of a close-knit team of doctoral candidates with similar research interests.
- 2. Team-based supervision:*** a team-based approach to supervision. Each doctoral candidate is supported by several supervisors, allowing them to receive feedback on their work from multiple perspectives.
- 3. Development of professional competences:*** in addition to regular colloquiums, the programme offers various professional events and services, such as guest lectures and workshops. These supporting structures and the comprehensive curriculum help you advance your professional competences while you complete your doctorate.
- 4. Development of transferable academic skills:*** alongside their research, doctoral candidates who complete their doctorate within a structured programme have many opportunities to work on their transferable academic skills, such as confident presentation delivery, academic writing, receiving and providing feedback, and organising conferences and other academic events.
- 5. Financial support:*** doctoral candidates in structured programmes can claim for reimbursement of research-related travelling and material expenses. They may also be granted subsidies from the University's internal funding programme for any academic conferences they 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 (subject to availability).

1. How can doctoral candidates join the EPPP?

Applying to an EPPP-certified centre for early-career researchers:

Early-career researchers wishing to complete their doctorate at the University of Erfurt may apply for a space at one of the EPPP-certified graduate centres or the Max Weber Centre. 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 Centre: your resume, your research proposal (approximately five pages), your academic transcripts. Additional documents may be required. For more details, consult the website or contact the programme conveyor directly.

→ An overview of all EPPP-certified graduate centres and the Max Weber Centre is available from: <https://www.uni-erfurt.de/forschung/wissenschaftliche-karriere/graduierenforum-und-nachwuchskollegs/nachwuchskollegs>

The EPPP-certified graduate centres and the Max Weber Centre use a **selection and admission procedure** that consists of multiple stages:

- Following an initial **review of the application documents**, at least two members of the relevant centre **interview** the applicant.
- Based on their interview performance, the members of the centre **jointly 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).
- Within three months of their admission to a faculty of the University of Erfurt or the Max Weber Centre for Advanced Cultural and Social Studies, the doctoral candidate enters into an **individual supervision agreement** (in writing) with a member of their centre. The supervisor must be an authorised examiner. (The University of Erfurt provides a template for the agreement.) The authorised examiner agrees to provide intensive, individual support to the doctoral candidate.

The EPPP-certified graduate centres and the Max Weber Centre admit new doctoral candidates on the first day of each month.

New doctoral candidates are normally admitted as **full members**. Full membership requires continuous participation in the mandatory colloquium as well as the timely completion of all work specified in the curriculum of the EPPP-certified graduate centre. If the doctoral candidate has good reasons preventing them from attending the colloquium regularly, they may be admitted as a partial member. This option is only available in exceptional circumstances. Partial membership requires at least occasional participation in the mandatory colloquium as well as the timely completion of all work specified in the curriculum. All members of the centres are expected to be active members of the EPPP and the University of Erfurt.

Prerequisites for EPPP membership:

- *The prospective member must have been admitted to the EPPP-certified graduate centre or the Max Weber Centre of which their main supervisor is a member.*
- *The prospective member must have been accepted onto a doctoral programme 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 on a doctoral programme at the University of Erfurt or provide evidence of another form of membership of the University.*
- *The prospective member must report to the Research and Graduate Service to register their membership in person.*

Admission to a faculty 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 Centre for Advanced Cultural and Social Studies. Admission requirements and application procedures are governed by the doctoral-degree regulations of the individual faculties or the Max Weber Centre, respectively.

→ The doctoral-degree regulations of the faculties and the Max Weber Centre are available from:

<https://www.uni-erfurt.de/universitaet/beratung-service/hochschulrecht/satzungsrecht/-verwaltungsvorschriften-der-universitaet-erfurt/studium/promotionsstudium/allgemeine-bestimmungen-fuer-promotionen-der-universitaet-erfurt>

Enrolling on a doctoral programme

Only **members of the University of Erfurt** may become members of the EPPP. Doctoral candidates become members of the University by enrolling on a doctoral programme either on a full-time or part-time basis. For employees of the University of Erfurt, enrolment is optional but recommended. All other doctoral students are required to enrol if they wish to become EPPP members. Enrolment is possible at any point of the semester.

→ For more information on enrolling on a doctoral programme, consult Department 1: Registrar's Office: <https://www.uni-erfurt.de/en/studium/vor-dem-studium/application-admission-enrolment/phd-programs>

Registering your membership with 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 Service of your admission to an EPPP-certified graduate centre or to the Max Weber Centre **within six weeks** of your date of admission.

Visit the service office of the Research and Graduate Service in person and submit the following documents: confirmation of admission to an EPPP-certified graduate centre or to the Max Weber Centre, confirmation of admission to a faculty of the University of Erfurt or the Max Weber Centre for Advanced Cultural and Social Studies as a doctoral candidate, and, if applicable, confirmation of your enrolment or alternative evidence of your membership of the University of Erfurt.

The staff of the Research and Graduate Service 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 students at the University of Erfurt. You may contact them at any time if you have organisational questions about your doctorate or your membership of a structured doctoral programme.

Contact:

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

Angela Hanske

Telephone: +49 361 737-5040

Email: nachwuchsfoerderung@uni-erfurt.de

Online: <https://www.uni-erfurt.de/en/forschung/beratung-und-service/vizepraesident-und-stabsstelle>

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

The **regular EPPP membership period** for doctoral candidates is three years. They are expected to complete their doctorate within that time. Membership can be extended once only for a further 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 Service every year (using the form "Confirmation of active membership of an EPPP-certified centre for early-career researchers").

Regular EPPP membership ends:

- when the doctoral candidate **completes their doctorate**, i.e. submits their last piece of qualifying work.
- upon **completion of the fourth year** of the doctoral programme. If a member does not complete their doctorate within four years, their regular membership will automatically convert to an associate membership after the fourth year. Their graduate centre / Max Weber Centre may decide on any further provisions and regulations.
- when the doctoral candidate **no longer meets the requirements** for EPPP membership. The main requirements are membership of the University of Erfurt

and participation in the mandatory colloquiums held within the scope of the programme.

- if the **graduate centre / Max Weber Centre loses its EPPP certification**.
- if the member's **main supervisor is not a member of the relevant graduate centre / Max Weber Centre for early-career researchers**. This applies in cases where a doctoral candidate enters into a supervision agreement with a lecturer who is not a member of the same EPPP-certified graduate centre / the Max Weber Centre.
- if the **main supervisor leaves the graduate centre / the Max Weber Centre**. When a doctoral candidate's main supervisor leaves the candidate's EPPP membership also ends. In this event, the graduate centre / Max Weber Centre may grant the doctoral candidate associate membership of the EPPP. This decision is at the discretion of the centre.

When a supervisor leaves the University, they may remain an associate member of their former graduate centre / the Max Weber Centre and continue their supervision duties. Again, this decision requires the consent of the centre. In this case, the doctoral candidates working under the supervisor do not lose their EPPP membership.

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

Research funding

Full members of the EPPP receive research funding from the University of Erfurt. They may claim for **reimbursement of up to € 600 per annum in research-related travelling and material expenses** (maximum total amount: € 2,400) from the Research and Graduate Service. 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 / the Max Weber 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 Service in person or by post at any time using the form **"Claim for reimbursement of research-related travelling and material expenses"**. Please submit claims for reimbursement no later than 8 December of the relevant year, as that is our book closure date. Only expenses that were incurred (billing date) during your membership period, i.e. before the end of your fourth year, are eligible for reimbursement. Exceptions may be made for travelling expenses, provided that the book closure date is observed. The availability of funds always depends on the budget, and members are not legally entitled to any financial support. If the doctoral candidate's EPPP membership is 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 qualifying 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 collecting data, consulting literature or attending events (symposiums, workshops, conferences) that involve an active contribution from the doctoral candidate.

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

Acquisition of transferable academic skills

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

→ More 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 organising academic events (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 to doctoral candidates who are EPPP members?

Use 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 Centre may access additional services from the Erfurt University Library and the Gotha Research Library. This includes extended lending periods, for instance. If you wish to take advantage of those enhanced lending conditions, contact the Research

and Graduate Service. They will provide you with a note that will allow you to register at the library.

Allocation of office space

The University of Erfurt offers early-career researchers their own office space. Areas with workstations are located in House 38 on the grounds of the Helios Klinikum and in LG 1 on campus. Wi-Fi, printers and copiers are available. By allocating office space to its early-career researchers, the University intends to promote interdisciplinary networking and help doctoral candidates work on their projects effectively.

Full members of the EPPP who do not have their own office space in their faculty or their research institution may register their interest at the service centre of the Research and Graduate Service. Allocation of office space is subject to availability and may involve a waiting period.

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