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1. End of contract – what do I need to know?

If you could not submit your thesis within the time of your contract, please make sure to speak with your supervisor if there is any possibility for a follow-up contract.

Unemployment benefit (ALG 1)

- Register as a jobseeker and unemployed in good time (at least 3 months before the end of the contract, online: <https://www.arbeitsagentur.de/arbeitslos-melden/>) (unfortunately the form only works in German!)

Entitlement:

- If you were employed at the university for 24 months in the last 30 months and were subject to compulsory insurance, you are entitled to 12 months of unemployment benefit 1 (ALG 1). - This is the case for all of you, as you all had a contract for three years.

- without employment, possibility to work at least 15 hours per week (theoretically, the persons should also be looking for employment and will be employment and are supported in this by the employment agency – this is often waived for a limited period of time for doctoral students

Prerequisites:

- Presence in Münster
- Leave must be reported
- Valid residence permit

Residence permit:

- a) AE according to §16b (studies): can also be extended without an employment contract until the doctorate is completed (afterwards - after submission of the certificate - a residence permit for job search can be applied for). It is important that the financing must be secured, i.e. that 934,-€ per month are available. Proof of ALG 1 is possible, however, the end of the contract and the application for ALG 1 often fall within the same period, which makes it difficult to apply for both ALG 1 and the extension of the AE more difficult. Tip: Ask the employment agency to certify that you have registered as a jobseeker and unemployed in good time, bring your employment contract and most recent and your last payslips to the appointment at the Office for Migration and Integration, so that a fictitious certificate can be

issued there (and after submitting the ALG 1 authorisation, the regular residence permit). Alternatively, a blocked account can be opened and used as proof of funds.

- b) AE according to §18d (research): if the residence permit is issued for research purposes issued on the basis of employment at the university, it may be necessary to change to §16b may be necessary (if no employment at the university is planned but the doctorate has not yet been completed). If a follow-up position at the university, it should be possible to extend the AE in accordance with §18d.

At this time (February 2024) this is the most up-to-date information we have. To be 100% sure, please check with Eva Woltering at CERes Münster (Centre for Emerging Researchers (formerly known as Graduate Centre)). She is also the right contact person for all further information:

Eva Woltering

Advice Visa and Residence Permit

Room 109 I +49 251 - 83 23 110

ceres.international@uni-muenster.de

Health insurance:

While you get unemployment benefit, the contributions to your health insurance should be covered by the employment agency.

2. Thesis Submission – things you need to know:

- **3 working (!) days before submission**
 - Email to Simone Krause simone.krause@uni-muenster.de
 - with **CV, copy of passport/ID**, first two pages of **submission form**
- You find all the forms here: <https://www.uni-muenster.de/PAMathNat/en/promotion/antraege/promotionform.html>
- The responsible person is not in office every day, check the consultation hours or better call her a week before submission to check with her: <https://www.uni-muenster.de/PAMathNat/promotion/promotion.html>

Simone Krause

Promotionsprüfungsamt /PhD Examination Office

room 100-0017 Münzstraße 10 48143 Münster

Tel.: 0251/83-35002

- **You need to submit 4 copies of your thesis (+ 1 copy for BACCARA)**
 - One for first examiner

- One for second examiner
 - Two for FB12
 - You can print 8 out of 11 in size DIN A5 (saves money)
 - There is no copy planned in those 4 for your third examiner -> talk to them before: if they want a copy, you need to print at least 5
 - If you hand in the invoice (in digital form to baccara@uni-muenster.de, BACCARA will cover the costs for these 5 copies of your thesis)
 - Colored pages are more expensive
 - If you have pictures in black and white, the printer sometimes recognizes them as colored; use the word tool "recolor picture" -> recolor in black and white for every picture you don't need in color to avoid that
 - Recommended options for printing:
 - CCC Druck und Medien
 - Frank's Copyshop
 - Uniprint
 - For the cover page, there is a corporate design from the university that you can use (<https://www.uni-muenster.de/wwu/mywwu/cd-vorlagen.html>) -> choose Taschenbuch-cover for this option (only CCC and Uniprint can do that)
- Submission (https://www.uni-muenster.de/imperia/md/content/baccara/guidelines_graduation_process_physics2020.pdf)
 - You need to submit four copies
 - Application for admission to the doctoral examination
 - A CV listing your secondary and higher education achievements
 - Declaration of criminal records and the use of prohibited aids (attachment 1)
 - Declaration of previous attempts to write a dissertation and their results (attachment 2)
 - For FB 12: 3rd assessor's declaration of approval (attachment 3)
 - Confirmation of courses completed as part of your doctoral program (at least 6 SWS) -> ask your PI for this
 - Attachment 4
 - One CD with thesis

- Time Schedule
 - Time for the evaluation depends on your examiner
 - After the evaluation was submitted, it takes at least three weeks and one day until you can defend your thesis
 - During that time, arrange date, time and location of your defense

3. BACCARA Certificate

As you have completed your course of studies foreseen in the Baccara Program, you will also receive a Baccara Certificate. In order to draft it, we will need the following information from you:

- all workshops and seminars you have attended within the Baccara Program
- all teaching sessions/classes you have given within the Baccara Program
- if you have been PhDs Representative
- any prizes or awards, such as poster prizes
- if you have been supervisor of master or bachelor students

Please send all the required information **in a word file**, so that we can easily paste it in the final certificate, you will be receiving soon from us.