

The CiM-IMPRS Guide for PhD Students



The CiM-IMPRS Office

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How to get to Schlossplatz 5 (see map 2)?

From the main station take bus 12 direction "Gievenbeck/Rüschhausweg"
Get off at bus stop "Landgericht" (see map 2).

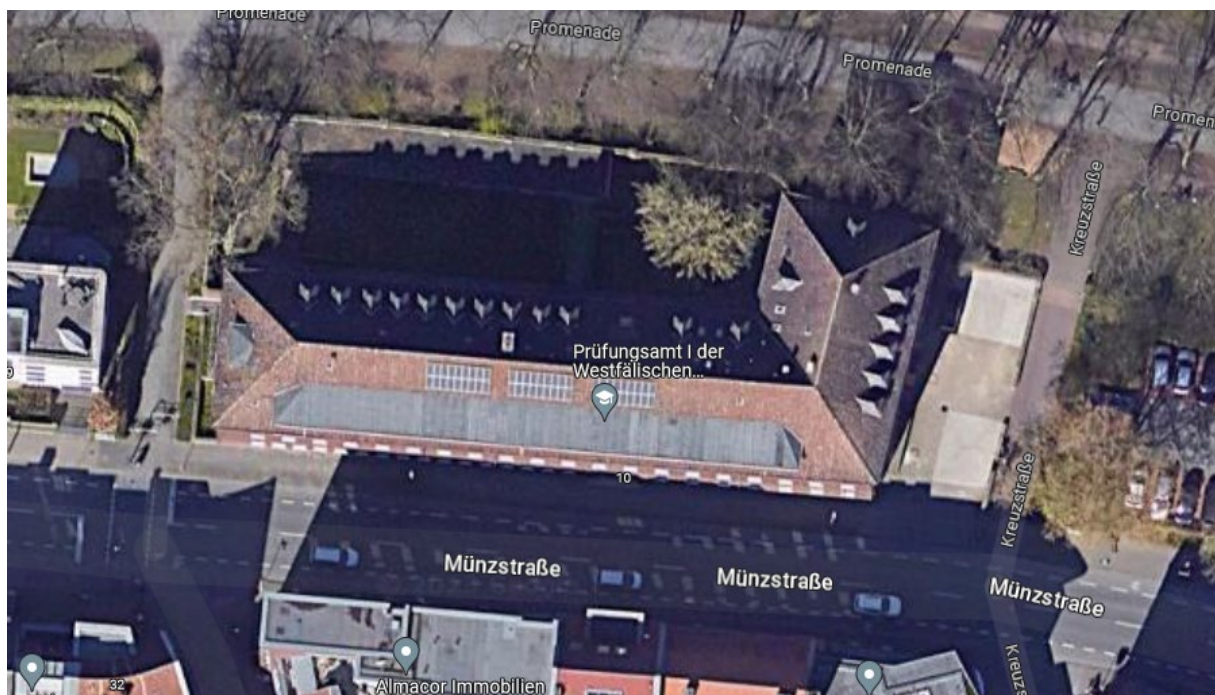
Schlossplatz 5 is the building on the right side of the castle (Schloss) if you face the castle.
Inside Schlossplatz 5 turn right, go to the end of the corridor (through Dept. Prof. Püschel) and
go up the stairs to the first floor. The office is the first door on the right side.

Important notice:

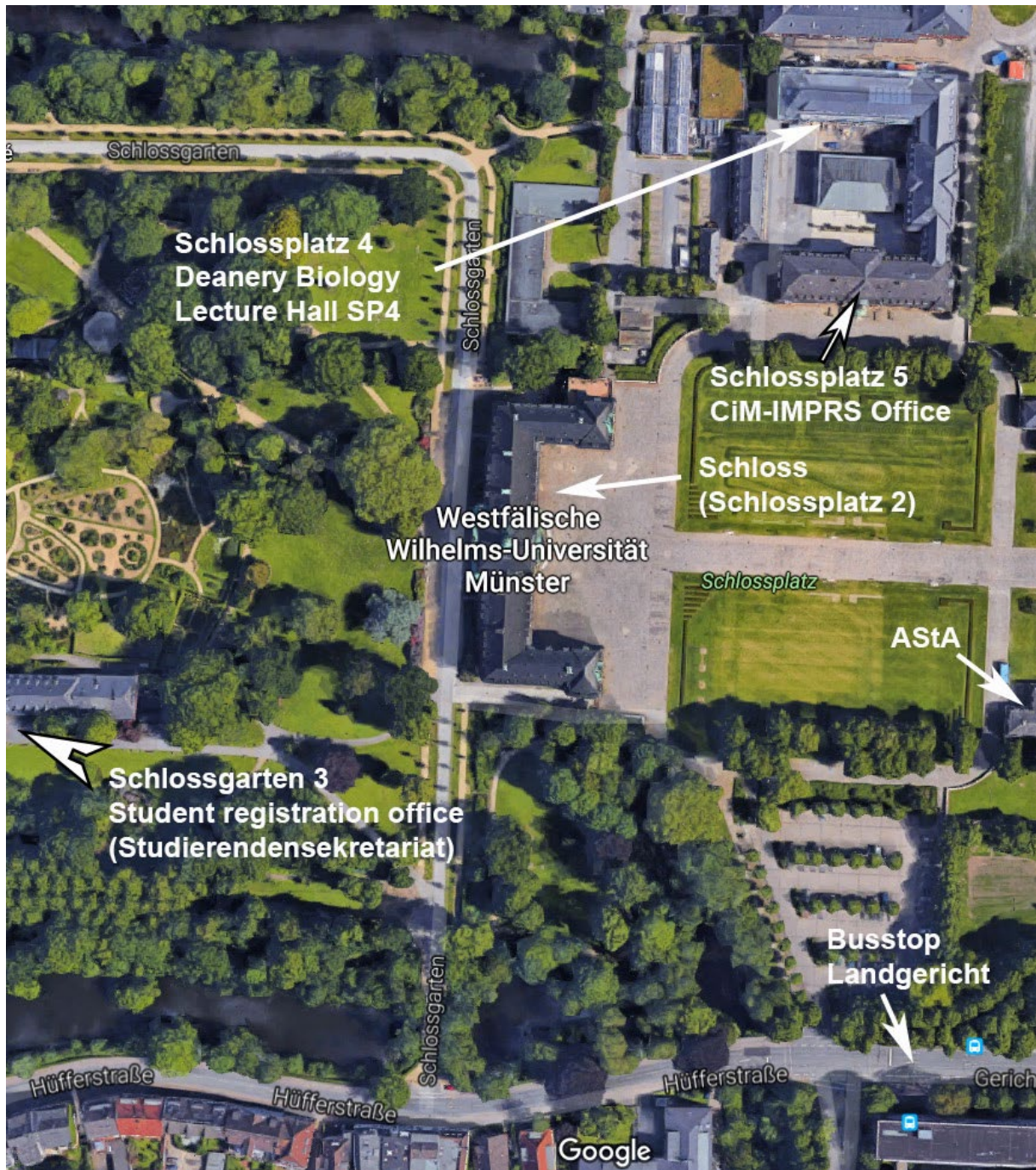
Please **always give us a call before you come** to the office to make sure that we are here.
Please **always give us a call before you send a Fax** to the office because the Fax machine
is not in the office.

Maps

Map 1: Prüfungsamt (examination office) of the departments of Chemistry and Pharmacy, Physics, and Mathematics at Münzstr. 10



Map 2: CiM-IMPRS office, Schloss, Student registration office, Deanery of the Department of Biology



Important abbreviations:

- PI: principal investigator (usually your supervisor)
- MPI: Max Planck Institute (we only have one in Münster)
- UKM: Universitätsklinikum Münster (University Hospital Münster)
- WWU: former abbreviation of the University of Münster (not valid anymore)

Before you start your PhD

Please note that not all details may apply to everyone (e.g. visa, registration at municipal office for foreigners, accommodation in students' dormitories).

Visa application

Please apply for a **Long Term Researcher Visa (for a National Residence Permit acc. to §18d)**. Inspect the website of your German embassy for all the details. This visa will allow you to enter Germany and is needed to obtain a residence permit once you are in Münster. If you come with your spouse you should ask the embassy which visa type is better for you. A **tourist or Schengen visa** (that you may have obtained for the interview symposium) **is not enough!** For your visa application you should write a **cover letter** for which you can use the **draft** that we will send you by e-mail. Please use both, the English AND the German version and hand them in at the embassy.

In addition, we will send you an **invitation letter** by express mail. Please hand in the English AND the German version at the embassy. In order to send these letters to you it is extremely important that we have **your correct postal address and phone number**. If they have changed since you had sent your written application, please tell us by e-mail. Please note that the embassies want us to state your salary on the invitation letter. We often do not know the exact amount. Consequently, the amount of money given in the invitation may not be exactly what you will finally get. If in doubt, please ask us.

Documents

See section "Check list for documents which you will need". Please go through the check list!

Online application with the University of Münster (WWU).

This is not a real application as you have already been accepted. For PhD students it just serves to enter your data into the University's data base. You will have to take the print-out of your application to the personal enrolment once you are in Münster. How to do the application? See chapter "Registration for Promotion".

Moving to Münster

CiM-IMPRS cannot pay for your travel to Münster nor for any costs that arise from your relocation to Münster. You can ask your future supervisor if she/he is willing to support your travel (often they have funds for such things). Please note: We are neither allowed to pay for your visa application nor for your travel to the embassy for visa application.

You will need a travel insurance (the embassies usually ask for it). Please get one in the country from where you are travelling from. Probably you still have one from your travel to the interview symposium which is still valid. If you need a new one, better buy one with a short validity (1-3 months), although longer validities are OK, too

Please note that dormitory rooms are generally not available before 1st October. If you arrive earlier, you will have to arrange your accommodation for the time before 1st Oct. You may want to contact the Jugendgästehaus Aasee for that (jgh-muenster@djh-wl.de, Tel: +49 (0)251 530 280).

Please tell us as soon as possible **when you will arrive** in Münster (day + approximate time).

To-Do list for your start

Please note that not all details may apply to everyone (e.g. registration at municipal office for foreigners, accommodation in student dormitories). Please note: **October 3rd** is the German National **Holiday**. Shops will be closed (except in the main station and in petrol stations)!

When you have arrived in Münster:

The following table gives an overview of what to do and when. You can find detailed information about the individual to-dos on the following pages.

Tick off each action:

Tick off	Action	When?	Prerequisites / remarks
	Accommodation: Get the keys for your room/flat. Move into room/flat.	Day 1	From us or from your group. Ask us.
	Start your work in your group.	One of the first days	Arrange it with your future PI
	Come to the CiM-IMPRS office to discuss administrative matters; bring all your important documents with you; takes 1.5 - 2 hrs	One of the first days	Get your confirmation of CiM-IMPRS membership
	If you get paid by a work contract, get the contract at your institute OR a confirmation that states that you will get one	One of the first days	
	Get a German health insurance (at least complete an application)	One of the first days	Ask us, we help
	All students: Register your residence with the City of Münster	Within 1 week	See respective section
	If you only got a confirmation to get a work contract: sign your contract now	During the 1 st week	Non-EU foreigners: Residence permit
	Finalize your health insurance contract if you only have applied so far	During the 1 st week	Non-EU foreigners: Residence permit
	Open a German bank account.	During the 1 st week	fellowship or work contract; residence permit or rental contract
	Non-EU citizens: obtain a residence permit at the Foreigners' Office	Within 2 weeks	health ins. certific., work contract, confirmation of CiM-IMPRS membership
	Define title of your future work, find your future thesis committee members	Within the first 2 weeks	With your PI
	Obtain signatures of members of your thesis committee.	As soon as possible, within 2-3 weeks	
	Register with your department (Bio, Chem etc.) and with the University of Münster (WWU)	departments: by 25 Oct; WWU: by 15 Nov.	See respective section

Accommodation

If you have applied for accommodation through the CiM-IMPRS office, ask us how you can get the keys. We will tell you. Actually, often your future group will have the keys for you.

If you have an apartment of **“Studierendenwerk Münster”**:

a) You will **sign the rental contract** and will check the inventory list on the first day in our office (and you will need a **passport photograph** for the contract). Alternatively, you sign the contract, sent to you via e-mail, before you come to Münster, and you send it to Studierendenwerk (the public institution that runs most dormitories) by e-mail. Still, we need to check all your rental documents when you come to the office.

b) Important: Your obligation to Studierendenwerk is that you guarantee payment for 3 months + deposit. Afterwards, you are free to look for different accommodation if you wish. If you want to leave your Studierendenwerk apartment you will have to give them more than 1 month notice! Please have a close look at the contract that you sign and at our translations.

c) Rents and deposits: In 2020 a Studierendenwerk 1-room apartment (for 1 person) was 280-390 € / month depending on size (280 € is the default), a 2-room flat (for 2 people) was approx. 630 € / month and the one-time deposit was around 350 and 700 €, respectively. If Studierendenwerk does not provide enough apartments we try to book some elsewhere (usually for a higher price, often around 400 € / month). The deposit and the rent for the first month have to be paid before you move in.

d) Please note that furnished Studierendenwerk apartments are equipped with bed, table, chair, kitchenette, small bathroom, but there are **neither bed sheets and towels, nor dishes**.

Visit the CiM-IMPRS office

Do it during one of the first days. You will sign the CiM-IMPRS certificate of acceptance. We will discuss all administrative matters.

Your work contract

Important: You will always get the payment **at end of each month!**

If you obtain an MPI contract go to the MPI administration (Ms. Wenke Thielen). If you obtain a work contract with the university, please ask your supervisor (or secretary) how to get the contract. Non-EU citizens: Before you have a residence permit you might only get a confirmation stating that you will get a contract. Once you have the residence permit, the university will give you the actual work contract.

Note: Contracts usually contain a pension insurance (**VBL**) which you have to pay for. The fee is directly deducted from your wage. For foreigners who do not intend to stay in Germany until they go into retirement it is an option to NOT choose the VBL pension. This has to be stated on the contract **when you sign it** (ask your administration).

The second option is to get the money back that you have already paid at the end of your contract. You'll have to contact VBL in written form BEFORE your contract ends. You should find the address of VBL on one of the letters you will receive from them. VBL will explain you the correct procedure how you will finally receive your money. However, we recommend the first option (when you sign the contract) because it is easier AND because there is no refund if your contract(s) last 5 years or more (which has already happened)! In the latter case (5 years) they will pay a pension once you retire and it will be your responsibility to keep in contact with them.

Open a German bank account

You definitely need one! Some banks offer student bank accounts free of charge (examples are Sparkasse and Deutsche Bank). Please ask for other suitable banks in your group. Some students may prefer pure “online banks”.

To open an account you will usually need:

- a. Your **passport**
- b. A copy of the fellowship or work **contract** to verify that you have a regular stipend/wage.
- c. **Residence registration or residence permit or rental contract** (some banks only) to verify that you have an address in Münster.
- d. **Later**, when you have registered with the university, you may have to show your **student card** in order to get the student bank account.
- e. Ask whether they can issue a credit card for you (this may depend on your nationality!)

Here are the conditions of two banks (as of 2020; they often change!). Please note: many students have been successful in opening an account although they could not produce all of the documents mentioned below. Just try:

Sparkasse:

Account is free of charge until the age of 28 (online-account: no age limit).

Credit card: free of charge until the age of 28

At the branch in the city center (Rothenburg 7) you may have to present a residence registration (Anmeldung) and a residence permit (Aufenthaltserlaubnis). If you need one of those very quickly please get a residence registration (Anmeldung) at the Bürgerbüro as explained in the chapter “For Germans: Register your residence with the City of Münster (Anmeldung)” even if you are not German. You also have to present your certificate of study (student card), a copy of your passport as well as your tax identification number (you will receive this number by mail after your residence registration). Please make an appointment in advance (Tel. 0251-59833111).

Deutsche Bank:

Important notice for foreigners: This bank needs to see your student card, a copy of your passport, your tax identification number (you will receive this number by mail after your residence registration with the City of Münster, see below in this Guide). Account is free of charge until the age of 30. Credit Card: 39 Euros / year, Credit Card Master Debit: 10 Euros / year. Please make an appointment in advance (Tel. 0251-594231).

Get a German health insurance

Everyone in Germany **must** have a health insurance. If you don't have one yet, please come to the CiM-IMPRS office. We can assist you in getting one or even fill in a contract already. If you choose to do that, please bring along your passport, details of your new address, phone number (e.g. your work number), bank account details (if you have them).

If you have a work contract, you **have** to take a public health insurance. The fee will be automatically deducted from your salary (7,3 % of your gross income; another 7,3 % is being paid by employer).

In order to get a residence permit you will either need a certificate of membership in a health insurance (e.g. your insurance contract or your health insurance card) OR you will have to show the health insurance application (see further down).

Please note: Please tell the CiM-IMPRS office which insurance you finally have chosen.

Register your residence with the City of Münster (Anmeldung)

If you move to Münster you have to register within 2 weeks with the City of Münster at: **Bürgerbüro** in Stadthaus 1, Klemensstr. 10 OR in one of the branch offices <https://www.stadt-muenster.de/en/citizens-office/citizens-office.html>

Please make an appointment here: <https://termine.stadt-muenster.de/select2?md=1>

You will need:

- 1) Your identity card or passport
- 2) Meldeschein Anmeldung (registration form)
- 3) Wohnungsgeberbestätigung (confirmation by landlord)

You will find the forms for 2 and 3 at

<https://www.stadt-muenster.de/en/citizens-office/registration-formalities.html>

For the registration form there is an English version if you click on the English language button. For the confirmation by the landlord there is no English version but it has to be filled in by the German-speaking landlord anyway. The form for the registration can be obtained and filled in at the Bürgerbüro or you come to the CiM-IMPRS office. We have the form here as well. We also have the files if you want them.

Non-EU citizens: Obtain a residence permit at the Foreigners' Office

Non-EU citizens have to obtain an "Aufenthaltserlaubnis" (residence permit) from the Foreigners' Registration Office (Amt für Ausländerangelegenheiten). Book an appointment with them at <http://www.stadt-muenster.de/auslaenderamt/terminvereinbarung.html>

On the webpage you choose your visa type (§16 or §18 acc. to your visa), fill in all details, and submit it. Caution! At this stage you do NOT have an appointment yet. You'll have to wait for their e-mail response, which asks you to confirm the booking. Only once you have confirmed it, you are booked!!

If they don't have appropriate online appointments, call their hotline where they often have additional appointments (0251-492-3636).

The e-mail will also tell you which documents you have to submit. Usually that is:

- 1) Confirmation of registration with the City of Münster (Meldebescheinigung)
- 2) Form for biometrical data (Biometriebogen) + passport photograph
- 3) Copies of the passport (relevant pages) and of the visa
- 4) Confirmation of membership with a German health insurance or a copy of the health insurance card
- 5) Work contract (if you don't have it, produce a hosting agreement)
- 6) Rental contract (if you don't have it, produce a Wohnungsgeberbescheinigung, i.e. the official confirmation by the landlord)
- 7) Sometimes they want a confirmation of immatriculation with the university, valid for the current semester (Semesterbescheinigung)

They might also allow you to just send the the documents without having to visit them. Their e-mail will tell you.

If you want, you can come to the CiM-IMPRS Office. There, we can fill in forms 1 and 2 together.

If you have a work contract, you'll have to pay a **fee of € 110**. The residence permit will be for the entire period of your work contract. If you have a fellowship instead, there is no fee.

Please note: There is a 5-YEARS LIMIT for the residence permit of non-EU foreigners doing a PhD here. This can have serious implications for long-lasting PhD projects. Once the PhD is completed the residence permit can usually be extended to search for jobs (under certain conditions, e.g. sufficient finances). In case of problems contact the coordinator early enough!

For Non-EU citizens: Extend your residence permit after 2 years

If you have to extend your residence permit at the Foreigners' Registration Office visit them at least several days before your permit ends. If you have a work contract you'll have to pay a **fee of € 80**. If you have a fellowship instead, there is no fee.

For the extension you will need:

- a. Your **passport**
- b. **Proof that you have a health insurance:** Please ask your insurance to send a letter which states that you have a health insurance with them. The original certificate is not enough. It has to be a recent confirmation.
- c. The documents of **inscription** with the university plus your student card.
- d. **Proof of your income.** Please note that the extension will only be for the time that you can prove an income for. Proof of your income usually is your current **work contract** with the university or MPI (or a confirmation of a fellowship). If it runs out or is about to run out you'll need a new contract. Please ask you institution. If your institution doesn't issue a contract right away please ask your supervisor or administration for a **confirmation** that states that you will get a contract. This confirmation should also state when the contract will commence, its duration, and what your income will be. The confirmation must be signed and should have an official stamp or seal.

Once more: Please note that there is a 5-YEARS LIMIT for the residence permit of non-EU foreigners doing a PhD here. This can have serious implications for long-lasting PhD projects. Once the PhD is completed the residence permit can usually be extended to search for jobs (under certain conditions, e.g. sufficient finances). In case of problems contact the coordinator early enough!

Registration for “Promotion” (doctorate) at the University

This section is split into general information and information specific for each department.

1. General information:

The registration procedure is different for each department (Biology, Physics, Chemistry and Pharmacy, Mathematics). Generally, you have to a) find a thesis committee, b) register with your department, c) register with the University of Münster (enrolment, “Immatrikulation”).

Please complete the entire registration procedure until mid-November.

Only if you are inscripted with the university you have a work accident insurance. Also, if you are not inscripted you'll get into trouble with the foreigner's office and with Studierendenwerk (if you rent one of their apartments).

These are the steps:

Biology	Physics, Chem/Pharm	Mathematics
Online application with the University	Online application with the University	Online application with the University
Complete forms and find your thesis committee	Complete form and find your thesis committee	Complete form and find your thesis committee
Register with the department's office (deanery)	Register with the department's examination office (Prüfungsamt)	-
Enrol at the University (in the castle) by Nov 15 th latest!	Enrol at the University (in the castle) by Nov 15 th latest!	Enrol at the University (in the castle) by Nov 15 th latest!
-	Take confirmation of registration back to the Prüfungsamt	Take confirmation of registration to Prüfungsamt (examination office)

Online application with the university

Please note: For you this is not a real application. The only aim here is to enter your data into the university's data bank. We usually send you an e-mail before you come to Münster so that you can submit your online application early enough.

Go to <https://studienbewerbung.uni-muenster.de/TLD.Immatrix.WWU.Web/>

You can find the step-for-step manual explaining the online application on the CiM-IMPRS webpage under “Training – Tips & Links”. To complete the online forms you'll need to know:

- start and finishing dates of your previous studies and of any employment times
- your future department at WWU
- your future address in Münster

The last step of the online application is to print out a pdf file with a summary of your data.

Find your thesis committee

At the very beginning of your doctorate you define your personal “**Promotionskomitee**” (thesis committee) with the help of your supervisor. The committee's task is to **help and guide** you so that your work will be a success. You'll meet your thesis committee once a year to discuss the progress of your work. I will remind you several months beforehand to organise a thesis committee meeting. The reminder e-mail will tell you how to do it. Your thesis committee members will sign a form confirming that the meeting was held and you'll return the form to the CiM-IMPRS office.

Your deanery / department's office

These are the institutions that are **officially** responsible for your doctorate. You can always ask Martin Wild but official answers you will **only** get from the deanery/department's office!

Biology:

Please visit **Ms Beyer** at the

„Dekanat des Fachbereichs Biologie“ (Deanery of the Department of Biology)

Schlossplatz 4, 48149 Münster (see map on page 3)

Tel: 0251-83-23015, beyerch@uni-muenster.de

Opening times: Mon - Thu: 8:30 - 12:30 and by appointment.

Webpage: [https://www.uni-](https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/index.html)

[muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/index.html](https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/index.html)

Chem/Pharm, Physics, Mathematics:

Please visit **Ms Krause** at the

„Prüfungsamt für die Fachbereiche der Mathematisch-Naturwissenschaftlichen Fakultät“
(examination office)

Münzstr. 10 (see map on page 2)

Tel.: 0251-83-35002, mnfak@uni-muenster.de

Webpage: <http://www.uni-muenster.de/MNFak/Pruefungsamt/promotion/promotion.html>

Please read the “Doctoral regulations” (Promotionsordnungen).

They are important! Read them now and before you write up your thesis!!

Biology: [https://www.uni-](https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/Promotionsordnungen.html)

[muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/Promotionsordnungen.html](https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/Promotionsordnungen.html)

and download the documents under “Doctoral regulations from 29.11.2007”.

All other departments (in German only, ask your PI or Ms Krause/Ms Wohlgemuth if in doubt):

www.uni-muenster.de/MNFak/Pruefungsamt/promotion/ordnungen/ordnungen.html

2. Specific information: Biology

Read and complete forms provided by the Department of Biology

Define a **provisional thesis title** with your **supervisor**. You will need it for the forms.

Go to [https://www.uni-](https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/Anmeldung_zur_Promotion.html)

[muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/Anmeldung_zur_Promotion.html](https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/Anmeldung_zur_Promotion.html), download and read the **forms** (there is an English version of the webpage):

- 1) “Anmeldung zur Promotion” (doctorate enrolment form)
- 2) “Erklärung des Promotionskomitees” (graduation committee, i.e. thesis committee, statement)
- 3) “Informationen” (information)

Show these forms to the supervisor. You'll need a title and the names and signatures of your thesis committee to complete these forms.

In addition, your supervisor has to write a **confirmation of supervision** (“Betreuungszusage”). Ask her/him to give it to you (with signature and stamp of the supervisor's institute). You will have to take this confirmation to the University for enrolment. Please ask Martin Wild to give you the text of the “Betreuungszusage”.

Find your thesis committee

Here are the rules for those students who want to get their PhD from the Dept. of Biology:

- 1) The thesis committee consists of 3 members. Your supervisor (one of the PIs from the CiM-IMPRES Graduate School) is committee member No. 1.
- 2) All members of the committee are **from the CiM-IMPRES faculty** (exceptions can only be made if your thesis topic is too far away from **all** the other CiM-IMPRES members; if you think so you have to contact and ask Martin Wild or spokesman Andreas Püschel).
- 3) At least **2 of the 3 committee members have to be Dr. rer. nat.** (the other one can be Dr. med. etc.)
- 4) At least **one of the 3 committee members has to be member of the Department of Biology**. An alphabetical list of these biologists can be found at https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/Anmeldung_zur_Promotion.html ("Prüferliste für externe Doktoranden am FB Biologie"). Choose one of the few CiM-IMPRES members from that list.
- 5) The thesis committee members must be **independent** PIs from **different** groups.
- 6) The thesis committee members have to sign the form "Erklärung des Promotionskomitees" as mentioned above. Ask your supervisor how to obtain the signatures (e.g. personal meeting with prospective committee member).
- 7) Send an e-mail to cim-imprs@uni-muenster.de with the names of the members of your thesis committee.

Register with the Dekanat (deanery) of the Department of Biology

The Department of Biology has to accept you officially before you can do your inscription with the university. Please visit Ms Beyer (see above). Give her a call before you visit her to make sure she is there. You will have to produce:

- Your **original University documents** (with stamp if available). Most important are **Master/Diploma certificates**. Documents can be in English or German. If you don't have these documents in English or German you will need a **certified translation plus** the **original** documents. Also bring along copies which Ms Beyer can keep. Sometimes she wants to see the **transcripts** of your studies.
- The **CiM-IMPRES Certificate of Acceptance and Agreement**
- **CV** (English or German)
- **2 completed and signed forms** (see chapter "Find title of your work and your thesis committee"):
 - "Anmeldung zur Promotion"
 - "Erklärung des Promotionskomitees"

Once you have handed in the certificates and forms the deanery will inspect them and send you a letter of acceptance. With this letter you can then do the **last step: Enrolment** ("Immatrikulation") at the University of Münster, WWU (see below).

3. Specific information: Chem/Pharm and Physics

Read and complete forms provided by the Departments

Go to www.uni-muenster.de/MNFak/Pruefungsamt/promotion/antraege/promotionform.html to download your form:

Physics: Download the form “Antrag Zulassung z. Promotionsstudium“. This is the 1st file in the field “Physik“ in the center of the webpage.

Chem/Pharm: Download the form “Antrag auf Zulassung z. Promotionsstudium“. This is the 1st file in the field “Chemie & Pharmazie“ in the center of the webpage.

Show this form to your supervisor. You’ll need a title and the names and signatures of your PI and the “Mentor” or “Mitbetreuer” to complete the form.

Find your thesis committee

Here are the rules for those who do their PhD at the departments of Chem/Pharm and Physics:

- 1) The thesis committee consists of 3 members. Your supervisor (one of the PIs from the CiM-IMPRS Graduate School) is committee member No. 1. Please define 2 additional members even if your department’s regulations require fewer members (Chem/Pharm and Physics requires one more member, the “Mentor” or “Mitbetreuer”)
- 2) The members of the committee are **from the CiM-IMPRS faculty** (exceptions can only be made if your thesis topic is too far away from **all** the other CiM-IMPRS members; if you think so you have to contact and ask Martin Wild or Andreas Püschel).
- 3) The thesis committee members must be **independent** PIs from **different** groups.
- 4) If the regulations of your department contradict our rules please inform Martin Wild immediately.
- 5) Send an e-mail to cim-imprs@uni-muenster.de with the names of the members of your thesis committee.

Register with the examination office (Prüfungsamt) of the department

The department (i.e. the dean) has to accept you by signature before you can do your inscription with the university. Please visit Ms Krause/Ms Wohlgemuth (see above). Give her a call before you visit her: as far as we know the dean gives the signatures just once a week. Please ask Ms Krause/Ms Wohlgemuth about it.

You will have to produce:

- Your **original University documents** (with stamp if available). Most important are Master/Diploma certificates. Documents can be in English or German. If you don’t have these documents in English or German you will need a **certified translation plus** the **original** documents. Also bring along copies which Ms Krause/Ms Wohlgemuth can keep.
- **Transcripts** of your studies
- The completed and signed **form „Antrag auf Zulassung zum Promotionsstudium“**

The form will be signed and stamped by the office. You’ll need it to do the **next step**:

Enrol with the university

The procedure of **enrolment** (“Immatrikulation”) at the University of Münster is described below.

Last step

The **last step after the enrolment**: The University will issue a certificate of registration (“Immatrikulations-Bescheinigung”). Please take the **Immatrikulations-Bescheinigung** back to Ms Krause/Ms Wohlgemuth. Then you are done!

4. Specific information: Mathematics

Have “confirmation of supervision” form signed by your PI

Go to <http://www.uni-muenster.de/forschung/promotion/einschreibung.html>

and download the form: “**Betreuungszusage** für den Fachbereich Geowissenschaften und die Fächer Mathematik und Informatik” which you will find in the center of the webpage (you may have to scroll down). This is a confirmation of supervision. Please complete it together with your supervisor. You’ll need your supervisor’s signature and stamp.

Find your thesis committee

Here are the rules for those who do their PhD at the department of Mathematics:

- 1) The thesis committee consists of 3 members. Your supervisor (one of the PIs from the CiM-IMPRS Graduate School) is committee member No. 1. Please define 2 additional members even though your department’s regulations require no additional members.
- 2) The members of the committee are **from the CiM-IMPRS faculty** (exceptions can only be made if your thesis topic is too far away from **all** the other CiM-IMPRS members; if you think so you have to contact and ask Martin Wild or Andreas Püschel).
- 3) The thesis committee members must be **independent** PIs from **different** groups.
- 4) If the regulations of your department contradict our rules please inform Martin Wild immediately.
- 5) Send an e-mail to cim-imprs@uni-muenster.de with the names of the members of your thesis committee.

Enrol with the university

Once you have the signed form “**Betreuungszusage**”, do the enrolment (“Immatrikulation”) at the University of Münster (see below). They will issue a certificate of registration (“Immatrikulations-Bescheinigung”).

Register with the examination office (Prüfungsamt) of the department

The department (i.e. the dean) has to accept you by signature. Please visit Ms Krause/Ms Wohlgemuth (see above). Give her a call before you visit her: as far as we know the dean gives the signatures just once a week. Please ask Ms Krause/Ms Wohlgemuth about it.

You will have to produce:

- **Immatrikulations-Bescheinigung** from your enrolment
- Your **original university documents** (with stamp if available). Most important are Master/Diploma certificates. Documents can be in English or German. If you don’t have these documents in English or German you will need a **certified translation plus** the **original** documents. Also bring along copies which Ms Krause/Ms Wohlgemuth can keep.
- **Transcripts** of your studies

Then you are done.

Enrolment (“Immatrikulation”) at the University of Münster as “Promotionsstudent”

PhD students have to be enrolled for at least 2 semesters. However, foreigners with visas have to be enrolled for the entire PhD period in order to obtain/maintain their residence permits. In addition, anyone who receives a fellowship has to be enrolled for the time of the fellowship in order to have an automatic insurance against work accidents. Also, if you cancel your enrolment, Studierendennetzwerk will quit your rental contract!

Deadline for enrolment: November 15th (12:00 noon)!

There are no tuition fees but there is a rather low “semester fee” of around 343 € / semester (2023). In return you will get a “**Semesterticket**” which is valid as a public transport ticket for Münster and the entire area of North-Rhine-Westfalia (NRW) (!) and a **student card** (Studierendenausweis) which will allow you to get cheap tickets for theatres, museums etc. (If you don’t register the ticket for the bus in Münster alone is 437 Euros!)

This is what you have to do:

Take the print-out of your online-application (see above) together with further documents (see list below) to the “Studierendensekretariat”. The staff will do the final step of the enrolment with you. Tell them that you want to register for “Promotion” (doctorate, PhD).

Enrol until Mid-November. Absolute deadline is Nov 15th (12:00 noon)!

This is where you can find the “Studierendensekretariat”:

Studierendensekretariat (students’ office)

Schlossgarten 3 (Botanicum; behind the castle), 48149 Münster

If you want, you can also book an appointment at <https://www.terminland.de/Uni-muenster/default.aspx?lang=en> where foreigners tick the option for foreign students, Germans tick the option “zulassungsfreie Studiengänge”. You can also reach the students’ office at any time by phone via the service hotline: 0251/83-20001 or by e-mail (studierendensekretariat@wwu.de).

You can also send the documents to “Westfälische Wilhelms-Universität, Studierendensekretariat, Schlossgarten 3, 48149 Münster” OR you put your documents into the white letter box (called Fristen /Deadline) in front of the castle. Copies of your documents are sufficient.

Documents required (copies are sufficient):

- a. **Your passport (EU citizens: identity card):** copies of both sides
- b. **Print-out of the on-line registration**
- c. **Bachelor and Master certificate**
- d. **Secondary school certificate** (this is for Germans only): These are your Abitur documents. Bring them along only if you have them. In this case, a non-certified copy is enough. If you don’t have them, you’ll have to tell them when you finished school (month/year).
- e. A certificate of your German **health insurance**
- f. Passport **photo** for the student card (You will have to upload the photo at a link they will give you.)

Additionally, you’ll need documents which differ between departments:

Biology:

- Confirmation of **acceptance by the dean** of the department of Biology
- Confirmation of supervision ("**Betreuungszusage**"). You will get a template at the CiM-IMPRS office.

Chem/Pharm and Physics:

- Form "**Antrag auf Zulassung zum Promotionsstudium**" (stamped and signed by the Prüfungsamt)

Mathematics:

- Form: "**Betreuungszusage** (Mathematik, Geographie, Informatik)"

The University will issue a certificate of registration ("Immatrikulations-Bescheinigung"). That can be either a new document OR they simply put stamps on one of the documents you got from the deanery/Prüfungsamt. One stamp says "Eingeschrieben am (enroled on) + date", the other: "Matrikelnummer (enrolment No): + number".

Please be reminded that PhD students of Chem/Pharm, Physics, and Mathematics have to take the "Immatrikulations-Bescheinigung" to Ms Krause/Ms Wohlgemuth at the Prüfungsamt (see above). Biologists don't have to do that.

Within one week the University will send you a bank transfer form which you use to pay the **fee for the semester**. Once you have paid the fee they will send you the student card. You will only get the student card if you leave them a passport photo. If they do not send the student card go back to the Studierendensekretariat with a photo and ask them to issue the card.

Unfortunately, you will also only get your Semesterticket once you have paid the fee. Provisional tickets are not issued anymore. To get your Semesterticket you now have to **log in to your study administration** (www.uni-muenster.de/stu) under the section "NRW/VGM semester ticket and semester ticket for cultural events" with the log in details you get after successful enrolment. Here, you can now choose if you want to directly download and print it or whether you want to receive it via mail. The latter, however, can take some time (1.5 - 3 weeks). For further information regarding the Semesterticket, please see <https://www.asta.ms/en/semesterticket>.

In case you arrive before October, you can already use your regional Semesterticket in the month (September) before the semester starts (although the ticket reads it is valid from 1st of Oct!). Importantly, you have to take a printed certificate of study with you to prove that you are properly enrolled. Please be aware, that this extension of the Semesterticket only applies to the regional Semesterticket in the area in and around Münster. For further information on this option, also go to <https://www.asta.ms/en/semesterticket>.

Check list: documents that you need when you come to Münster

Some of the following documents have to be CERTIFIED translations into English or German (see below). English may be the better option for you if you come from abroad. Translation and certification can be done in your home country or here in Münster although the latter option may be more expensive and time-consuming.

- Valid **student / long term visa**
- Valid **passport**
- Three passport photographs**
- Master (or Diploma) degree certificate.** Must be in *English or German*. If you don't have it in these languages please bring along a CERTIFIED translation. Certified translations can be done in your home country or in Münster (they can cost quite a bit!). If you have more than one Master degree it is sufficient to show / translate one certificate (in a field related to your PhD studies, e.g. Biology or Chemistry; if all are in your field, present the last one).
- Bachelor degree certificate.** Must be in *English or German*. If you don't have it in these languages please bring along a CERTIFIED translation. If you have more than one Bachelor degree it is sufficient to show / translate one certificate (in a field related to your PhD studies, e.g. Biology or Chemistry; if all are in your field, present the last one).
- Transcripts of your studies.** This is mandatory if you register with the departments of Chemistry/Pharmacy, Physics, or Mathematics. Biologists do not need them (but may need some transcripts acc. to the next paragraph, see below).
- The departments have to check for how long you have been studying. This is why you will have to show an **official document which shows the duration of your studies**. If the Bachelor and Master certificates state this you don't need additional documents. If not, then your transcripts will probably show beginning and end. In that case biologists should also bring along their transcripts, at least the first and last transcripts. Alternatively, you can also ask your University to give you a short letter in English or German stating when you have started and finished your studies.
- Secondary school certificate** (i.e. "Certificate giving the right of admission to higher education", like "Abitur", "Matura", or equivalent). Mandatory for Germans only. Foreigners bring it along only if they have it. Some countries don't issue such documents. No translation needed.
- CV** (English or German), 1 – 2 pages.

Being a CiM-IMPRS PhD student: Rights and Duties

Rights / Voluntary events:

1. **Work contract.**
2. **Financial support** for the attendance of conferences, external scientific workshops, and group visits.
3. **PhD certificate** stating that you have completed your PhD within the frame of the CiM-IMPRS Graduate Program
4. Right to attend **free workshops** on topics like "Presentation skills", "Scientific Writing", Imaging Analysis, "Application skills", "Your future after the PhD", "Women in science" etc.
5. Right to attend at least one CiM-IMPRS **retreat** (if you have time for it).
6. **Free German language courses** run by the University of Münster or VHS (max. 3).
7. Voluntary Attendance of the CiM Lecture Series "Pioneers in Cell Dynamics and Imaging" and CiM Brown-Bag Lunch Seminar Series "New horizons in experimental medicine" (<http://www.uni-muenster.de/Cells-in-Motion>)
8. **Volunteers** are needed for: - **city guidance** on 1st day of interview symposium for new applicants; -help with organisation of a **retreat**.

Duties:

1. You agree to commit your **full effort** to your thesis project and the activities of the CiM-IMPRS Graduate Program.
2. You accept to follow the rules of **good scientific practice** published by the Deutsche Forschungsgemeinschaft:
(https://www.dfg.de/en/research_funding/principles_dfg_funding/good_scientific_practice/)
3. You have to inform your supervisor and the CiM-IMPRS office about **absence** due to illness or other reasons and about interruptions and the **termination** of your thesis project.
4. You agree that you will not enrol for additional studies at a university while being a CiM-IMPRS student.
5. If you publish a **paper** (as first or co-author) you have to **acknowledge CiM-IMPRS**. When writing your **thesis** state that you have been a member of the graduate school and/or that you have received a fellowship from CiM-IMPRS (s. Chapter "Publications").

Obligatory events:

1. **Lectures** (1 hr / week). Attendance is obligatory during your 1st year and voluntary thereafter. Time: Currently Mon 8:15-9:00 a.m.
2. **Student Progress Reports** (1 hr / week). Attendance is obligatory until you prepare for your defense. Each student has approx. 1 report per year. Time: Currently Mon 9:00-10:00 a.m. Missing from lectures and progress reports too many times can have serious consequences (see FAQs and tips" section below).
3. Participate in the organisation of the **Münster Graduate School Meeting** (1 year only).
4. Attend the Münster Graduate School Meetings (and present a poster if possible).
5. **Teaching obligation** according to your department (this is independent from CiM-IMPRS, see Rights and Duties below).

Training Program

Lectures (1 hr /week)

Attendance is obligatory during your 1st year and voluntary thereafter. Lectures are meant to keep you updated with latest developments in the CiM-IMPRS research fields. They are given by CiM-IMPRS faculty members. Important: Rules for absence from lectures see “FAQs and tips” section.

Time: currently Mon 8:15-9:00 a.m.

Student Progress Reports (1 hr /week)

Attendance is obligatory until you prepare for your defense. Please inform the office when you are that stage.

Progress Reports will let you look over the borders of your own research and teach you how to present your work to a non-specialist audience. **Advice on how to improve presentations** will be given right after your report. The coordinator will invite the speaker’s thesis committee members to the report. However, their attendance is voluntary. Not all of them may be present. Within a few days after the report the student will receive an e-mail from the coordinator with the suggestions on how to improve talks. Each student has approx. 1 report per year. Important: Rules for absence from the reports see “FAQs and tips” section.

Time: currently Mon 9:00-10:00 a.m.

Thesis Committee Meetings

Thesis Committee Meetings are an important means to make sure that your PhD project is successful. The suggestions from the committee members have proven to be very helpful in many cases.

It is the student’s task to arrange for the thesis committee meetings. The student will receive an e-mail from the coordinator with a request to invite the thesis committee (i.e. please wait with the invitation until you have received this e-mail). The e-mail will contain information on how to arrange for the meeting. Also attached to that e-mail there is a form on which the thesis committee members have to acknowledge attendance with their signatures. **Please hand in the completed form to the office right after the meeting** (a scan is OK, too). The office keeps a list of all scheduled meetings. If a meeting is not held until the deadline the coordinator will contact the student and supervisor. The first meeting should be held around 6-9 months after the start of the doctorate.

Organisation of the Münster Graduate School Meeting

This is an international meeting with high profile speakers. The meeting is organised almost entirely by the students. This brings you into the center of the scientific community. Meeting organisations are an asset for your CV. You will receive a **certificate** attesting that you have participated in the organisation.

Workshops

Workshops on topics like “Presentation skills”, “Scientific Writing”, “Application skills”, “Your future after the PhD”, “Women in science” will be provided. These are usually 2-day full time workshops run by external instructors or faculty members. Some of these workshops are very expensive but the program pays for them. As far as possible your supervisor should enable you to attend. Please confirm with her/him before you attend workshops! There is no limit in the number of workshops you can take. Up to 8 workshops during your entire doctorate is a reasonable number. More is possible, but the likelihood to get a place decreases (see below).

Selection of participants for workshops / cancellations:

- 1) For each workshop preference is given according to the number of workshops students have already had. The lower the number, the higher the chance. Only 1- or 2-day events count as workshops. Retreats do not count.
- 2) If we have to decide between two applicants who have attended the same number of workshops preference is given to those students who have already unsuccessfully applied for this type of workshop before.
- 3) For several workshops we will suggest in which year(s) of your doctorate they make most sense. To participate in the suggested year will not be mandatory but you should still take the advice seriously and think about it. However, for a small number of workshops this will be more strict: preference will be given to students who are in the suggested year.
- 4) Rule to counteract the many last-minute cancellations that we have had: Cancellations can be done without any consequences 5 working days before the workshop. If a workshop is cancelled later it counts as an attended workshop (i.e. you have one more workshop on your "account"; but you can apply for the same workshop again). In case of illness the cancelled workshop will not be counted.

German language courses

We pay for several classes. Please inspect the FAQs at the end of the guide for updated information!

Teaching obligation for students graduating at the Department of Biology, WWU Münster

The aim of this part of your training is to prepare you for your future function as academic teacher or instructor in companies etc.

Advice: The last year of your PhD may be "crammed" with work. Consequently, doing your teaching beforehand may be a good idea!

According to the "Promotionsordnung" (graduation regulations) all PhD students have to do some teaching as part of their PhD thesis. The teaching requirement is "5 SWS (Semesterwochenstunden)", which amounts to 5 hours per week for 1 semester or a total of about 70 hrs (one semester has around 14 weeks). The total of 70 hrs can be distributed over several semesters. It is also possible to teach "block modules" with several hrs per day. The 70 hrs include only "contact time", which is the time actually spent teaching students. It does not include time for preparation.

Important: The course / module in which you teach must be within the curriculum of the Department of Biology (no other faculties!). This can be a module of the BSc studies or a "Fortgeschrittenen-Modul" (advanced module) of MSc studies. So called "Forschungs-Module" (research modules) are not allowed. Exceptions from this rule have to be approved by the "Promotionsausschuss" (ask Ms Beyer of the Deanery, Tel.: 0251-83-23015).

How to make a plan for your teaching: Please first **ask your supervisor** for her/his ideas. If you have problems in finding a course / module please ask those members of your **thesis committee** who are within the department of Biology. It is one of their tasks to assist you in this. If you still have problems with it turn to the CiM-IMPRS office.

Please **send your teaching plan** (including information about the course and the time spent for teaching) to the CiM-IMPRS office **before** you start your teaching. We will check this plan to make sure that all requirements of the "Promotionsordnung" are fulfilled.

After the teaching please collect a **teaching certificate** from the professor you have done the teaching with. You'll need it later as proof of your teaching. Don't forget it!

Teaching obligation for students graduating at the Departments of Chemistry/ Pharmacy, Physics, Mathematics, WWU Münster

According to the "Promotionsordnung" (graduation regulations) all PhD students have to do some teaching as part of their PhD thesis. Please ask your **supervisor** how much you have to do and where and when you can do the teaching. Please consider that you will have to show proof of your teaching to the "Prüfungsamt" to finally get your PhD.

Financial support

CiM-IMPRS students are funded by their groups, usually with a work contract, in rare cases with a fellowship. CiM-IMPRS events are free for members. There are **limited funds for fees of conferences and external scientific workshops plus travel**. Please enquire at the CiM-IMPRS office.

Holidays / Absence / Illness

If you plan to take **holidays** or you will be absent for scientific reasons please e-mail a **notification to the CiM-IMPRS office** at least 2 working days before the holiday. Notify us **only** if you are missing from a mandatory CiM-IMPRS training event. Cancellations of workshops have to be done at least 5 working days beforehand, as mentioned above.

Important: If you have a work contract with WWU, UKM or MPI (i.e. no fellowship) please additionally hand in a **holiday application (Urlaubsantrag) to your institution**.

In any case, do inform your **supervisor** of your holiday plans.

Before you go on holidays abroad please ask your **health insurance** if it covers your travel. If not, your health insurance may offer a travel health insurance (~10€)

If you receive a CiM-IMPRS **fellowship** please note that the University (and MPI) has no particular rules for CiM-IMPRS students concerning the number of holidays. However, we think it is reasonable and fair if **you stick to the same number of maximum holidays that other Ph.D. students have in your institute** (which is around 20 days per year; please ask your administration for exact numbers). This will show us that you take your commitment to your thesis project seriously. If you have a work contract with the University or the MPI please ask your administration for the number of holidays you can take off.

If you fall ill and can't attend an obligatory training event or workshop please inform us in advance by e-mail (if possible).

Insurance

You all have a health insurance. As long as you are inscribed with the university you also have an **accident insurance** via the university (or MPI). This insurance applies to your work within University buildings (and MPI) and to journeys to or from work. Please note: without inscription you don't have this kind of insurance!

In Germany most people also have a **liability insurance** which covers any damage that you accidentally inflict on your rented flat, on other people's possessions or on other persons. If you want to have one, which is advisable, please ask your colleagues or the CiM-IMPRS office for assistance.

Publications

If you publish a **paper** (as first or co-author) it is mandatory to **acknowledge CiM-IMPRS**. Suggestions for acknowledgements.

I) If most of your work was done BEFORE autumn 2019 (the end of the excellence cluster), the following possibilities apply:

a) CiM fellowship holders: This work was supported by a fellowship of the Graduate School of the Cells-in-Motion Cluster of Excellence (EXC 1003 - CiM), University of Münster, Germany to N.N. OR N.N. is supported by the Graduate School of the Cells-in-Motion Cluster of Excellence (EXC 1003 - CiM), University of Münster, Germany.

b) IMPRS fellowship holders: This work was supported by a fellowship of the International Max Planck Research School - Molecular Biomedicine, Münster, Germany, to N.N. OR N.N. is supported by the International Max Planck Research School - Molecular Biomedicine, Münster, Germany.

c) Students working in an MPI group with a work contract: N.N. is supported by the International Max Planck Research School - Molecular Biomedicine, Münster, Germany.

d) in all other cases please write: N.N. is a member of CiM-IMPRS, the joint graduate school of the Cells-in-Motion Cluster of Excellence (EXC 1003 - CiM), University of Münster, Germany and the International Max Planck Research School - Molecular Biomedicine, Münster, Germany.

II) If most of your work was done AFTER autumn 2019 (the end of the excellence cluster), the following possibilities apply:

a) Students working in a group of WWU or UKM: please write: N.N. is a member of CiM-IMPRS, the joint graduate school of the Cells-in-Motion Interfaculty Centre, University of Münster, Germany and the International Max Planck Research School - Molecular Biomedicine, Münster, Germany.

b) Students working in an MPI group with a work contract: N.N. is supported by the International Max Planck Research School - Molecular Biomedicine, Münster, Germany.

When writing your **thesis** state that you have been a member of the graduate school and/or that you have received a fellowship from CiM-IMPRS.

Contacts for international students

If you are looking for contacts outside of CiM-IMPRS you can turn to “**Die Brücke**” (The Bridge), a University institution for foreign students run mainly by foreign students (www.uni-muenster.de/DieBruecke). A second institution is the **International Office** of the University. Have a look at their webpage: <https://www.uni-muenster.de/InternationalOffice/en/index.html>

CiM-IMPRS Webpage

Please **regularly check** our webpage (www.cim-imprs.de) for the latest news. All **students are listed** with some basic details on our webpage. We kindly ask you to **send us your details** during the first 4 weeks after your start with CiM-IMPRS. To do so **please use** our form (**Student Web Info Form**) which you find on our webpage (under “Downloads”).

If you have **suggestions** on more downloads, links and news for the webpage please inform us.

FAQs and tips

How do I graduate at the Department of Biology?

Your graduation will consist of

- handing in your thesis
- having your viva/defense
- attending the graduation ceremony

For all questions concerning graduation please ask or visit Ms Beyer in the “Dekanat des Fachbereichs Biologie” (Deanery of the Department of Biology)
Schlossplatz 4, 48149 Münster
Tel: 0251-83-23015

Opening times: Mon - Thu: 8:30 - 12:30 by appointment, i.e. please call her beforehand.

Please also feel free to ask the members of your thesis committee who are members of the Dept. of Biology. They should also know all the details.

In any way – and before you ask anyone- please inspect the documents on the deanery's webpage: <https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/index.html>

Go through these documents before you start writing up your thesis !!

Your thesis

You can hand in a classical thesis or a cumulative thesis or a mixed form. To know more about it, please inspect the regulations above AND ask your colleagues in your institute about how they did it. Inspect theses in your group that were handed in to the Department of Biology before. If you can't find any please ask the CiM-IMPRS office. We can tell you where to find some that you can inspect.

When to hand in your thesis?

Please hand in your thesis at least 8 weeks before you have your defense. For the exact times go to the department's webpage. If you, in the course of writing, realize that you can't meet this deadline, you will have to personally check with the 2 evaluators of your thesis if they can do the evaluation faster. You may be able to reduce their 4 weeks of evaluation, but by which extend is in the hand of the evaluators. They are often extremely busy. You will have to ask them well BEFORE you hand in the thesis to Ms Beyer!! Please also communicate to your PI that you'll have to hand in your thesis 8 weeks before your defense.

Cumulative thesis

A cumulative thesis submitted to the Department of Biology consists of **3 “essays”** (i.e. papers/manuscripts) of which at least **one** must be a **published or accepted** peer reviewed original **first author paper** (no review!). Two published or accepted papers is better and is preferred by the department but one is sufficient. The other essays can be paper manuscripts which do not have to be accepted and can be co-author manuscripts.

It is the decision of your supervisor (i.e. the person on 1st position in your thesis committee) if these 3 manuscripts together are enough for a thesis. It is also her/his decision if your contribution to each of the three manuscripts is enough. She or he has to agree. That is, if you

want, the definition of the "minimum contribution". In addition, the other two members of your thesis committee have to agree as well.

In other words: You have to **clarify** this question **with your official supervisor and your thesis committee**. If your supervisor is in doubt she/he can call Ms Beyer at the Promotionsprüfungsamt (0251-83- 23015, beyerch@uni-muenster.de).

And last not least a personal remark from me: I have written up a cumulative thesis for my habilitation. I found it nearly as time consuming as a classical thesis. It can be a challenge to write introduction and discussion without having a classical results part in the center. Please ask PIs and PostDocs to gather enough information so that you are confident that a cumulative thesis is a good way for you.

In any case, before you start writing up have a close look at the documents published by the department on this website: <https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/Promotionsordnungen.html>

When you submit a cumulative thesis, a separate informal declaration has to be submitted. It has three parts: a) You declare what your share in the submitted scientific papers is. b) Your official supervisor confirms that your declaration of your share is correct. c) Your official supervisor declares that the submitted work complies with the guidelines of the doctoral regulations of the faculty. You and your supervisor sign the declaration.

CAUTION: If your supervisor is not the biological member of your thesis committee, the biological member of your thesis committee has to sign the declaration, too (i.e. 3 signatures)!!

(Info: The biological member is a person from the list on https://www.uni-muenster.de/Biologie/en/Promovieren/Promotionspruefungsamt/Anmeldung_zur_Promotion.html).

Mixed form

For PhD students who registered on 30 November 2019 or later there is a 3rd type of thesis, the "complemented classical thesis", i.e. a classical monography complemented by one or more publications.

Please note: The Faculty of Chemistry and Pharmacy does NOT allow cumulative theses.

Graduation Ceremony

At the Graduation Ceremony you will give a very small talk on your doctorate in a format that even your relatives understand what your project was about. The dean will finally give you the Department's PhD certificate together with the certificate of the Graduate School. My advice: Attend one or two ceremonies before you have your own so that you know what is going to happen.

Documents to hand in

Together with the thesis you will have to hand in:

- 1) Teaching certificates** from the professors you have done the teaching with (showing 5 SWS in summary).
- 2) A certificate from the CiM-IMPRS** office stating that you have completed our doctoral program. Please note: We can only give you that certificate if you have taken part in a workshop on Good Scientific Practice. Make sure that you didn't miss such a workshop.
- 3) Other documents** acc. to the doctoral regulations

Your thesis: number of copies / publishing your dissertation

The following information can be quickly outdated! Please confirm with Ms Beyer (for biologists; Tel 0251-83-23015, beyerch@uni-muenster.de) or Ms Krause/Ms Wohlgemuth (for all others; Tel 0251-83-35002, mnfak@uni-muenster.de) and www.uni-muenster.de/Publizieren/veroeffentlichung/dissertation/ if they are still valid.

Handing in the thesis at the deanery of Biology: 8 hard copies (A4) + 2 digital pdf copies on CDs. For other departments please ask the respective deaneries. Please also ask how many copies will be returned to you later so that you can use them for the ULB (see below).

In addition to handing in the thesis for evaluation to the deanery you will **later** have to **“publish”** your dissertation according to the regulations of the **University’s Library (ULB)**. There are three ways to do this:

1) *Digital publication (online):*

If you haven’t published the fundamental results (“wesentliche Ergebnisse”) of your dissertation you have to hand in 2 hard copies (A4), a digital version (in PDF/A) of your thesis on CD, DVD, USB stick), a separate text file with an abstract of maximally 1000 characters (including blanks), 5-7 keywords, and a form (“Erklärung zur Abgabe digitaler Dissertationen”). For more details go to www.uni-muenster.de/Publizieren/veroeffentlichung/dissertation/

Your thesis will be published online by the library. You should **discuss with your PI** if this is OK! Perhaps it is a problematic aspect to have your results published online at this stage!

2) *Submit hardcopies and/or microfiche copies:*

If you haven’t published the fundamental results of your dissertation and you (or your PI) want to avoid online publication you’ll have to hand in 10 hard copies. Alternatively, you can hand in 4 hard copies (A4) plus 6 microfiche copies.

3) *You have already published (peer-reviewed papers):*

If you have published the fundamental results of your dissertation as a paper in a scientific journal you have to hand in 4 hard copies (A4) of your dissertation only. Conference contributions are no longer accepted!

In addition, you’ll have to give details about your publications on a form that you get from Ms Beyer at the deanery (or from Ms Krause/Ms Wohlgemuth). The form is called “Vordruck für Erklärung der Betreuerin/des Betreuers zur Veröffentlichung nach erfolgter Promotion”. On that form your PI has to list the papers you have published and has to give two signatures (see form)! In addition, your PI gives the relevant details of your publication(s) (must be accepted or published) on the empty field at the bottom of the form: authors, title, year, journal name, issue, pages.

Please call the ULB to get an appointment for handing in your thesis: 0251-83-24049.

Do I have to inform CiM-IMPRS when I finish my PhD?

Yes. As soon as you know when you have your “Graduation Ceremony” (German: Verkündung, Promotionsfeier), please tell us when that will be.

Who do I have to inform if I change my address?

Whenever you change your address you should announce it to these institutions (list may be incomplete):

- your institute (ask your secretary)
- Ms. Beyer (Deanery of the Department of Biology) (beyerch@uni-muenster.de) or Ms Krause/Ms Wohlgemuth at the Prüfungsamt (examination office) mnfak@uni-muenster.de
- the Studierendensekretariat (Students' secretariat) of the University if you are inscripted: Go to your Self Service Portal and fill in the respective form. The information about it is here: <https://www.uni-muenster.de/studium/en/orga/studienverwaltung/faqzumselfservice.html>
- the Bürgeramt (Citizens office), Klemensstr. 10 (between Karstadt and Kaufhof) or in Rüschausweg 17 (Gievenbeck) to change the registration with the City of Münster: You'll have to visit them in person. You can't do it online! Opening times see link below. Take your passport (non-EU foreigners) or identity card (EU citizens) with you AND the completed form "Wohnungsgeberbestätigung" which has to be filled in by your new landlord. You can find the form here: <http://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/ummeldung.html>
- Foreigners also go to the Bürgeramt, they don't have to visit the foreigners' office!
- your health insurance (+ other insurance companies)
- your bank
- telephone company

What do I have to do if I move away from Münster?

- 1) The easiest case: You move to another city within Germany. In this case you only have to register with the new city. They will notify the City of Münster so that you are deregistered here automatically.
- 2) If you move away from Germany, you'll need to fill in the form "Meldeschein Abmeldung" which you can find at the link below. Take it to the Bürgerbüro (see link below) or send it to "Stadt Münster" (address see link below). When? Not more than 1 week before you move away, not more than 2 weeks after you have moved away. Please note: Foreigners do NOT have to visit the Foreigners' Office for that!

Link:

<http://www.stadt-muenster.de/de/buergerservice/meldeangelegenheiten/abmeldung.html>

- 3) Quit all contracts (plus everything you pay something for) well ahead before you leave. Have a tick-off list.

Missing lectures and/or progress reports: what are the consequences?

The following rules apply to **each single CiM-IMPRS semester** (i.e. 11-15 Mondays). PhD students obtain their CiM-IMPRS doctoral certificates only if they have participated in the program, i.e. if they have attended most of the mandatory events! This is why students can miss a **maximum of 3** Monday morning events **with a valid excuse**.

Send us your excuse preferably before the Monday in question (but latest by the Wednesday that follows that Monday).

Experiments, computer or deskwork etc. do not count as a valid excuse! **Do not schedule your experiments to Mon 8-10 a.m.!**

Absence with a valid excuse is possible in case of

- 1) Illness (if you have to take sick leave for a longer period of time contact the coordinator ASAP)
- 2) Vacation (remember to inform the coordinator AND the supervisor!)
- 3) Attendance of scientific events, scientific stays in another city/country (please send us the details of the event (name, place and website) AND the approval by your PI by e-mail).
- 4) If you have to fulfil your teaching obligations or you have to do some so-called preparatory training try to find modules that do not overlap with the Monday morning events. If that is not possible please tell the coordinator. If we still can't find non-overlapping modules you can miss the Monday mornings as long as your module lasts.

If you have to miss more than 3 events with a valid excuse please contact the coordinator ASAP. If this is not done, the 4th time counts as missing without valid excuse (see below). Students have to notify the coordinator of the absence **before** the event (in exceptional cases until Sunday after the event latest). Otherwise, it will be considered as absence without a valid excuse.

*An absence without a valid excuse: **This is not acceptable!***

Missing a mandatory event without a valid excuse will result in a **lower priority ranking** in the selection for workshops offered by CiM (the more missed, the lower the priority). In addition, we will **ask the PI** to discuss the reasons for the absence with the student if the student is absent for more than once without a valid excuse.

If students miss **more than 6 events** without a valid excuse they will not receive a CiM-IMPRS doctoral certificate since they did not complete the graduate school program.

1st-year students missing a lecture OR a progress report: Missing a lecture but attending the subsequent progress reports (or vice versa) counts like a full absence.

Being late: It is extremely disturbing and noisy when people come in late. The attendance list will only circulate for the first 10 minutes. Students who are not on the list by then but come later will be counted as absent with excuse.

How many German classes does CiM-IMPRS pay for?

- The school pays for 3 classes. Each class runs for one semester.
- Where to take German classes?
 - VHS Münster (good evaluations, 4 evenings/week, ca. 190 € per class)
 - Language Center (Sprachenzentrum) of the University of Münster (intermediate evaluations, 2 evenings/week, ca. 290 € per class)
- So-called “holiday classes” (Ferienkurse, ca. 160 € per class) at the Language Center count as full classes.
- Mode of payment: You pay first. If you attend at least 75% of the lessons you'll get fully reimbursed by CiM-IMPRS. For reimbursement hand in a confirmation of participation and a receipt of your payment.

- If you want to repeat a course level, you can certainly do that, but we are not allowed to pay for it!

Housing FAQs

Do I have to pay for television and radio access although I don't use it? Unfortunately, yes (17,50 €/ month). That's by law. There is no way around it. We have already asked the responsible state institution. It's unfair but can't be changed.

What is a furnished Studierendenwerk dormitory apartment equipped with? Small bathroom, kitchenette, bed, table, chair, wardrobe. Note that there are NO sheets, blankets, towels, dishes, cutlery!

Is there a way to get housing benefits? EU citizens (including Germans) who receive a fellowship have the chance to get housing benefits ("Wohngeld") from the City of Münster. That can amount to something like 50 or 100 Euros per month. Please enquire at the CiM-IMPRS office. We have all the information.

Tax reclaim

If you have a work contract you have to pay taxes (automatically deduced from your income). Usually you'll pay too much and can reclaim tax in the following year or after your contract has ended. Please ask the secretary or administration at your institute how you can do that. It is worth it!

Unemployment benefits

If you want to claim unemployment benefits, you will have to turn to the Jobcenter (Agentur für Arbeit Ahlen-Münster). First you have to announce the *upcoming* unemployment ("arbeitssuchend melden"). That has to be done *at least* 3 months before your work contract ends. The second step is that you announce your unemployment ("arbeitslos melden"). That can be done *maximally* 3 months before you get unemployed (*last possible date*: the 1st day you are unemployed). Go to the website of Agentur für Arbeit Ahlen-Münster, click on "Menü" and on „Arbeitsuchend oder arbeitslos melden“. There you will find all the required information. Alas, it's in German! You'll need a good translator. When you visit the Jobcenter, take a German-speaking person with you. They don't speak English there. The benefits are around 60-65% of you last income. You must have been employed with WWU/UKM/MPI for at least 1 year to get the benefits.

Claiming the pension

If you have a work contract with WWU/UKM/MPI, you will get a pension from the German national pension scheme ("Deutsche Rentenversicherung"; <https://www.deutsche-rentenversicherung.de>). Once you retire, just contact them and claim your pension.

If you additionally paid into the VBL scheme, please also contact them (<https://www.vbl.de>) to claim the VBL pension. Please note: Some of you may have opted out of the VBL scheme. However, that only meant that YOU didn't pay in. Your employer still did! In other words, even if you opted out, you'll get some pension from them. The only situation where you won't get any VBL pension is that you were at the MPI with a doctoral contract (not with a so-called TVöD-contract). In that case the MPI did not pay in anything. If you don't know if you have/had a doctoral contract or a TVöD-contract, please ask the MPI administration.

Childcare: Who can I turn to if I need childcare?

The person who knows where and how to apply for childcare is Ms Iris Oji at **Servicebüro Familie** of WWU, Röntgenstr. 19, 48149 Münster, Tel: 0251-83-29702, e-mail: service.familie@uni-muenster.de, link: <https://www.uni-muenster.de/Service-Familie/kontakt.html>

It makes a difference if you have a work contract or a fellowship. If you mention that to her she can tell you how to proceed. You can also check if you can get benefits from the graduate school. Please ask the CiM-IMPRS office.

WWU Graduate Centre: Can I participate in their workshops?

(1) WWU Graduate Centre:

<https://www.uni-muenster.de/GraduateCentre/en/events/Events.html>

The Graduate Centre is run by Dr. Jan Schmidt. The centre is for all PhD students. You can participate in all events you are interested in. Directly apply for participation with the Graduate Centre, not via CiM-IMPRS. Most Graduate Centre events are free.

What to do if my supervisor moves away?

Moving to new places is part of scientific careers. If a PI moves to another city to carry on academic research, PhD students traditionally follow her/him to finish their research. This is usually the best option. In that case the PI has to fund your position at the new place. CiM- or IMPRS fellowships/work contracts cannot be transferred to other places. Please ask your PI early enough if she/he has the funding for you.

In the unusual case that you decide to stay in Münster, despite your supervisor leaving, please consider that appropriate supervision is vital. If a new supervisor is required it is **your** responsibility to find one within the CiM-IMPRS faculty. Please ask your current PI and/or the CiM-IMPRS office to support you in this. Please note that CiM-fellowships will be terminated if appropriate supervision within the graduate school faculty is not given (it simply makes no sense to do a doctorate without supervision). Please also note: CiM-fellowships are for CiM labs only (not for the MPI). If you move from an MPI group to a WWU group or vice versa you cannot take your fellowship/contract with you; you'll need new funding. If you have a work contract and your PI moves away you will usually need a new contract. Please enquire.

We will definitely help you in such situations but finishing your doctorate in the PI's group even if she/he moves away is usually the better option. In any way, as soon as you know that your PI moves away **you are obliged to inform the CiM-IMPRS office**. Only in this way we can react and help appropriately.

Can I change members of my thesis committee?

Yes. Sometimes PhD students have to change members of their thesis committees, e.g. because these members move away. In these cases please turn to Ms Beyer (Biology) and Ms Krause/Ms Wohlgemuth (other departments) and ask what exactly is required to get the exchange done (e.g. approval from the other members). Do it as early as possible, not when you are about to hand in your thesis. Ms Beyer's and Ms Krause's/Ms Wohlgemuth's contact details can be found in the chapter "Registration for Promotion ..." of this Student Guide.

Should I acknowledge the graduate program in my thesis?

Yes please! When writing your thesis state that you have been a member of the graduate school and/or that you have received a fellowship from CiM-IMPRS. (For acknowledging CiM-IMPRS in papers see chapter "Publications" above.)

Length of the doctorate

Biology: For PhD students who registered on 30 November 2019 or later the duration of the doctorate should be 3-4 years and is limited to 4.5 years. An extension requires an application to the department! If you realize that a doctorate will exceed 4.5 years, please contact Ms Beyer as early as possible and ask her what kind of application the faculty wants. The applications will be discussed by the faculty's "Promotionsausschuss". Please also consider that non-EU citizens have a 5-years limit of their residence permit for a PhD. An extension requires an application to the Foreigners' Registration Office (ask the coordinator for details).

Other faculties: Please enquire at the Promotionsprüfungsamt if they have any limits.

Extension of your contract / Upgrade of your contract

If your fellowship or work contract is going to end and you want to have an extension from your PI, please ask her/him at least 2 months ahead. This is particularly important if you are working at WWU/UKM. The administration wants at least 6 weeks' notice! In addition, your PI will also need time to write the application. If the application for an extension is not done in time, they actually refuse it altogether. Although the MPI administration is much faster, it is still advisable to tell your PI 1 or 2 months ahead. Please also refer to the section "For Non-EU citizens: Extend your residence permit..." above. Also inform your PI 2 months ahead if your contract is going to be upgraded (e.g. from 50% to 65%). It takes the administration the same time as for an extension.

How long will it take to write my thesis?

We have asked 16 alumni. This is what they said: mean of 2.9 months (S.D. 0.9 months); minimum: 2 months, maximum: 5 months

How long will it take to prepare for my defense?

We have asked 12 alumni. This is what they said: mean of 2.6 weeks (S.D. 1.8 weeks); minimum: 1 week, maximum: 6 weeks

What to do if I run into trouble with my doctorate?

If you have *serious* problems (e.g. with your project, with people in your group) and you can't solve them yourself, you should first turn to your **supervisor**. If problems remain, please turn to the CiM-IMPRS **coordinator**. You can also turn to the **student representatives**, if you prefer. Alternatively, you can ask the **members of your thesis committee**. We will then work towards a solution of the problem. A change of groups can only be considered if no other solution can be found. Principally, the same limitations as mentioned in the previous paragraph apply to such a change. If you have a serious problem which you can't solve, please don't come to the office too late. To come after 18 months is pretty problematic. So far, most problems could be solved, at least to some degree. Just give us a call or send an e-mail. We'll find a solution.

What if I need more advice or counselling, e.g. on private problems?

In case of any problems, may they be professional or private, you can turn to:

For all CiM-IMPRS students:

- Martin Wild, wildm@uni-muenster.de, 01575-233 6483

For all PhD students who are inscripted with the university:

- Central Study Advice Service (ZSB) of WWU:
<https://www.uni-muenster.de/ZSB/en/diezsbs/diezsbs.html>
- WWU Psychological Counselling:
<https://www.uni-muenster.de/ZSB/en/psychologische-beratung/psych.html>
- WWU Graduate Centre:
<https://www.uni-muenster.de/GraduateCentre/en/Beratung/index.html>

For PhD students at the MPI only:

- Counselling in cases of conflict:
<https://max.mpg.de/Service/Beratungsangebote/Pages/Contact-and-reporting-points-.aspx>
- Professional or personal problems:
https://max.mpg.de/Service/Beratungsangebote/Pages/EMAP_EN.aspx

For anyone:

- WWU Psychotherapie-Ambulanz WWU (Tel 0251 83-34140):
https://www.uni-muenster.de/Psychologie.pta/#anchor_1_19
- Contact for emergencies:
<https://www.uni-muenster.de/ZSB/material/mkrisennotdienstms.htm>
- Other psychological counselling centres in Münster:
https://www.uni-muenster.de/ZSB/material/m037_en.htm
- Nightline Münster: Listening phone by students for students:
0251 83 45400, Sundays to Fridays 21.00 – 01.00 h
“You can call us if you need someone to talk to in the late evening hours. It doesn't matter if you are a first-year student or a doctoral student, if you are 18 or 38, if you just want to get something off your chest or if everything is collapsing on you. Whether it's university stress, relationship problems, or exam anxiety, we're there for you, anonymously and confidentially, no matter what's on your mind.”

Who can I turn to if I have an issue related to Good Scientific Practice?

You can turn to one of these ombudspersons:

WWU: Prof. Dr. Dirk Ehlers

ehlersd@uni-muenster.de, 0251 83-22701

for all students who are inscripted with WWU and/or are working at the WWU/UKM

UKM: Prof. Dr. Ulrich Mußhoff

Head of “Servicepoint Wissenschaft für Studierende”

mushoff@uni-muenster.de

MPI: Dr. Hannes Drexler

hannes.drexler@mpi-muenster.mpg.de, 0251-70365-550, -526, -521

for all students who are working at the MPI

CiM-IMPRS: Martin Wild

wildm@uni-muenster.de, 01575-233 6483

for all students of CiM-IMPRS, no official ombudsperson, but will help anyway

Who can I turn to if I have a gender-related issue/question/complaint?

You can turn to:

- The student representatives (including the representatives for female students)
- The CiM-IMPRS coordinator
- The equal opportunity representative at WWU:
<https://www.uni-muenster.de/Gleichstellung/en/team.html>
- The equal opportunity representatives at the MPI:
<https://www.mpi-muenster.mpg.de/278830/equality>