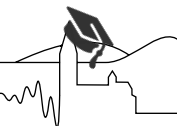


INFORMATION LETTER FOR PhD



Congratulations, you started your PhD at our department of physics!
To make your start as smooth as possible, here is some first information.

PhD Representatives

The Representatives are elected in order to build a link between the different - also affiliated external - PhD students, the administration and the Professors of our institute. We are also contact persons for you, if you have any questions or problems e.g. with your teaching duties or other things. We are

- Juliane Klatt (Theo.)
- Julian Schmidt (Exp.)
- Annika Spies (Affil. Extern.)

Feel free to contact us any time via **phd@physik.uni-freiburg.de**

On our homepage you find more details. There you can register for the PhD mailing list. This is the only way for us to invite you to regular PhD meetings and to keep you informed and updated about formal and policy related changes and progresses that affect you.

<https://phd.physik.uni-freiburg.de>

Introduction Meeting

Every semester, **right after the first Monday Kolloquium** in the great lecture hall at 17^{ct}, we have an introductional event for all new PhD Students. There you meet the other PhD that just started and us, the representatives. We're looking forward to meeting you and help you around.

Stammtisch

We meet **every first thursday** a month to talk about our concerns, ideas or just to get to know each other. Have a look on our homepage for time and venue of the next one.

Now we would like to draw your attention to two more important formalities concerning your academic work...

Publications

To claim responsibility for your academic work, you have to announce these publications with a certain form **before** submitting the manuscript! You can find one example here or on our homepage (->links):

[www.mathphys.uni-freiburg.de/physik/prfamt/dokumente/
Promotion_Fachveroeffentlichungen.pdf](http://www.mathphys.uni-freiburg.de/physik/prfamt/dokumente/Promotion_Fachveroeffentlichungen.pdf)

Teaching Duties

During our studies we enjoyed support from PhD students – be it supervision of practical lab courses or tutorials. Therefore it is now our turn as academic staff to provide the same to the new generation of students. You will get an e-mail from Mr. Dummin, asking for your preferences. If you have any questions about that or if you need an overview of the teaching possibilities don't hesitate to contact us or come to our *Stammtisch*.

Registration

If you got this Info letter by Mrs. Seger you successfully handed in the 'Antrag auf Annahme als Doktorand' (engl. Application for acception as PhD student) but this does not mean that you correctly registered as a PhD student. According to the 'Landeshochschulgesetz' (engl. State University Law) the formal procedure is:

- Draft of supervision agreement with supervisor ('Betreuungsvereinbarung')
- Application at the faculty as a PhD student ('Antrag auf Annahme als Doktorand')
- Upon admission as a PhD student of the faculty:
 - a. Either enroll as a student
 - b. Or register as a PhD student (German PhD: Studierendensekretariat, International PhD: International Admission Service)

If you successfully registered it is possible to attend courses of the International Graduate Academy targeting soft skills but they also give general advice related to pursuing a PhD. You will find all the important links on our homepage. **We wish you a good start and are looking forward to meet you!**

Your PhD Representatives

Juliane, Julian & Annika