

Getting a PhD at JGU

A guide for current and future doctoral candidates

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Greeting

Dear students, prospective applicants, and doctoral candidates,

Doctoral candidates not only innovate and advance research, but their work and engagement are also vital elements of the academic world and university teaching. At Johannes Gutenberg University Mainz (JGU), we are highly dedicated to offering doctoral candidates an attractive and vibrant research experience on their path to obtaining a doctoral degree. JGU is keen to lay the foundations for outstanding research and successful future careers by supporting doctoral candidates in the best ways possible.

To Thumb Through

This brochure was developed as a take-home reference for the “Doctoral Studies at Mainz University” fair in May 2018. It provides information about all university institutions, programs, funding options, and services that were presented at the fair. It also

contains further information on the University of Mainz, different doctoral models, and the registration process. Finally, you will find a template for a supervision agreement in the appendix. All in all, this brochure gives you an overview of the relevant university contacts for your doctoral studies and helps you find the offers and options that will best meet your personal and academic needs. In other words: it seeks to ease the path to obtaining your doctoral degree.

To Click Through

In this brochure, we summarize what JGU offers its doctoral candidates. For further information, programs, and funding sources you can visit the Gutenberg Council for Young Researchers’ (GYR) online portal dedicated to young researchers and artists:



www.nachwuchs.uni-mainz.de/eng. This website also informs you about career options and suitable offers for the qualification stage following the doctorate.

Promoting young researchers and artists is among JGU's top priorities. This is why, in recent years, we have invested heavily in offering our doctoral candidates the best support possible. This brochure and the GYR's website for young researchers and artists showcase our commitment to our current doctoral candidates and seeks to convince those considering doctoral studies that JGU Mainz is the right choice.

We wish all readers the best of luck and every success in their future endeavors.

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Prof. Dr. Tanja Pommerening

Director

Gutenberg Council for Young Researchers

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Prof. Dr. Müller-Stach

Vice President for Research

and Early Career Academics

Johannes Gutenberg University Mainz

Diversity of Academic Disciplines

With about 31,200 students from 120 countries from around the world, Johannes Gutenberg University Mainz (JGU) is one of Germany's largest and most diverse universities. Candidates can obtain a doctoral degree from all faculties and in a multitude of disciplines – including arts and music. The latter, however, require that candidates pursue their doctoral degree in one of the theoretical or educational fields of study (Art Theory or Art Education and Music Theory or Music Education). Incidentally, JGU is the only German university of this size which accommodates almost all institutes and departments on one single campus close to the city center of Mainz. The Faculty of Translation Studies, Linguistics, and Cultural Studies, located in Germersheim, is the only exception.

Successful Academic Qualification

JGU is internationally renowned for its strong position in research: Approximately 3,000 doctoral candidates currently work on their doctoral projects; each year, between 600 and 700 young researchers are awarded their doctoral degree at JGU; about 30 postdoctoral researchers per year attain their postdoctoral

lecturing qualification and another 50 hold a junior professorship. In addition, many independent and externally funded junior research group leaders and a great number of talented artists and musicians work at JGU. Besides offering the opportunity to obtain traditional German doctoral degrees such as Dr. theol., Dr. phil., or Dr. rer. nat., some disciplines also allow for pursuing a Ph.D. and thus an international doctoral degree.

Promoting Young Researchers and Artists – a Core Responsibility

At JGU, we consider promoting and supporting young researchers and artists as best as possible one of our core responsibilities. This is why in 2014, JGU founded the **Gutenberg Council for Young Researchers (GYR)**, a strategic advisory panel of JGU and a platform for young researchers and artists. The GYR is dedicated to enhancing the educational and research environment for doctoral candidates and postdoctoral researchers. There are already various ways in which JGU supports young researchers. In the coming years, tenure track professorships will even further improve the career prospects of excellent young researchers at JGU.





Partners for Top-Level Research on Campus

Four non-academic partner institutes for cutting-edge research are located on the Mainz campus: the Max Planck Institute for Chemistry (PI-C); the Max Planck Institute for Polymer Research (MPI-P); the Helmholtz Institute Mainz (HIM); and the Institute of Molecular Biology (IMB). The University Medical Center's campus as well as the campuses of the Leibniz Institute of European History (IEG) and the Roman-Germanic Central Museum (RGZM) – the two institutes of the Leibniz Association situated in Mainz – are also nearby. Factoring in the great number of corporate research opportunities, Mainz is an outstanding and dynamic research hub.

Strategic Alliance of the Rhine-Main Universities (RMU)

In 2015, JGU joined together with the Goethe University Frankfurt and the Technische Universität Darmstadt to form the Rhine-Main Universities alliance (RMU). Covering a vast array of academic disciplines, the three Rhine-Main Universities together address important general issues in research and academia and develop internationally prominent key areas of research. Young researchers, too, profit from this strategic alliance: Jointly organized events and lively exchange between institutions provide young researchers with new opportunities and extend local support and qualification programs.

Doctoral Studies Models in a Nutshell

A doctorate is proof of having completed **independent research** that meets academic standards and generates a substantial piece of original analysis and new academic conclusions. As a general rule, postgraduate researchers work on their projects for three to four years before their degree is conferred. During this time doctoral candidates are their own project manager. Responsibilities include planning every stage of the project; designing and carrying out data collection; analyzing, evaluating and presenting the results etc. – subject of course to specific requirements in different fields of study.

The results and new insights gained through the project are published in the form of either several articles (cumulative doctorate) or one comprehensive written thesis – the doctoral dissertation. Finally, candidates have to pass a viva voce (the so called “Rigorosum”) or a disputation/thesis defense as their final oral exam.

There are different methods of passing through this qualification phase. In Germany, the most common model is the **individual doctorate** where candidates work on a research question of their own choice under the supervision of a university teacher. Planning and managing the doctoral phase, attending continuing education courses, and funding are the doctoral candidate’s own responsibilities, but this also puts them in a position to tailor

the doctoral phase to meet their individual circumstances. Their decisions may, however, influence the duration of the doctoral phase. For example, the nature of funding (employment at the university, external employment, or scholarship) may impact upon how much time candidates will be able to dedicate to their project.

Today, different kinds of **structured doctoral programs** are integral and firmly established part of Germany’s academic landscape, with graduate schools, research training groups, and doctoral studies programs shaping the doctoral qualification phase. To a varying degree, these formats are characterized by more strictly formalized admission procedures, an accompanying course program, and often more complex supervision arrangements. It is common for these models to require the candidates dedicate the majority of their time to the project. It is also expected of them to be present at the research facility on a regular and frequent basis. As a general rule, these programs are designed to be completed within three years.

Both the individual doctorate and the structured doctoral programs enable candidates to pursue their degree in cooperation with one of JGU’s partner institutions. One option is a transnational doctoral degree procedure, the **Cotutelle de Thèse**. In addition





to supervision at the candidate's home university, the Cotutelle encompasses the participation of a supervisor from a foreign university and research visits there to work on the thesis. The terms of this procedure are laid down in individual cooperation contracts between both universities. The dissertation is usually written in one of the two national languages and supplemented by a summary in the other language. Pursuing your doctoral degree in cooperation with a university of applied sciences is another form of cooperative doctoral studies, the requirements of which are set out in the doctoral degree regulations.

Consider carefully which format best serves you personally and professionally and apply for a doctoral degree program to suit.

We wish you every success.

Do I want to? Could I? Should I?

Pursuing a doctoral degree: yes or no?

The doctoral qualification phase comes with considerable challenges and there are high expectations regarding the quality of your research, self-discipline and -motivation. If you consider pursuing a doctoral degree, you should think about the following questions as early as possible:

Academic qualifications: This issue is fairly easy to address as the formal admission requirements are set out in the doctoral degree regulations. If you obtained your degree in a foreign country, it may need additional review.

Objective: Are you looking to pursue a career in academia? Or a non-academic career? Or have you not decided yet? The answers to these questions may, among other things, impact upon your choice of topic and the design of your research project. They also form a decisive factor in acquiring the requisite skills and qualifications beyond academic qualifications and research expertise.

Personal situation: Do you need to take into account your family situation? Do you have children or care for a relative? Do you have a sound and stable support network? How much time will you probably be able to dedicate to your doctoral project? Within this context, the question of funding is of utmost importance: How will you pay for rent, medical insurance, and living costs over the next three years?

There are many other questions that you must address sooner or later.

Do you feel intimidated? No need for that – you do not have to tackle all of these challenges alone. **Established researchers** are at your side and can give you advice in their capacity as supervisors. JGU's "Guidelines on drafting a **supervision agreement** for a doctoral project" provide you with additional help and guidance so that you do not lose sight of the various aspects involved in the successful completion of a doctoral degree and sound career planning. Moreover, **JGU itself offers advice and support**, for instance through courses to acquire additional qualifications, financial grants for publications, attending conferences, and the like; we can also assist you in finding suitable child care.

Your effort and work will be rewarded with an academic degree that serves as a stepping stone for a vast array of successful academic and non-academic career paths. There is thus ample reason to embark on this endeavor.



Admission, Registration, Enrollment

How can I become a doctoral candidate at JGU?

Admission requirements – Am I eligible to pursue a doctoral degree at JGU?

If you wish to obtain a doctoral degree from JGU, the following requirements have to be met: First, you must meet formal eligibility requirements and must have the requisite subject-specific qualifications. Second, your supervisor must confirm his or her supervision in writing.

1. Formal and subject-specific entry requirements

The formal and subject-specific criteria to be admitted as a doctoral candidate are set out in the doctoral degree regulations. They provide, for instance, information as to the required academic qualifications. Foreign degrees will require additional assessment to determine whether the degree qualifies the prospective candidate to obtain a doctoral degree from a German university. In some cases, proof of a minimum German language proficiency level may be required, for instance the DSH language test ("Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber"). Structured doctoral programs may have additional application requirements due to their formalized admission procedures.

- > You can find the doctoral degree regulations here:
<https://sl.uni-mainz.de/service/ordnungen/promotion-habilitation/>
- > The first point of contact for any questions about the relevant doctoral degree regulation or matters of discipline would be the Dean's offices of the relevant faculty. You will find a list of the latter here: http://www.uni-mainz.de/fachbereiche/index_ENG.php
- > Information on admission requirements for candidates holding a foreign degree can be found here:
- > <https://www.studying.uni-mainz.de/requirements-for-a-doctorate-at-jgu-with-foreign-certificates/>



2. Supervisor's confirmation

In order to qualify as a doctoral candidate at JGU, you will need a supervisor on campus, who agrees to be the official advisor of your research project. When registering (see below), you will need to obtain your supervisor's signature. Normally, it is necessary to find a suitable supervisor on your own and obtain their confirmation prior to beginning your project. You should review the doctoral degree regulations of your faculty to find out who is entitled to supervise doctoral research projects. In structured programs, supervisors may already be designated – for instance in a research training group. Some doctoral degree regulations may require more than one supervisor. Please refer to the regulations of your faculty for exact details. Ultimately, this issue boils down to who can, may, and also is willing to supervise your project.

Registration – Do I have to register and why?

According to the Higher Education Act of Rhineland Palatinate (Hochschulgesetz – HochSchG), postgraduates who wish to pursue their doctoral degree at JGU are required by law to register as doctoral candidates. Registration serves to collect data for **nationwide statistics**, including information on, for instance, the total number of doctoral candidates per university – something that until recently had been largely unknown. Due to the lack of concrete figures, decision-makers had to work with estimates to

assess the demand for funding and to design funding programs. Moreover, the new provision also helps to determine how many postgraduates withdraw before having completed their degree. Registration will therefore provide valuable information to universities with a view to develop measures to improve their overall research environment and evaluate their effectiveness.

Registration and admission – What do I have to do?

The registration and formal application processes required to become a doctoral candidate at JGU are two separate procedures, but they go hand in hand.

First, you need to create an account on the JOGU-StiNe platform (StudienInformationsNetz der JGU) available on the URL: <https://jogustine.uni-mainz.de>. If you already have a JOGU-StiNe student account, you do not need to create a new one.



After you login, enter the required data and submit your application to become a doctoral candidate at JGU. A complete application consists of the following:

- Degree certificates and transcripts showing that you are qualified to pursue a doctoral degree (see doctoral degree regulations of the relevant faculty for further information)
- Certificate of recognition for foreign degrees (where required)
- Demonstration of language proficiency (where required)
- Dissertation topic
- The name(s) of your supervisor(s) at JGU

You must print and sign the application form completed online and have your supervisor sign the written confirmation that is included therein. After completing these steps, you should submit the signed application together with the complete set of required documents (certificates, confirmation of supervision, etc.) to the Dean's office/Registrar's office of the relevant faculty ("Prüfungsamt").

Your registration will be officially completed when you receive written notification of your admission as a doctoral candidate from your faculty. Upon receiving the written confirmation, you will be an official doctoral candidate at JGU – you may enroll in doctoral studies and submit your application to the doctoral assessment procedure.

Enrollment and registration – What's the difference?

Enrollment as a doctoral student is **voluntary**. Candidates who enroll will become members of JGU, which comes with certain rights and obligations, for instance paying the regular semester fee. In return, doctoral students will enjoy a number of benefits such as the semester ticket for public transport, discounts at canteens and cafeterias, and the right to vote for student representatives.

You can apply for enrollment using JOGU-StlNe either together with your application for admission as a doctoral candidate or at a later stage.

You can enroll for a maximum period of four years with possible extensions of up to two years. Enrollment beyond this period will only be possible in exceptional cases.

- > Further details regarding the requirements to obtain a doctoral degree, registration, and enrollment are available here:
<https://www.studying.uni-mainz.de/doctorate/>

What if there are Bumps in the Road?

Points of contact for questions, problems, and conflicts

The competent and experienced staff of Johannes Gutenberg University Mainz (JGU) offer advice and assistance in dealing with various problems and challenges – be it that you suffer from writer's block, need help with improving your work and time management, do not have the means for conference travels, or are in urgent need of child care.

Alternative: ... be it that you need your foreign university certificates recognized, ask yourself which language requirements must be met for admission, need help with finding an accommodation, suffer from writer's block or are in urgent need of child care.

If you encounter doctorate-related difficulties, you should contact your supervisor first. If you are jointly supervised and/or participate in a mentoring program, you will have even more support. These supervisors and mentors will also support you with issues that go beyond strictly academic concerns – issues such as funding or career decisions.

In some cases, there can be problems in an otherwise professional environment in relation to the dependencies that come with hierarchical structures. Examples are conflicts with supervisors or

superiors, including sexual harassment. Are you hesitant to address issues at the workplace because your boss is also your supervisor and you are afraid of disrupting the supervision relationship and jeopardizing the completion of your doctoral dissertation? What can you do when the relationship is no longer founded on trust? And where can you go when you feel you are the victim of discrimination based on your sexual orientation, gender, or religion? For situations like these, JGU has points of contact for professional help.

Although all researchers must comply with the rules of good academic practice, cases of academic misconduct do sometimes occur. If you have knowledge of or are affected by the consequences of any such misconduct, experienced members of staff can help you deal with the situation.

All concerns will of course be kept confidential.



Administrative Offices of the Institutes

In cases of conflicts between members of staff at different hierarchical levels, the institute's managing and executive directors will provide assistance and, if necessary, so will the deans of the faculties. All contact details are available on the faculties' websites:

http://www.uni-mainz.de/fachbereiche/index_ENG.php

Family Services Center

JGU's Family Services Center is the central point of contact for all parents, expecting parents, and persons who care for a relative in addition to their job or studies:

<http://www.family-services-center.uni-mainz.de/contact-us/>

Equal Opportunities Officers

The Equal Opportunities Officer of the Senate, her deputy and the Equal Opportunities Officers of the various faculties offer assistance with gender-related issues and conflicts as well as cases of sexual harassment, discrimination, and violence.

<https://gleichstellung.uni-mainz.de/gleichstellungsbeauftragte-des-senats/>

<https://gleichstellung.uni-mainz.de/gleichstellungsbeauftragte-der-fachbereiche/>

Conflict Resolution Office

Members of staff at JGU who face problems at the workplace that cannot be resolved by the parties involved can go to the Conflict Resolution Office. The office provides confidential and independent assistance.

<https://www.konfliktberatung.uni-mainz.de/>



Ombudsperson for Research Practice

The Ombudsperson for Research Practice can help with all questions regarding good academic practice or in cases of academic misconduct. The Ombudsperson also gives advice on personal and academic integrity to individuals who have been caught up in a case of academic misconduct through no fault of their own.

http://www.uni-mainz.de/forschung/100_DEU_HTML.php

Staff Council

The Staff Council represents the interests and rights of JGU's members of staff to JGU as their employer. The Council hears recommendations and complaints from JGU's employees and voices their concerns.

<https://www.personalrat.uni-mainz.de/>

Mental Health Services for Students (PBS)

The Mental Health Services for Students is open to all students and doctoral students at JGU. It offers professional help in overcoming any kind of academic and personal mental health issues and can help in tackling writer's block.

<http://www.pbs.uni-mainz.de/eng/34.php>

Research and Technology Transfer Office

The Research and Technology Transfer Office advises and supports candidates and staff with respect to funding options for matters like event organization and conference travels, research funding application procedures and JGU's research environment.

<https://research.uni-mainz.de>

Equal Opportunities and Diversity Office

The Equal Opportunities and Diversity Office is the point of contact for JGU members with regard to matters such as conflict resolution, sexual harassment, discrimination and violence.

<https://gleichstellung.uni-mainz.de>

Addiction Counseling and Prevention

JGU's addiction counseling offers, among other things, information and counseling for victims of addiction, their relatives, executive staff and teams. The Addiction Counseling Officer's mission is to support reasonable and appropriate problem solving and to promote the health of JGU's employees, notably those who are victims of addiction or at risk of developing an addiction.

<https://www.blogs.uni-mainz.de/suchtberatung/ansprechpartner/>

Welcome Center

The Welcome Center's team will advise international doctoral candidates on all non-academic and practical issues and assist them in particular to plan, prepare, and see through their research stay at JGU.

<https://www.international-office.uni-mainz.de/welcome-center-for-international-scholars/>



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If you face difficulty in addressing an issue or concern or do not know who to contact, please feel free to contact the Gutenberg Council for Young Researchers (GYR) anytime. GYR members are researchers at different stages of their careers, both before and after receiving their doctoral degree, who are committed to supporting young researchers and give them a voice at JGU.

<https://www.gyr.uni-mainz.de/>

Obtaining a Doctoral Degree from JGU

Get to know our institutions, programs, and services

Johannes Gutenberg University Mainz (JGU) offers doctoral candidates an attractive environment for their research, a wealth of extracurricular opportunities as well as guidance and support regarding questions and problems:

- Candidates working on an **individual doctorate** can attend various **continuing education courses** free of charge and exchange views with their peers, whilst building their networks in the process. Furthermore, **mentoring programs** add individual support, most notably for women.
- Internationally renowned graduate schools and institutions offer candidates from all over the world excellent working conditions for pursuing a doctoral degree. They set new standards for structured doctoral studies programs.
- Specialized services and points of contact provide information and assistance regarding, for instance, registration, research stays abroad, career planning, and reconciling family and career. Moreover, JGU members seeking assistance or advice regarding mental health issues, conflicts at the workplace, and sexual harassment can access professional counseling and support.

- Doctoral candidates have the opportunity to **influence and shape the research culture** at JGU through dedicated institutions such as the Gutenberg Council for Young Researchers. Moreover, various **networking opportunities** facilitate interdisciplinary exchange between young researchers.

The following pages give you an overview and short descriptions of the institutions, programs, and services that were presented to the public during the "Doctoral Studies at Mainz University" fair in May 2018. However, the range of services that JGU offers young researchers includes even more options and support programs. The Gutenberg Council for Young Researchers' (GYR) online portal dedicated to young researchers and artists gives a comprehensive overview. It will help you find funding options specific to subjects and target groups, courses to acquire further qualifications, coaching and mentoring programs, and information on career options and networking:

<http://www.nachwuchs.uni-mainz.de/eng/index.php>





STRUCTURED DOCTORAL EDUCATION

Graduate Centers, Research Training Groups,
Doctoral Programs

Franco-German Doctoral Program in Cultural Studies, Social Science and Humanities Mainz-Dijon

The Franco-German Doctoral Program in Cultural Studies, Social Science and Humanities Mainz-Dijon is an institution jointly supported by the Johannes Gutenberg University Mainz (JGU) and the Université de Bourgogne in Dijon. The research group addresses committed young researchers from both universities, who are interested in Franco-German cooperation.

Doctoral students from Cultural Studies, Social Science and Humanities with research projects that fit into the thematic framework of the program „Configurations in Transition: Exchange, Variation, Identity“ are eligible to participate.

The structured program is a supplement to the doctoral students' subject-related qualification and facilitates interdisciplinary and intercultural academic exchange, which has a positive effect on their individual work as well as on joint discourse.

For the JGU doctoral candidates, the program offers i.a.:

- One or more research stays (two weeks to max. 18 months) at the partner university or other institutions in the partner country. These stays are financially supported with a mobility scholarship from the Franco-German University Network.
- Participation in the annual doctoral seminar
- Participation in events offered by the program at the home university (e.g. interdisciplinary lecture series)

- Possibility to participate in conferences with Franco-German topics
- Possibility of achieving a binational doctorate (cotutelle de thèse)

Contact

Prof. Dr. Winfried Eckel (Program Spokesperson)
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gefördert von



Exzellenzcluster PRISMA+, Precision Physics, Fundamental Interactions and Structure of Matter

The Excellence Cluster PRISMA+ is dedicated to the study of fundamental questions about the nature of the fundamental building blocks of matter and their significance for the physics of the universe. The cluster consists of renowned research groups from particle and hadron physics, which have been funded since 2012 within the framework of the Excellence Initiative of the German federal and state governments.

The Excellence Cluster PRISMA+ offers doctoral students an excellent educational environment. The focus is on individual doctorates in one of the working groups participating in the cluster. Possible fields of work include elementary particle physics, hadron and nuclear physics, atomic physics, nuclear chemistry, quantum field theory and lattice gauge theory.

PRISMA+ offers PhD students an inspiring and collegial working and research environment as well as innovative advanced training courses for the development of key qualifications. In the program accompanying the doctorate, additional qualifications are imparted that prepare students specifically for individual career paths within or outside of science.

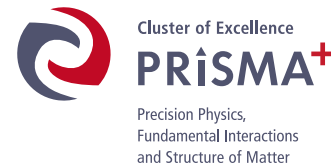
Contact

Exzellenzcluster PRISMA+
„Precision Physics, Fundamental Interactions and Structure of Matter“

Johannes Gutenberg University Mainz
Staudingerweg 9, Room 02-431
55128 Mainz

Tel.: +49 6131 39-21886
E-Mail: physics@uni-mainz.de

www.prisma.uni-mainz.de



IPP – International PhD Programme on „Gene Regulation, Epigenetics & Genome Stability“

The International PhD Program (IPP) on “Gene Regulation, Epigenetics & Genome Stability” in Mainz gives talented and enthusiastic candidates the opportunity to participate in **cutting-edge life sciences research**.

This program offers an international environment with currently about **130 doctoral students** from over **25 different countries** addressing key issues relating to the overarching themes of gene regulation, epigenetics, and genome stability. Holding **fully funded PhD positions**, the doctoral students work in teams who use the latest technology and are at the forefront of science and research.

In total, the IPP comprises 46 research groups covering a broad range of expertise in:

- Epigenetics
- Transcription control & Transcription dynamics
- RNA & Chromatin biology
- Developmental biology & Stem cell biology
- Evolution
- DNA damage repair & Genome stability
- Aging & Disease
- Bioinformatics & Computational systems genetics

The groups conduct their research at the Institute of Molecular Biology (IMB), Johannes Gutenberg University Mainz (Faculties of Biology and Chemistry), the University Medical Center (UMC), and the Max Planck Institute for Polymer Research (MPI-P). The IMB, a center of excellence on the Mainz campus funded by the Boehringer Ingelheim Foundation (BIF), is responsible for coordinating the IPP.

The IPP offers you **up-to-date training** of the highest quality, covering **scientific methodology**, as well as **transferrable skills** you need to succeed in your research and personal development as a researcher.

Contact

Dr. Elmar Uherek
Institute of Molecular Biology gGmbH (IMB)
Ackermannweg 4
55128 Mainz

Phone +49 6131-39-21454
E-Mail: phd@imb.de

www.imb.de/phd



MPGC – Max Planck Graduate Center

The Max Planck Graduate Center (MPGC) is a virtual department across two Max Planck Institutes and four faculties of the Johannes Gutenberg University in Mainz (JGU). The MPGC is unique in its structure and devoted to **highly interdisciplinary research in the natural sciences**.

Our research fields build bridges between the traditional disciplines of biology, chemistry, geoscience, mathematics, physics and medicine, and provide an **excellent research environment for students from all over the world**. Challenging scientific projects in a range of topics, varying from molecular spectroscopy to Earth system modelling, await our PhD students. Due to their interdisciplinary character, all MPGC PhD projects have to bridge at least two of the above-mentioned disciplines.

Most of the PhD time is devoted to research, including learning the techniques specific to your research field. At MPGC, a **rich educational program** will complement your work in research broadening and strengthening your academic knowledge. Furthermore, an **advisory group** supervises all our students, helping you to get most out of your stay at MPGC.

Max Planck Graduate Center
mit der Johannes Gutenberg-Universität



How to apply?

- Are you interested in an interdisciplinary PhD project related to the research fields described on our website?
- Do you have a master's degree in science with very good marks?
- Are you fluent in English and open-minded for the educational program of a Graduate Center?

If the answers to these questions are "yes", please check our application website: www.mpgc-mainz.de/9990/application and send your application to mpgc@uni-mainz.de.

Contact

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55122 Mainz

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E-Mail: info@mpgc-mainz.de
<http://www.mpgc-mainz.de/>

TransMed – Mainz Research School of Translational Biomedicine

Within the biomedical sciences in Germany there is a striking discrepancy between internationally competitive basic research and poorly developed patient-oriented and clinical research. Thus, there is a critical need for postgraduate programs that train young medical scientists (natural science graduates) and clinician scientists (physicians during specialist training) together in basic and translational research to enable them to pursue a career in academia as well as in the pharmaceutical industry. The Mainz Research School of Translational Biomedicine (TransMed) addresses this need by providing an **integrated**, multidisciplinary **training curriculum** in all aspects of **translational medicine**.

TransMed is jointly run by four faculties of the Johannes Gutenberg University Mainz: University Medical Center, Biology, Chemistry/ Pharmaceutical Sciences/Geosciences, and Social Sciences/Media/ Sports.

TransMed plays a multifaceted role. It serves as the graduate school of the Research Center "Translational Medicine" with its three research areas "Immunotherapy", "Translational Neurosciences" and "Translational Vascular Biology". Beyond this, TransMed is the umbrella organization for all training groups within the area of biomedicine at JGU.

Within the structured training program TransMed offers a wide range of scientific courses as well as transferable skills courses in the fields of academic performance, management competences, and career planning.

Kontakt

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<http://www.unimedizin-mainz.de/transmed>



DFG Research Training Groups

The German Research Foundation (Deutsche Forschungsgemeinschaft - DFG) is one of the most important research funding organisations in Germany. It has made significant contributions to the establishment of Research Training Groups (RTGs) as a permanent fixture in the German research and academic landscape, thus embedding doctoral projects in existing research and supervision structures.

Research Training Groups are officially coordinated groups of doctoral candidates whose dissertation projects fall within a given, preferably interdisciplinary, thematic framework. In addition, the RTGs offer an attractive supervisory concept and a structured qualification program that goes above and beyond scientific work. The Research Training Groups are supported by designated university faculty members.

RTGs are funded for a maximum of nine years. The individual funding period for a doctoral candidate in a RTG is usually three years. As a result, spots continuously become available. Applications are submitted directly to the RTGs themselves. Information about current vacancies can be obtained from the RTGs.



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Current DFG-funded Research Training Groups:

https://www.dfg.de/en/funded_projects/current_projects_programmes/list/index.jsp?id=GRK

Current DFG-funded Research Training Groups at JGU:

<https://research.uni-mainz.de/research-at-jgu/dfg-coordinated-programs/#RTG>

At present, Johannes Gutenberg University Mainz is (co-)applicant in the following DFG-Research Training Groups (status: May 2019)

**GRK 1876:
Early Concepts of Humans and Nature**

The graduate college focuses on the early concepts of humans and nature and their origins in the Near Eastern, North-East African and European cultures. Within a structured research and qualification program, the members of the RTG are establishing how concepts of humans and nature have developed and changed as they were disseminated and transmitted between cultures and time periods. Their time frame utilizes sources from 100,000 years B.C.E to the Middle Ages.

Spokesperson: Prof. Dr. Tanja Pommerening
Johannes Gutenberg University Mainz

<https://www.blogs.uni-mainz.de/fb07-grk-man-nature/>

**GRK 2015:
Life Sciences, Life Writing: Boundary Experiences of
Human Life between Biomedical Explanations and Life
Experience**

This graduate college combines sciences and humanities in order to develop shared methodical pathways to human boundary experiences at the intersection of the medical field, the individual, and society. The graduate college proceeds from the hypothesis that life sciences and biomedicine on the one hand and the humanities and cultural sciences on the other hand approach the same subject of man in his life-world from different angles.

Spokepersons: Prof. Dr. Mita Banerjee
Prof. Dr. Norbert W. Paul
Johannes Gutenberg University Mainz

<https://www.grk.lifesciences-lifewriting.uni-mainz.de/>



**GRK 2128:
Accelerator Science and Technology for
Energy-Recovery Linacs (AccelenceE)**

For the first time, junior researchers from the fields of Accelerator Physics and Electrical Engineering are working together on interconnected doctoral projects on Energy Recovery Linacs (ERL). The initiative comprises a cross-university training concept in a worldwide unique situation: It combines research for the design of a next-generation ERL (MESA), which is located at JGU Mainz, with hands-on experience for junior researchers operating a recirculating linac in a low beam-power ERL-scheme (S-DALINAC), located at the TU Darmstadt.

Spokesperson: Prof. Dr. Dr. h.c. Norbert Pietralla
Technical University Darmstadt

https://www.ikp.tu-darmstadt.de/accelence_main/startseite_accelence.en.jsp

**GRK 2304:
Byzantium and the Euro-Mediterranean Martial Cultures.
Exchange, Differentiation and Reception**

The aim of this Research Training Group is to analyze the effect of Byzantium on the Euro-Mediterranean martial cultures in an interdisciplinary, transcultural, and comparative approach. The diachronic scope extends from the Roman Imperial Period to the Early Modern Period while the geographical region to be researched includes Europe and the Mediterranean region, as well as the East Slavic area and the Near East.

Spokesperson: Prof. Dr. Johannes Pahlitzsch
Johannes Gutenberg University Mainz

<https://grk-byzanz-wars.uni-mainz.de>



INDIVIDUAL SUPPORT PROGRAMS: MENTORING & NETWORKING

Ada Lovelace Mentoring Program

The Ada Lovelace Mentoring Program's aim is to support female scientists in making important decisions about their professional future and personal life, while helping expand their networks. The program is open to female doctoral candidates and postdoctoral researchers at the Faculties 08, 09, and 10, the on-campus Max Planck Institutes and the Institute of Molecular Biology.

The program's participants will choose professionals in research, business, or public service – many of whom occupy leadership positions – to become their mentor. These mentors promote their mentee's professional development through personal exchange and by sharing their knowledge of possible career paths in particular fields. In addition, the program offers mentees group coaching to support the mentoring process, various workshops, trips to companies, and internal meetings.

The 18-month program provides opportunities for mentees to further develop their personal and professional skills, to better access their own resources, and to develop a stronger personality. Furthermore, the program addresses matters such as communication and leadership, providing mentees with the practical tools to become competent leaders. Finally, the group of mentees forms a stable network while showing each member that they are not alone when it comes to making decisions concerning their professional future.

Contact

Edeltraud Maria Eller
MBA, Coach, Mediator

ADA Lovelace
Mentoring Program + Talent Management
Female PhDs + Postdocs in Science
Johannes Gutenberg University Mainz
Phone: +49 6131 39-23222
E-Mail: ada.mentoring@uni-mainz.de

<https://mainz.ada-lovelace.com/doktorandinnenpostdocs/>



Christine de Pizan Mentoring Program for female researchers in the humanities and social sciences

The Christine de Pizan Mentoring Program offers its participants the opportunity to work on their professional development and plan their career with specific goals in mind.

The program's target group are female doctoral and postdoctoral researchers in the humanities and social sciences, at the Mainz Academy of Arts and the Mainz School of Music. As mentees participating in this one-year program, they will be able to enjoy the following benefits: exclusive continuing education courses, networking events, and a personal mentor supporting their next career moves and helping them to access professional networks.

The following are the program's foundational features:

1. One-to-one Mentoring:

An experienced researcher at a higher qualification level provides individual guidance.

2. Coaching- und Workshop-Programm:

Targeted skills development in fields such as career planning, communication, and leadership responsibility.

3. Networking:

Intra- and interdisciplinary exchange.

The Christine de Pizan Mentoring Program is part of JGU's overarching Program for Young Female Academics (ProWeWin). Prospective program participants can find further information on our website. Applications will be accepted every year in autumn.

Consultation

by prior appointment only.

Contact

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Office of Gender Affairs and Equal Opportunity
Johannes Gutenberg University Mainz
Forum 3, Room 00-402
55128 Mainz

Phone: +49 6131 39-24708
E-Mail: mentoring@uni-mainz.de

<https://gleichstellung.uni-mainz.de/faecherspezifisches-programm-christine-de-pizan-mentoring-in-den-geistes-und-sozialwissenschaften/>

The Gutenberg Academy

The Gutenberg Academy supports JGU's best doctoral candidates and young artists (junior members) on their route to a career in research and the arts. The Academy's main focuses are interdisciplinary exchange, individual support, and networking.

The Gutenberg Academy provides an interdisciplinary forum to maintain academic exchange beyond the borders of individual disciplines and gains its unique status from its members, who represent different generations of researchers and different fields of research.

The Academy's individual support program rests on three pillars:

1. Internal mentoring by one of the Academy's senior members;
2. Additional external mentoring by a renowned academic or public figure;
3. Financial assistance.

Networking within the academic community is a very important factor in building a career in academia and should not be underestimated. The Gutenberg Academy's mentoring program not only extends and diversifies the cross-generational networks

of outstanding researchers within the University of Mainz, but also enables junior members to gain new insights into and interaction with exclusive fields.

Contact

Lenka Tuček
Managing Director
Gutenberg Academy
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<https://www.gutenberg-academy.uni-mainz.de/>

GUTENBERG
AKADEMIE

MeMentUM – Medical Mentoring of the University Medical Center Mainz

The face of medical education is changing – nowadays, more than 60% of medical students are female. However, the share of women decreases dramatically the higher the qualification level gets, so that women hold only 17% of German medical professorships. Since 2008, the University Medical Center Mainz has sought to counteract the underrepresentation of women in leadership positions at medical schools with the mentoring program MeMentUM (Medizin Mentoring Universitätsmedizin Mainz; formerly Edith Heischkel Mentoring Program). The program is open to female researchers in medicine and dentistry, but also the sciences, humanities, and social sciences, provided that researchers in the latter disciplines focus on medical-related research and aspire to a leadership position in their academic or business career.

With 15 places available every year, experienced mentors will accompany the program participants for one year on their path to a top-level career in medicine. In addition, a **comprehensive workshop program** enables the mentees to acquire and improve their scientific qualifications and soft skills. Regularly held events and meetings provide an opportunity for the participants to systematically build and extend their **personal networks**.

Contact

Dr. Stefanie Hülsenbeck
MeMentUM Mentoring-Managerin
Frauen- und Gleichstellungsbüro
University Medical Center of the
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E-Mail: mementum@unimedizin-mainz.de

<http://www.unimedizin-mainz.de/mementum>



ADDITIONAL QUALIFICATIONS: Get to Know JGU's Continuing Education and Qualification Programs

A man and a woman are in a workshop or meeting room. The man, with a beard and glasses, is pointing at a pink sticky note. The woman, with glasses, is looking up. There are many colorful sticky notes (yellow, orange, pink) on the wall and ceiling. A modern lamp is visible in the background.

Academic Integrity

The “Academic Integrity” project is dedicated to preventing, detecting, and sanctioning academic misconduct. Providing information about the **rules and values** of good academic practice and teaching basic methods of good academic practice applicable to all disciplines – for instance using and referencing the ideas of others correctly – are central to the project. To fulfill its mission, the project publishes handouts and exercises (e.g. online: www.akin.uni-mainz.de/toolbox) and offers various course formats (e.g. through the General Postgraduate Program, which covers basic matters of good academic practice, and events held at graduate schools and junior research groups). The project’s staff can also give you **individual advice** on complying with the standards of good academic practice and how to deal with academic misconduct (such as plagiarism, data manipulation, and obstructing the research of others).

Whether you have questions regarding your role as a teacher at JGU or regarding your own work as a doctoral candidate – we are happy to support you with individual advice or one of our various offers.

Contact

Dominik Schuh
University Library
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55128 Mainz

Phone.: +49 6131 39-23370
(Office Opening Hours: Wednesday – Friday)
E-Mail: akin@ub.uni-mainz.de
<http://www.akin.uni-mainz.de/>



General Postgraduate Program

The General Postgraduate Program (GPP) is a qualification program open to all doctoral candidates at Mainz University and the University Medical Center – regardless of whether you are enrolled as a doctoral student, employed as a research associate, receive a scholarship, or fund your doctoral degree through external means. With this Program, JGU gives all doctoral candidates the opportunity to enjoy continuing education throughout their doctoral phase.

The GPP's aim is to promote research and **academic skills beyond individual disciplines** and to help young researchers in acquiring relevant key qualifications. With its cross-disciplinary design, the Program enables young researchers to extend their networks at JGU and gain insights into the academic conventions of other disciplines.

Registered members have access to a comprehensive course program and the latest information on matters surrounding the doctorate. As a member, you will be able to connect with other doctoral candidates and enjoy the support of professional advisory groups. Participation in the GPP's courses is free of charge.

Among our recurring course offerings are **project management workshops**, **presentation skills training** in German and English, **academic writing skills courses**, and courses on **career planning** and research **application training**.

Contact

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E-Mail: apk@zq.uni-mainz.de

www.blogs.uni-mainz.de/zq-eng/supporting-young-researchers/the-general-postgraduate-program/



Campus Writing Workshop

The Campus Writing Workshop's tripartite course program provides JGU's doctoral candidates with comprehensive and tailored support at all stages of the writing process.

Doctoral candidates from all disciplines can discuss their **writing project** with trained and experienced staff at every stage of their academic work – from choosing a topic to editing. The Workshop's staff will be happy to give you individual advice, targeted support, and feedback on drafts. While this **peer-based individual support service** allows candidates to get in-depth feedback, other courses foster the exchange between doctoral candidates in groups.

Every year, the Workshop and the **General Postgraduate Program (GPP)** jointly organize several workshops for candidates from all disciplines covering topics such as time management, reading strategies, and drafting and editing. These workshops use a blend of teaching methods, including input provided by the instructor, guided personal reflection on the participants' own working and writing behavior, group exercises, and exercises to try out different strategies. In 2017, the Workshop also launched a **special writing group for doctoral candidates**, which enables its members to discuss their writing projects and motivate each other over an extended period of time.

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<https://www.schreibwerkstatt.uni-mainz.de>



JGU Human Resources Development

Apart from supporting projects aimed at strategic improvements, JGU's central HR Development Department (Personalentwicklung) is responsible for designing and organizing the university's HR continuing education program. This comprehensive program (consisting of approximately 300 events annually) is open to all members of staff – including you as a young researcher.

The program covers a broad spectrum of topics, ranging from language and data processing courses to classes on matters such as communication, team development, self-management, and healthy lifestyle. Furthermore, a **special set of courses covering general matters of research** will provide researchers with an overview of European research funding programs and give young researchers an opportunity to seek guidance on and create draft proposals for large research applications, to name but a few examples.

A full list of the program's offers is available online:
<https://www.personalentwicklung.uni-mainz.de/programm>

We look forward to your feedback and requests for future events.

Contact

Josephine Jochmann
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55128 Mainz

Phone: +49 6131 39-25434
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**PERSONAL-
ENTWICKLUNG**



Program for Young Female Academics (ProWeWin)

Across all disciplines, female representation decreases with every step up the academic career ladder. As a consequence, the potential of many highly qualified women is lost, most notably after they have obtained their doctoral degree.

This is why, at the Program for Young Female Academics (ProWeWin), we devote particular attention to young female researchers in their advanced doctoral phase and post-doctoral phase.

ProWeWin offers a vast array of **workshops** that are open to researchers from all disciplines and promote the acquisition of key research qualifications. In addition, our regular **networking meetings** are designed and organized by the participants themselves, giving them the opportunity to exchange their views with other female researchers in an informal environment. **Advisory and coaching services** are another part of our endeavors to keep more women in academia. For instance, a special coaching workshop for female doctoral candidates on how to overcome writer's blocks and succeed in completing the doctoral dissertation takes place once a year.

The tried and tested Christine de Pizan Mentoring Program is open to young researchers in the humanities and social sciences, as well as the arts and music.

Contact

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<https://gleichstellung.uni-mainz.de/programm-weiblicher-wissenschaftsnachwuchs-prowewin/>



Business Start-Ups and Self-Employment

A single bright idea can pave the way to self-employment – another attractive career path for researchers holding a doctoral degree.

The Office of Entrepreneurship under the umbrella of the Research and Technology Transfer Office aims at promoting business start-ups and self-employment as possible career paths after graduation or the completion of a doctorate. At the same time, the Office seeks to unlock the start-up potential at the University of Mainz. Besides giving **initial advice** to prospective founders, we focus in particular on knowledge-based start-ups and provide assistance with applications for the EXIST Business Start-up Grant of the Federal Ministry for Economic Affairs and Energy. As partners of the Young Entrepreneurs in Science (YES) initiative, launched by the Falling Walls Foundation, we also offer prospective founders an introductory **workshop program** to give them a first overview of the various aspects involved in start-ups and self-employment.

The Office of Entrepreneurship is a joint initiative by all universities in Mainz, providing us with a comprehensive **network** that includes many regional and national partners. As regards spin-offs, a binding framework is currently being developed that will cover aspects such as renting laboratories, using technological devices and instruments, and exploiting know-how protected by intellectual property rights.

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<https://forschung.uni-mainz.de/technologietransfer/ausgruendungen-spin-offs/>



JOHANNES GUTENBERG
UNIVERSITÄT MAINZ



Zentrum für Schul-, Bildungs- und Hochschulforschung (ZSBH)

The Zentrum für Schul-, Bildungs- und Hochschulforschung – (ZSBH) is a research unit at Johannes Gutenberg University Mainz focusing on primary, secondary and tertiary education.

Under the umbrella of the ZSBH, researchers investigate the conditions and constraints under which education and knowledge develop within and outside of educational institutions in modern science-oriented societies. Research projects focus on empirical and theoretical analyses of pedagogical processes and governance in educational institutions; curriculum development; learning and instruction; professionals who create and shape educational settings; and processes of social change and their impact on educational institutions. The research conducted at the ZSBH focuses on the following four areas:

- Learning and Instruction Processes
- Educational Development
- Governance in Educational Institutions
- Professionalization in the Education Sector

The ZSBH funds and initiates interdisciplinary research, covering both basic theoretical and applied research projects that have the

potential to lead to successful applications for large third-party funding.

The ZSBH supports the professional development of the young researchers by organizing workshops on qualitative and quantitative research methods, initiating research groups and colloquia, providing information and advice on calls for proposals and funding applications, and providing funding for conferences and publications.

Contact

Zentrum für Schul-, Bildungs- und Hochschulforschung (ZSBH)
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<https://www.zsbh.uni-mainz.de/>



ZENTRUM FÜR
SCHUL-, BILDUNGS-
UND HOCHSCHULFORSCHUNG

INFORMATION, ADVICE AND SERVICES



International Office and Welcome Center

The International Office is the central coordination and contact point for any queries about studying or researching abroad. For example, we can provide doctoral candidates who are interested in a transnational doctorate in cooperation with a foreign university ("Cotutelle de thèse") with information and support. We can also provide information e.g. about financial backing and support programs for research stays abroad, such as:

- the ERASMUS scholarship, which enables doctoral candidates to study at an ERASMUS partner university for one or two semesters,
- the EU-ServicePoint program, which supports research at European research facilities and other research institutions within the context of an ERASMUS internship,
- PROMOS scholarships and grants for doctoral candidates who want to attend language courses, specialized courses, and summer schools,
- Scholarships offered by funding organizations such as the German Academic Exchange Service (DAAD) or Fulbright.

The International Office Welcome Center is the main point of contact and service center for international researchers and their families, offering them advice and assistance. The Center's staff

advises researchers on all non-academic and practical issues and are happy to assist with planning, preparing and realizing your stay at JGU.

The Welcome Center also runs JoGuGATE, an online platform specifically dedicated to international doctoral candidates. This website provides you with application checklists and information on entry and visa issues, among other things. You can register any time via:

<https://distributed-campus.org/jogugate/?language=en>

Further details on the individual programs and staff contacts are available on the International Office's website:

<https://www.international-office.uni-mainz.de/>

JOHANNES GUTENBERG
UNIVERSITÄT MAINZ



Contact

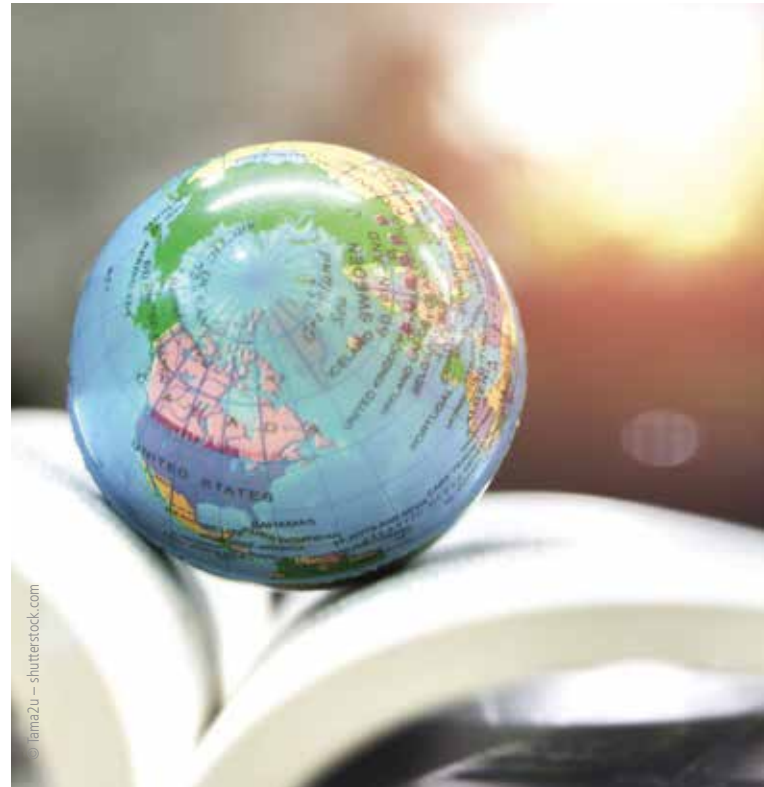
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Welcome Center | International Office
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55128 Mainz

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E-Mail: welcome@international.uni-mainz.de
[https://www.international-office.uni-mainz.de/
welcome-center-for-international-scholars/](https://www.international-office.uni-mainz.de/welcome-center-for-international-scholars/)

Monday through Friday from 10:00 am to 12:00 pm
as well as by appointment



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Career Service

Our counseling services and workshops support students of all years and disciplines in planning their career. The same is true for recent graduates in their transition from university to their first job.

For young researchers in particular, a multitude of career options exist. For this reason, many students start to think about the possibility of doing a doctoral degree at an early stage in their studies. We are happy to discuss these opportunities with those seeking advice during **career counseling** appointments and to **support** the decision-making process through **coaching**.

Many doctoral candidates don't or can no longer see themselves pursuing an academic career, but rather feel their professional future lies outside academia, and so seek support in searching for alternative professional fields. We want to encourage you to find the perfect line of work for you and offer you **support** throughout the decision-making and application process. We can also put you in touch with prospective employers.

Contact

Career Service
Studierenden Service Center
Johannes Gutenberg University Mainz
Forum 1
55128 Mainz

Hotline: +49 6131 39-22122 (Mo-Thu 9-16, Fr 9-13 Uhr)
E-Mail: career@uni-mainz.de

<https://www.blogs.uni-mainz.de/career-eng/>
www.karriere-campus-mainz.de



Family Services Center

JGU's Family Services Center is the central coordination and contact point at JGU for all **parents, expecting parents** and people who **care for a relative** in addition to their job or studies. As a counseling and service center, it is our aim to support students and staff in successfully reconciling their work or studies and their family-related responsibilities. The Family Services Center coordinates, implements, and develops all solutions revolving around family issues.

This is what we offer:

- Counseling (in person, on the phone, or via e-mail) for students and members of staff regarding any questions about reconciling family and work or studies
- A website providing a trove of information on, for instance, funding options, day care institutions, and other counseling institutions
- Child care in transitional periods: Mid-term interim day care until stable and long-term day care has been arranged
- Short-term child care in emergencies and exceptional circumstances
- Organizing child care at conferences
- Children's Holiday Camps for children aged six to twelve during the summer and fall school holidays in Rhineland Palatinate
- Seminars and workshops on reconciling family and work or studies commitments
- Counseling

Consultation hours:

Every Tuesday from 1:00 pm to 4:00 pm

Individual counseling slots require prior appointments

Contact

Stefanie Schmidberger

Abteilung Personal | Personalentwicklung

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www.family-services-center.uni-mainz.de/



JGU Student Service Center

The Student Service Center is the main administrative and support service for prospective students, applicants, and current students. The Center assists with any queries about admission, enrollment, rematriculation, leave of absence, and removal from the register of students, as well as confirmation letters for and further information on each of these processes.

Doctoral candidates who wish to enroll as doctoral students at JGU will be admitted and enrolled after their registration is completed and they are accepted as doctoral candidates.

The Student Service Center is happy to assist doctoral candidates and prospective doctoral candidates with **questions about the application for, admission to, and enrollment** in JGU's doctoral studies. The Center also answers general questions concerning the **registration process**.

The Student Service Center of the Faculty of Translation and Interpreting Studies, Linguistics, and Cultural Studies (FTSK) in Germersheim provides assistance with matters of admission, enrollment, and organization at the Faculty 06.

STUDIERENDEN
SERVICE 



Contact

Student Service Center
Johannes Gutenberg University Mainz
55099 Mainz

Visiting address:
Student Service Center
Forum 1, First Floor
Opening Hours: www.studium.uni-mainz.de/studsek
Phone: +49 6131 39-22122 (Hotline)
E-Mail: studsek@uni-mainz.de
<https://www.studying.uni-mainz.de/service/>
<https://www.studying.uni-mainz.de/degree-seeking-applicants/>

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Phone: +49 7274-508 35-503 (Felizitas Groß)
Phone: +49 7274-508 35-513 (Roswitha Kastl, vormittags)
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<https://www.studying.uni-mainz.de/international-office-incoming/>

Mental Health Services for Students (PBS)

The Mental Health Services for Students (Psychotherapeutische Beratungsstelle – PBS) at JGU offers professional help to all students and doctoral candidates who are experiencing specific difficulties in their lives.

Our services include:

- Emergency help for students in crisis
- Targeted diagnostics to identify problems
- Individual counseling, coaching, and short-term psychotherapy
- Special consultation hours for learning and performance difficulties

Moreover, the Mental Health Services offer a comprehensive program of courses on topics such as self-management, stress management, methods to boost your mood, and writing skills. These courses are also supplemented by an online program and individual counseling.

The individual coaching addresses the following issues, among others:

- Analyzing your current working situation
- Self- and time management
- Motivation strategies
- Problem solving strategies
- Identifying and overcoming internal and external barriers to success
- Overcoming personal problems
- Communication and interaction

To make an appointment for counseling, come by or call us during office hours. You can book our courses online.

Contact

Mental Health Services for Students
Johannes Gutenberg University Mainz
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55122 Mainz

Phone: +49 6131 39-22312

E-Mail: pbs@uni-mainz.de

www.pcc.uni-mainz.de/

Office Opening Hours:

Monday to Friday from 9:00 am to 12:00 pm

Monday, Tuesday, Thursday from 1:30 to 3:30 pm



REPRESENTATION AND NETWORKING

About 3,000 doctoral candidates are currently pursuing their doctoral degree at Johannes Gutenberg University Mainz (JGU). These candidates have generally not been viewed as one discrete and unified group so far. Depending on whether they are enrolled as doctoral students, employed as research associates, or fund their doctoral studies through scholarships and/or non-academic work, the candidates' self-perception, as well as their possibilities to communicate and effectively **advocate their interests to the university, vary.**

The body of doctoral candidates is rather heterogeneous and their interests are currently not represented by one specific body of representation. Instead, **several representatives in different institutions**, groups, and networks at JGU have taken on the task of engaging in matters of tertiary education policy that directly concern doctoral candidates.

Apart from these representatives, JGU offers doctoral candidates various possibilities to **exchange information and build networks.** These connections enable current doctoral candidates to interact with young researchers who have already obtained their doctoral degree. The **alumni network** supplements these activities and provides JGU graduates with a platform for discussions and networking with other alumni and other useful services.

Gutenberg Council for Young Researchers (GYR): Representing the Interests of Doctoral Candidates and Promoting their Networks

The Gutenberg Council for Young Researchers (GYR) is a central institution of JGU dedicated to advancing the situation of young researchers and artists, as well as fostering interdisciplinary networks. It advises university management in strategic matters and promotes the visibility of the services offered by JGU related to early career researchers. Also, it makes recommendations on how to optimize conditions at JGU for early career researchers.

The executive committee of the Council consists of professors, as well as other members of JGU with expertise in promoting young researchers. In accordance to the GYR statute, four doctoral candidates complete the executive committee of the Council.

Since its inception in 2014, the GYR has advocated for doctoral candidates at various levels. More specifically, the GYR developed guidelines on drafting supervision agreements for doctoral projects and launched new funding programs.

In a specialized **working group**, GYR members promote awareness of doctoral candidates as a distinct interest group at JGU and assist them in making their voices heard. At the same time, the working group also takes the academic conventions of different disciplines and individual paths to obtaining a doctoral degree into account.

Contact

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Das Gutenberg-Netzwerk – Alumni an der JGU

Johannes Gutenberg, the namesake of our university since its foundation in 1477, embodied the concepts of innovation and technological progress, while representing the ideas of crossing boundaries and promoting broad access to knowledge. This spirit and the university motto, *ut omnes unum sint* ("That they may all be one"), act as our guiding principles to this day. We want to keep in touch with each other and create a lively, multi-generational network for everyone who has studied, taught, researched, or worked at Mainz University – and for all those who are studying, pursuing their doctoral degree, or working here today.

We offer you opportunities to make new contacts and to **always** be involved in the latest developments at JGU, plus access to the Career Services Center, continuing education opportunities and numerous recreational activities. As doctoral candidates and future Gutenberg alumni, you will be able to build and access a tightly-woven academic and social network for the rest of your life. This makes you a part of the past, present, and future of our university.

JGU's alumni team is looking forward to staying in touch with you and is happy to field your queries or feedback.

Contact

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GUTENBERG alumni



Young Researchers in the Senate

Unless otherwise determined by the Higher Education Act of Rhineland Palatinate (HochSchG) or the university's Constitution, the Senate is responsible for all issues of fundamental importance to the university as a whole. Several doctoral candidates and postdocs from different faculties have joined together to form the Senate Group representing members of the academic staff according to Section 37(2)(No. 3) HochSchG ("Group 3"). They give young researchers **a voice and ensure that it is heard in the Senate**. Moreover, the participation of young researchers in Senate Committees is crucial. Most notably, the Committee for the Promotion of Research and Young Researchers is an important forum to put the concerns of doctoral candidates on the Senate's agenda.

The Group 3 representatives come together before every Senate meeting to discuss that meeting's agenda. Members of Group 3 are welcome to get in touch with and meet their representatives during the public part of these preparatory sessions. Alternatively, Group 3 members can also contact their representatives via e-mail.

The days and times of the Senate meetings, as well as further information, are available here:

<https://organisation.uni-mainz.de/hochschulgremien/senat/>

Contact

Dr. Jasmin Fitzpatrick, Faculty 02
Dr. Fabian Kolb, Faculty 07
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E-Mail: senat-g3@uni-mainz.de
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JOHANNES GUTENBERG
UNIVERSITÄT MAINZ



Central Institutions

JGU's central institutions assume interdisciplinary responsibilities in research (including research transfer), teaching, studying, information and communication technology and continuing education within the academy.

Collegium musicum

The Collegium musicum brings together JGU's choir (UniChor) and orchestra (UniOrchester), the Gutenberg chamber choir (Gutenberg-Kammerchor), and the Choir and Orchestra Academies for students. The institutions of the Collegium musicum are open not only to students from all faculties and members of staff of the Johannes Gutenberg University Mainz, but also to everyone interested in music.



Gutenberg Research College (GRC)

The Gutenberg Research College, established in 2007 by the Senate of JGU, promotes cutting-edge research and building interdisciplinary bridges between different academic fields of excellence.

Gutenberg Teaching Council (GTC)

The Gutenberg Teaching Council (GTC) promotes and develops academic teaching competence at the level of both the individual and the academy, as well as the studying and learning experience, at Johannes Gutenberg University Mainz.

Gutenberg Council for Young Researchers (GYR)

The Gutenberg Council for Young Researchers (GYR) is a strategic tool of Johannes Gutenberg University Mainz to promote young researchers and artists and foster their interdisciplinary networks. The GYR is responsible for tasks such as developing new strategic perspectives, making recommendations and taking steps towards their implementation.

International Preparatory and Language Center (ISSK)

The responsibilities of the International Preparatory and Language Center (Internationales Studien- und Sprachenkolleg – ISSK) include organizing and running courses in German as a foreign language for international students, as well as other foreign language courses. Moreover, the Center organizes and holds preparatory courses for international and German students with foreign university entrance qualifications.

Audiovisual Production Center (ZAP) / Media Center

The Audiovisual Production Center (Zentrum für Audiovisuelle Produktion – ZAP) makes audiovisual media technology devices available to researchers and teachers; it also advises and supports the design and execution of productions and shares technological knowledge.



General Studies (Studium generale)

The General Studies department at JGU offers a comprehensive interdisciplinary course program to broaden the studying experience at JGU. It also promotes interdisciplinary research and teaching methods. Many events are open to the public.

University Library (UB)

The University Library provides information and literature for students, teachers, researchers, and visitors.



Data Center (ZDV)

The Data Center (Zentrum für Datenverarbeitung – ZDV) offers JGU's researchers and students a number of modern ICT services. With more than 10,000 client connections and about 500 wi-fi access points, the campus network is the foundation for accessing the Center's IT services.

Teacher Education Center (ZfL)

The Teacher Education Center (Zentrum für Lehrerbildung – ZfL) connects and coordinates all institutions involved in the training of future teachers – the university, study programs, and schools.

Center for Quality Assurance and Development (ZQ)

The ZQ organizes and carries out evaluations of Mainz University and supports the development of new goals in light of the results.

Center for Continuing Education (ZWW)

The ZWW (Zentrum für wissenschaftliche Weiterbildung) seeks to give recent graduates the opportunity to extend their knowledge by offering them its expertise and contacts. The ZWW's services are also open to young professionals who already have some work experience or seek to extend their knowledge after a period of family leave.



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Template

Supervision agreement for a doctoral project at Johannes Gutenberg University Mainz

You can download this template on the GYR website:
<https://www.gyr.uni-mainz.de/gyr-recommendations/>



Please fill out this supervision agreement together with your doctoral supervisor and consult the “Guidelines on drafting a supervision agreement for a doctoral project at the Johannes Gutenberg University Mainz”.

Doctoral candidate:	
Supervisor(s):	
Other persons involved (e.g. mentor): (if applicable)	
Preliminary working title of the doctoral project:	
Discipline:	
Faculty/ School/ Academy:	

The supervision arrangement may be altered (e.g. by adding more supervisors) in accordance with the relevant doctoral degree regulation, as amended. In this case, the supervision agreement should be changed accordingly or, where appropriate, a new supervision agreement should be drafted.

Preamble

This supervision agreement increases the transparency of all factors that are crucial to building a successful working relationship between the doctoral candidate and his or her supervisor. The doctoral candidate and supervisor should work together in a well-structured manner to design the project in a way that will enable the candidate to complete his or her project within an appropriate period of time, while meeting high quality standards. This supervision agreement is based on the recommendations by the German Research Foundation (Deutsche Forschungsgemeinschaft – DFG).¹

1. Legal basis of the doctoral procedure

The legal basis of the doctoral procedure is the doctoral degree regulation of the aforementioned Faculty/School/Academy, as amended. The provisions of this agreement must not contradict the relevant doctoral degree regulation. The supervision agreement does not substitute for or render unnecessary any acts required by the relevant doctoral degree regulation, including the application for admission as a doctoral candidate, registration as a doctoral candidate, or enrollment as a doctoral student (cf. Guidelines on drafting a supervision agreement, p. 4, note 2).

2. Short description of the doctoral research project (optional)

Please note that this description is not binding in the sense that it will affect the prospective candidate's admission as a doctoral

candidate; the description can be modified at any time by changing this supervision agreement. Where both sides have agreed upon a broad topic during the admission process, changes are possible within the boundaries of that topic.

Please insert your choice of topic. Changes thereto should be made by changing this supervision agreement.

The doctoral dissertation will be a monograph/consist of several publications in [please insert language]. The relevant doctoral degree regulation applies regarding the choice of language. If necessary, the doctoral candidate must submit a petition to the doctoral examination board, the relevant faculty's dean, or the Head of the Mainz Academy of Arts / Mainz School of Music regarding his or her choice of language.

3. Project plan and timeline for the doctoral project

Please outline the stages of your project and the timescales within which you intend to complete the tasks in your project plan. If you work on a cumulative dissertation, please describe the nature of the publications that are required and planned. This section should also include information on the doctoral candidate's individual circumstances (full-time or part-time work on the doctoral project; other responsibilities such as children, caring for a relative, and other family responsibilities).

Unless the timeline and project plan have been set up at the outset of the doctoral project, they should be developed within the first year of the project and attached to this supervision agreement.

¹ cf. DFG-Vordruck 1.90 – 10/14.

The project plan and timeline should cover the foreseeable future. This may cover the entire doctoral phase or shorter periods, as the case may be.

Starting from, the doctoral project is scheduled to be completed within months. Changes to the timeline and project plan will only be made after prior consultation between the doctoral candidate and the supervisor; any changes will be made in writing and amend this supervision agreement.

4. The doctoral candidate's responsibilities

Please note that if the following responsibilities are not already part of and regulated by a separate employment contract, doctoral candidates can assume these responsibilities on a completely voluntary basis. The doctoral candidate's work on his or her doctoral project, its successful completion, and the award of the doctoral degree cannot depend on assuming the responsibilities set out in this section.

Please insert the doctoral candidate's responsibilities. These may include regular reports (please insert frequency and nature of the reports); participating in qualification programs (e.g. expert seminars, soft skills courses etc.); participating in academic continuing education courses and academic events; regular presentation of partial results; regular meetings with the supervisor; teaching; presentations within or outside JGU on the doctoral or other research projects; assuming responsibilities within the faculty or working group.

5. The supervisor's responsibilities and obligations

Please note that the supervisor is obliged to supervise the research project until it is completed, irrespective of the project's funding.

Please insert the agreed responsibilities and obligations of the supervisor. These may include making recommendations regarding the topic, the project's focus and boundaries, and the problems to be addressed; giving regular academic and professional guidance and advice; supporting the candidate's early academic independence; supporting the candidate's career and external mentoring; assuring quality through regular progress reviews; giving advice on publication options and academic events; supporting the candidate in obtaining a scholarship and – if appropriate – raising other third-party and external research funding; integrating the doctoral candidate into the academic workplace (e.g. inclusion in the working group, participation in research colloquia and appropriate conferences and/or continuing education events).

6. Resources

Please insert how the doctoral candidate and supervisor will (or aim to) fund the candidate's living costs during the doctoral project (e.g. employment at the university, third-party funded project(s), Higher Education Pact funding [HSP-Stelle], scholarship, external employment). Please also describe to what extent continuing education, attending conferences, research stays, field studies etc., and travels will be funded.

Please describe the resources planned to be at the doctoral

candidate's disposal, for instance the candidate's workspace (e.g. own office/permanent working space at the institute/working group), computer and other equipment, access to laboratories and measuring instruments, coverage for material expenses, student assistants, secretarial services.

7. Additional arrangements agreed between the doctoral candidate and the supervisor

Johannes Gutenberg University Mainz is dedicated to providing doctoral candidates with specific support to reconcile their academic work/research project and family. Likewise, JGU seeks to support doctoral candidates who care for a relative. If applicable, please insert relevant funding and support measures in this section. These can include, for instance, arrangements that will enable the doctoral student to care for a relative. The Family Services Center is happy to give you advice and assistance.

Moreover, provisions and arrangements within the context of a structured doctoral program can be outlined in this section.

8. Mutual obligation to comply with the standards of good academic practice

Both parties undertake to comply with JGU's Regulation to ensure good academic practice in research and teaching (cf. Appendix 04 relating to Section 28(4) of the Constitution of Johannes Gutenberg University Mainz, as amended).

In the event of academic misconduct or suspected misconduct, both parties may contact the Ombudsperson and submit the case to JGU's Commission for the Investigation of Suspected Academic Misconduct. The legal consequences of academic misconduct are laid down in the relevant doctoral degree regulation, as amended.

9. Conflict resolution

In order to foster a mutually respectful and cooperative environment, the parties agree to first attempt to resolve conflicts through confidential and honest communication. If the problem cannot be resolved, independent and experienced third parties (mediators) may be contacted to intervene. Where the conflict concerns the project's contents or the supervision relationship in itself, the relevant Faculty's dean or the Head of the School/Academy will act as mediator. Where the problem relates to the workplace, both parties can contact the Conflict Resolution Office of Johannes Gutenberg University Mainz.

10. Changes to the supervision agreement

In order to amend, change, or terminate this supervision agreement, both parties have to give their consent in writing and the amendments, changes, or termination will be attached to this agreement.

Signatures

I hereby agree to the above arrangements and will comply with them to the fullest possible extent. Changes to these arrangements will be in writing and attached to this agreement.

Doctoral candidate

Place, date

Supervisor

Place, date

(if applicable) Second supervisor

Place, date

Appendix: Changes to the supervision agreement

[Insert doctoral candidate's name] and [insert supervisor's name] mutually agreed on the following changes/amendments to the supervision agreement on [insert date]:

Please insert a reference to the relevant section of the supervision agreement, for instance "3. Project plan and timeline for the doctoral project".

Please insert the amendments and/or changes and indicate which arrangements are thereby repealed.

Signatures

Doctoral candidate

Place, date

Supervisor

Place, date

*Second supervisor
(if applicable)*

Ort, Datum

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