



TECHNISCHE UNIVERSITÄT
BERGAKADEMIE FREIBERG

Die Ressourcenuniversität. Seit 1765.

Guide to doctoral studies



GRADUIERTEN- UND
FORSCHUNGSKADEMIE
GRADUATE AND
RESEARCH ACADEMY





Top Level Research at the Highest Stage

The TU Bergakademie Freiberg is a modern university of resources and research. With its unique profile it ranks among the most successful and recognised universities in Germany. Strong academic disciplines work interdisciplinarily on the probably most urgent future topic of mankind: the sustainable, secure and efficient supply of resources, materials and energy.

As the oldest university for mining, metallurgy and materials of the world, our university has, between the poles of its long tradition and new challenges for a modern scientific and information society, continually enhanced its profile. From the traditional competencies in earth science and mining and metallurgy derive today's four key areas GEO, MATERIAL, ENERGY and ENVIRONMENT, which define teaching and research.

The areas of research comprise the whole resource chain – from the exploration of new deposits to the development of alternative energy engineering and materials to recycling. In the course of this, our university works closely with the industry both Germany-wide and internationally. Concerning third party funds per professor, the university belongs to the ten strongest research universities in Germany and occupies the top position in the new eastern states of Germany.

In order that innovative ideas can quickly utilize economically, our university also supports the spin-off of new enterprises. Through close collaboration with institutions of regional and supra-regional business development as well as the start-up network SAXEED, the TU Bergakademie Freiberg has been certified as "role model" by the Stifterverband der Deutschen Wirtschaft (Association of Sponsors of German Arts and Science).

The Bergakademie Freiberg considers the support of young academics as one of its most important responsibilities. The Graduate and Research Academy keeps available for all doctoral candidates of the university special offers for the development of their scientific career. Its multifaceted consulting service is used especially by the 25% of doctoral candidates who come from abroad.

Very well equipped and most recent laboratory facilities and technika (pilot plants) allow top level research at the highest international stage. As a campus university,

the university provides short distances, spatial proximity and the shared use of special facilities. This supports the collaboration between faculties and fosters interdisciplinary research projects.

The relatively small size of the alma mater benefits a personal, familiar atmosphere. In order that the own family does not come off badly, the TU Bergakademie espouses the compatibility of family and career. In 2014 it was awarded the certificate "family-friendly university", signed the "Charter Family in University" and thus joined the "Best Practice Club" of family-oriented German universities.

Guide to Obtaining a Doctorate

You aim at taking your doctoral degree at TU Bergakademie Freiberg and have many questions: How do I apply correctly? What do I need to do in order to ideally prepare my stay in Freiberg? Which steps do I need to take upon arrival in Freiberg? What do I need to keep in mind during the doctorate? Who do I receive support from?

All these questions are answered in this information brochure. If you would like to obtain more details in some section or other, please get in touch with the respectively mentioned contact person or visit the websites of the represented institutions.

This booklet is an accompaniment for your "project PhD". It supports but does not substitute our work with you. The Graduate and Research Academy (GraFA) as umbrella organisation for all doctoral candidates at TU Bergakademie Freiberg is the central contact for you. We accompany you on your way whenever you wish and help you with our knowledge and experience.

We look forward to welcoming you in Freiberg.

Your GraFA-team

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1 IF I WOULD LIKE TO DO DOCTORAL STUDIES: APPLICATION

1.1 ENTRY REQUIREMENTS

The entry requirements for doctoral studies at TU Bergakademie Freiberg follow the Regulations of the Faculties for the Award of Doctorates of our University.

Accepted as a doctoral candidate will be who holds one of the following degrees:

- ◆ Diplom, Master's degree, Magister or state board examination from a university in Germany
- ◆ Bachelor's degree (only in exceptional cases) with outstanding achievement from a university in Germany. A preparation phase of at least 2 semesters and an aptitude test are required additionally for the admission as a doctoral candidate. The applicant shall hold the degree in one of the subjects content-related to the topic of the doctoral thesis.
- ◆ For graduates of a Master's degree course or a degree course from a university of applied sciences the doctorate can also be conducted in the framework of a cooperative doctorate procedure between TU Bergakademie Freiberg and the University of Applied Sciences.
- ◆ Degree from a university or college abroad: Foreign educational qualifications are, via the information system for recognition of foreign educational qualifications (www.anabin.de) and with due regard to the countries' equivalence agreement, checked as to whether they fulfil the requirements for the admission as doctoral candidate in Germany. On the basis of this examination the responsible Faculty Board of TU Bergakademie Freiberg decides on the admission as a doctoral candidate. The Faculty Board may attach to the admission conditions and obligations.
- ◆ Doctorate in another disciplinary area: The responsible Faculty Board decides on further examinations to be taken if the doctorate shall be conducted in a branch of science that does not correspond to the obtained university degree.
- ◆ For international doctoral candidates good to very good command of English or German is assumed.

1.2 APPLICATION FOR DOCTORAL STUDIES

You have two possibilities to apply for doctoral studies:

Method 1:

Personal application directly with the professor of your subject or the spokesperson of the relevant Graduate School:

If you have already found a professor who is willing to supervise you during your doctoral studies or if you are interested in participation in a Graduate School please send your application papers directly to this professor or to the spokesperson of the relevant Graduate School:



<http://tu-freiberg.de/en/grafa/graduierntenkollegs>

Method 2:

Centrally organised application via the Graduate and Research Academy for external applicants who are not in contact with a professor yet.

Applications are only possible for announced topics. The range of topics is published on the website of the GraFA:



<http://tu-freiberg.de/en/grafa/> → Doctorands → Application → Application procedure → Method 2 → announced topics

Applicants who already have a valid scholarship or other forms of financial assistance can submit their application irrespective of the announced topics at any time at the Graduate and Research Academy and suggest a doctoral thesis topic of their own.

After the application documents have been checked for completeness and fulfilment of the admission requirements they will be forwarded to the responsible professor. The selection of the applicants will be done only by the professor himself.

Please send the application papers to the following address:

TU Bergakademie Freiberg
Graduierten- und Forschungsakademie
Akademiestraße 6
D-09599 Freiberg
E-mail: grafa@tu-freiberg.de

T

o the application papers belong:

1. Curriculum vitae
2. Legally stamped copies of transcript of records and degree certificate of the relevant degree courses in original language and German or English translation (for graduates from TU Bergakademie Freiberg a simple copy is sufficient)
3. List of previous scientific works and publications if available
4. For method 2: Statement of the chosen topic and the code-number of the topic
5. Detailed description of the topic of your doctoral project (depending on the individual faculties and institutes)
6. If necessary: proof of German or English language skills



Please be aware that we can guarantee a processing of the application only if all application documents are complete.

If the professor agrees to supervise the planned doctorate, please fill out the Declaration of Intent and submit it with all necessary documents via the supervisor at the faculty responsible for the subject in question. The Faculty Board decides on the qualification of the candidate to undertake a doctoral thesis.

Information on the Declaration of Intent and the admissions procedure can be found in § 7 of the Regulations of the Faculties for the Award of Doctorates at the TU Bergakademie Freiberg.

Applicants for whom there is a visa requirement need to apply for admission to doctoral studies.

All other doctoral candidates are also advised to enrol as doctoral student. This is possible for all doctoral candidates, even if they are employed with TU Bergakademie Freiberg or another company or institution.

For the admission to doctoral studies at TU Bergakademie Freiberg please send the relevant application to the Office for Admission. More detailed information on application for admission can be found in the information leaflet.

◆ For German applicants:



www.grafa.tu-freiberg.de → Doktoranden → Bewerbung/Zulassung → "Und nach der Bewerbung?" → "Immatrikulationsantrag" and "Merkblatt zum Antrag auf Zulassung zum Studium"

◆ For foreign applicants:



<http://tu-freiberg.de/en/grafa> → Doctorands → Application → "What to do after application?" → "Application form for Admission to Studies for Foreign Applicants" and "Information Leaflet on the Application Form for Admission to Studies"

Address:

For German applicants and foreign nationals with German education:	For applicants from abroad:
TU Bergakademie Freiberg Studentische und Akademische Angelegenheiten Ms Luisa Lippe Akademiestraße 6 D-09599 Freiberg	TU Bergakademie Freiberg Studentische und Akademische Angelegenheiten Ausländerstudium Ms Isabell Ruppert Akademiestraße 6 D-09599 Freiberg

2 | RECEIVED THE ADMISSION TO DOCTORAL STUDIES: WHAT IS TO BE DONE?

1.3 FINANCING AND FUNDING OF DOCTORAL STUDIES

In order to finance the doctoral studies there are various possibilities. Information on vacant jobs at TU Bergakademie Freiberg can be found at



www.tu-freiberg.de → [Stellenausschreibungen](#)

For applicants who want to do doctoral studies within a Graduate School a limited number of scholarships or positions will be offered. For a scholarship or an appropriate support programme you can also search either within the database of the German Academic Exchange Service (DAAD), (www.daad.de/deutschland/stipendium/datenbank/en/) or within the Electronic Research Funding Information System (www.elfi.info).

An overview of the major grant and support programmes has been compiled for you on the website of GraFA:



www.tu-freiberg.de/en/grafa/ → [Doctorands](#) → [Funding](#)

Beyond that you can also do your doctorate as an external doctoral candidate, i.e. you self-finance or work in a company where you perform a large part of your research.



The following explanatory notes are to facilitate the preparation of your stay in Freiberg and the handling of necessary formalities. The information compiled is not at all points relevant to every new arrival. Some steps only need to be taken by doctoral candidates from abroad, other formalities, however, are to be accomplished by everybody. It is important that you adhere to the sequence of the mentioned activities: Every step logically and consistently follows the previous one. Thus you receive documents, for instance, in an authority which you will need for an authority that you visit afterwards.

Some of the mentioned notes and addresses (e.g. for arrival and accommodation) are merely recommendations and serve for orientation and overview.

In order for you to quickly socialise, get to know the country and its people and start your work full of vigour, you are mentored in the cultural and social fields by the students and doctoral candidates of the mentoring programme, professionally supported by the professors and competently accompanied by the fellow employees of GraFA.

2.1 PREPARATIONS FOR THE STAY IN FREIBERG

Please prepare your journey carefully and get in touch with the responsible persons or organisations in order to receive the necessary documents. You require the following documents:

- ◆ Letter of Acceptance for doctoral studies from TU Bergakademie Freiberg
- ◆ Declaration of Intent including supervisors acceptance (see chapter 1.2) or “Letter of Intent” (informal acceptance) of the prospective supervisor
- ◆ Passport, valid for the length of stay in Germany
- ◆ Proof of sufficient funds for your stay in Germany
- ◆ Visa for the purpose of doctoral studies
- ◆ Insurances:
 1. Foreign travel health insurance (for entry) or
 2. Health insurance valid for Germany
 3. Liability insurance is recommended
- ◆ Several passport photographs

2.1.1 Proof of Sufficient Funds

If you, as a foreign doctoral candidate, stay in Germany for more than three months, you need to prove that your livelihood is financially secured (you need at least 650€ per month) by submission of bank statement or notarially certified declaration in order to obtain a visa:

- ◆ Proof of private financial support or
- ◆ Proof of a postgraduate grant or another third party funding

Information on the various sources of financial assistance schemes can be found in chapter 1.3 Financing and Funding of doctoral studies.

2.1.2 Visa

Foreign doctoral candidates who have a visa requirement need to apply for a visa (purpose: conduct of a doctorate) before entry into Germany at the German Embassy of their home country. Not later than three months after arrival in Germany the residence permit has to be applied for at the Ausländer- und Vertriebenenbehörde (aliens and exiles registration office) in the administrative district of Mittelsachsen (Central Saxony) (see chapter 2.3.8).

For the visa application for the purpose of doctoral studies the following documents are required:

- ◆ Passport, valid for the whole length of stay in Germany
- ◆ Letter of Acceptance for doctoral studies from TU Bergakademie Freiberg
- ◆ Declaration of Intent including supervisors acceptance
- ◆ Proof of sufficient funds
- ◆ Passport photographs

For a stay which is longer than three months please apply for the necessary entrance visa (visa stamp) at the German Embassy or the German Consulate in your home country.

Citizens from the EU/EFTA countries as well as from the US, Israel, Australia, Canada, South Korea, New Zealand and Japan do not require a visa in order to enter Germany.

Please note:

For your entry into Germany you should not in any case use a visitor's or tourist visa, since it cannot be changed into a study visa. Upon visa application please clearly state your aim of studying (doctoral studies). Inform yourself at the German diplomatic mission in your country which documents are necessary and file the application as early as possible, since the issuing of the visa may take considerable time.

Addresses of diplomatic missions and information on entry requirements can be found on the websites of the Federal Foreign Office (www.auswaertiges-amt.de/EN).

2.1.3 Health Insurance: Taking it out in the Home Country

All doctoral candidates need for the entry into Germany sufficient statutory or private health insurance coverage that is valid for Germany and includes the following benefits:

- ◆ medical and dental treatment
- ◆ supply of pharmaceuticals, surgical dressings, medicine and medical aids
- ◆ hospital treatment
- ◆ medical services for rehabilitation
- ◆ service for pregnancy and birth

You should therefore take out foreign health insurance in your home country (valid for Germany). Otherwise you need to cover a German health insurance before enrolment at TU Bergakademie Freiberg (see chapter 2.3.4).

Since the conclusion takes up time, all foreign doctoral candidates are recommended to already take out foreign travel health insurance in the home country for the first four to six weeks in Germany.

Doctoral candidates from countries that have a social security agreement with German Federal Republic (EU/ EWR countries and Switzerland) obtain the necessary EU certificate E 111 (short stays) or E 128 (lengthy stays), in Hungary certificate HD 111 or, in Switzerland, certificate D 6, from the insurance company in the home country.

If you are privately insured in your home country, please let your insurance confirm in writing that you have sufficient health insurance coverage for your stay in Freiberg.

Doctoral candidates from non-EU and non-EWR countries that Germany does not have a social security agreement with need to furnish proof of a health insurance certificate adequate for Germany or take out a student health insurance with a statutory health insurance in Germany (only possible up to the age of 30 and if you are enrolled in our university).

Doctoral candidates from the age of 30 are not obliged to obtain insurance any longer, i.e. a private health insurance should be taken out. A voluntary insurance with a statutory health insurance is also possible.

A selection of statutory and private health insurances can be found in the attachment in enclosure 7.

2.2 TRAVELLING TO FREIBERG

The following information is meant to serve as an overview of the possible transportation connections to Freiberg.

Travelling by Plane

Freiberg does not have an airport. The closest airports are:

- Dresden (ca. 40 km)
- Halle / Leipzig (ca. 120 km) or
- Berlin (ca. 250km)

From each of these airports there are good railway connections to Freiberg.

Please note:

Let the International Centre of TU Bergakademie Freiberg know in due time the time of your arrival via the email address mentor@iuz.tu-freiberg.de, so that you can be picked up by your mentor at the train station (see chapter 5.1).

Arrival in Dresden:

The urban railway (S-Bahn) runs half-hourly from the underground station in the new terminal of the airport Dresden to Dresden main station (journey time ca. 20 minutes, information at www.dresden-airport.de). From Dresden main station there are trains running half-hourly to Freiberg (towards Zwickau, Hof or Nuremberg).

Arrival in Leipzig/Halle:

From the airport Leipzig/Halle (www.leipzig-halle-airport.de), Leipzig main station is within easy distance via the FlughafenExpress of the Deutsche Bahn (German Railways). The trains of the type RegioSprinter run half-hourly between the airport railway station and Leipzig main station. At the main station you first take the train to Dresden or Chemnitz. After arrival in Dresden/Chemnitz you change into a train to Freiberg (towards Chemnitz/ Zwickau or Nuremberg respectively Dresden).

Furthermore the airport Leipzig/Halle has a main-line railway connection available. IC-trains run to Dresden hourly.

Arrival in Berlin:

Take the urban railway (S-Bahn) or the regional train to Berlin Südkreuz and from there either the train to Dresden or Leipzig and then, as described above, to Freiberg.

Travelling by Train

Freiberg is easily accessible via train. Information on current timetables, fares and concessions can be received at the Deutsche Bahn (German Railways) (www.bahn.de).

Travelling by Car

Freiberg is reachable via motorway A4, exit 75 Siebenlehn.

2.3 ARRIVED IN FREIBERG: FIRST STEPS

2.3.1 Accommodation

Last-minute accommodation:

If you are looking for reasonable overnight accommodation for short stays you can inform yourself at the following addresses:

- **Tourist-Information Freiberg**,
Burgstraße 1, 09599 Freiberg

Phone: +49 3731 273 664
E-mail: tourist-info@freiberg.de
Internet: www.freiberg-service.de

- On the website of the city of Freiberg (www.freiberg.de) you can also search for accommodation in hotels and taverns.

Private accomodation:

There are many possibilities to find a flat or a room in a flat commune/WG (shared flat). More assistance is also given at the International Centre of TU Bergakademie Freiberg (address: Prüferstraße 2).

- **International Centre (IUZ), Support for International Students**

Ms Manuela Junghans,
Support service for foreign students and doctoral candidates

Phone: +49 3731 39-3241

Fax: +49 3731 39-3659

E-mail: manuela.junghans@iuz.tu-freiberg.de



A temporary flat or a room in a flat commune (WG) you can search via the following address:

- **Städtische Wohnungsgesellschaft Freiberg/Sa. MbH**
Beuststraße 1, 09599 Freiberg

Internet: www.wohnungsgesellschaft.de

Please Note: These flats are usually unfurnished.

- In case an Wohnberechtigungsschein (accommodation entitlement certificate) is required, it can be obtained from:

Bürgerbüro (Citizens Advice Bureau) Freiberg,
Obermarkt 21

Phone: +49 3731 273 161

Fax: +49 3731 273 73 161

E-mail: Buergerbuero@Freiberg.de

- Information on housing supply can be received via the accommodation portals for students on the internet:

- ◆ www.immobilienscout24.de
- ◆ www.freiberg.studenten-wohnung.de
- ◆ www.studenten-wg.de
- ◆ www.swh-freiberg.de
- ◆ www.rwr.de (RWR Real Estate Freiberg)

- The **Studentenwerk** (student welfare services) of TU Bergakademie Freiberg has an overview of the private housing market in which current offers for apartments for students can be found. Offers are available at calendrical beginning of the semester and end of term, respectively (www.studentenwerk-freiberg.de).

Department manageress General Administration/Housing
Dr. Christiane Rieß

Phone: +49 3731 383-454

Telefax: +49 3731 383-102

E-mail: wohnen@swf.tu-freiberg.de

- You can also find flat offers at **notices at the refectory and library** or the noticeboards of the faculties.

Furniture

In cooperation with the GSQ Freiberg, furniture preparation Flöha, the Studentenwerk offers affordable furniture for students.

Students who are interested in wall units, lounge suites and other inventory can obtain a letter of endorsement from the Studentenwerk Freiberg with which they can purchase furniture for a small fee in Freiberg or Flöha. At the following addresses, furniture can be collected:

- **GSQ Association for Structural Development and Qualification Freiberg mbH**

Geschäftsstelle Flöha

Möbelbörse

Zum Rosenheim 80a, 09557 Flöha

Phone: +49 3726 724 639

E-mail: moebel@gsq-freiberg.de

Internet: www.gsq-freiberg.de

2.3.2 Bürgerbüro (Citizens Advice Bureau)

As soon as you have a rental agreement you have to register within two weeks in the Bürgerbüro, department Einwohnerwesen.

Academics from the US, Israel, Australia, Canada, South Korea, New Zealand and Japan who came to Germany without visa and stay for more than three months need to register already within one week and subsequently apply for a residence permit at the Ausländerbehörde (aliens registration office) (see chapter 2.3.8).

- **Bürgerbüro Freiberg**
Obermarkt 21, 09599 Freiberg

Phone: +49 3731 273 161
Fax: +49 3731 273 73 161
E-mail: Buergerbuero@freiberg.de

Relevant forms for registration and notice of departure are available from the Bürgerbüro.

Please bring:

- Passport
- Rental agreement
- Possible notice of departure from last residence in Germany
- Civil status certificates: birth certificate, marriage certificate

You will get a → [registration confirmation](#) in the Bürgerbüro.

Please note:

When moving and leaving Germany you have to notify the change in address or give notice of departure. This is possible up to four weeks in advance.

2.3.3 Bank Account

The next step is to open an account with a bank in Freiberg.

Please bring:

- Passport
- Letter of Acceptance of TU Bergakademie Freiberg
- Registration confirmation from the Bürgerbüro

Please note:

After enrolment and receipt of the residence permit you have to submit copies of the enrolment certificate and the residence permit to the bank within two weeks.

2.3.4 Health Insurance in Germany

Please notify one of the statutory health insurances with the relevant EU certificate or private health insurance certificate or take out a health insurance there (up to 30 years of age). If you are older than 30 years you need to take out a private insurance or, voluntarily, a statutory health insurance.

You receive the → [health insurance certificate](#) required for the residence permit and enrolment.

Some statutory health insurances with branches in Freiberg are, for example, Techniker Krankenkasse (TKK), Allgemeine Ortskrankenkasse (AOK), Barmer Ersatzkasse and Deutsche Angestellten-Krankenkasse. Private health insurances like for example policy broker Beckert & Dömel, DEVK or Signal Iduna also have a branch on site.

You can inform yourself about addresses and working hours of these health insurances in the attachment, enclosure 7.

An overview of additional statutory health insurances can be found via the following link: <http://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassenliste/>. Some health insurances offer to conclude a contract online. Please find more information about private insurances and comparisons of private insurances at <http://www.krankenkassen.de/private-krankenversicherung/pkv-liste/>.

2.3.5 Liability Insurance and Accident Insurance

Conclusion of a liability and accident insurance valid for Germany, either with insurance in your home country or in Germany, is highly recommended. If you cause or meet with an accident or cause financial harm to somebody, the insurance will pay for the damage.

2.3.6 Tuition Fees

At the beginning of each semester registered doctoral candidates need to pay tuition fees. Please inquire about the current contribution here:



<http://tu-freiberg.de/en/studies/studies/during-studies/return-confirmation-regarding-the-degree-course>

The payment will be made either via internet (direct debiting scheme) or by transfer into a particular account. More detailed information on this can be received during the office hours in the student services office or on the above mentioned website.

- Student Services Office
Akademiestraße 6, 09599 Freiberg, Zimmer EG 09 - 11
- List of persons to contact:



<http://tu-freiberg.de/studentenbuero/ansprechpartner>

Upon payment you will receive the → [proof of payment](#).

2.3.7 Enrolment

Enrolment procedure:

The enrolment for a doctoral programme for all German applicants always happens postally.

On presentation of Letter of Acceptance, health insurance certificate and proof of payment of tuition fees (84.00€ as of 10/2017) you will receive the documents of enrolment as doctoral candidate.

For foreign applicants personal enrolment applies according to Letter of Acceptance. The enrolment documents are to be submitted at the Office for Admission of the university.

Please bring:

- Passport
- Fully completed form "Antrag auf Immatrikulation" (German students) or "Application form for Admission to Studies for Foreign Applicants" (foreign students)
- Passport photograph
- Health insurance certificate
- Proof of payment of tuition fees
- Legally certified or stamped copies of Diplom or Master's certificate as well as the according academic credentials
- In case of transfer to another university: Proof of exmatriculation of previous university
- For foreign applicants: Residence permit (visa stamp) for the purpose of doctoral studies in Germany
- Letter of Acceptance (personal enrolment according to admission to doctoral studies)

On delivery of → [enrolment certificate](#) and → [student identification card](#) you will be a degree doctoral student at TU Bergakademie Freiberg.

Office for Admission

Akademiestraße 6, 09599 Freiberg, Room EG 12 and EG 13

Germans and foreign nationals with German education

Ms Luisa Lippe

Phone:

+49 3731 39 3535

E-mail:

Luisa.Lippe@zuv.tu-freiberg.de

Ms Lisa Eckert
Phone: +49 3731 39 3535
E-mail: Lisa.Eckert@zuv.tu-freiberg.de

International Students

Ms Cindy Wolf
Phone: + 49 3731 39 2713
E-mail: Cindy.Wolf@zuv.tu-freiberg.de

Ms Isabell Ruppert
Phone: +49 3731 39 3531
E-mail: Isabell.Ruppert@zuv.tu-freiberg.de

2.3.8 Residence Permit

International doctoral candidates who stay in Germany for more than three months have to apply for a residence permit at the Ausländerbehörde within the first three months. For academics from certain countries who enter without visa there are shorter terms (see chapter 2.3.2).

Important information and leaflets on this topic are deposited on the website of the Ausländer- und Vertriebenenbehörde:



<https://www.landkreis-mittelsachsen.de/das-amt/behoerden/stabsbereich-auslaender-und-asylrecht.html>
(available only in German)

Ausländer- und Vertriebenenbehörde
Am Rotvorwerk 3, 09599 Freiberg, district Zug
Head of Division: Ms Ramona Noetzel

Phone: +49 3731 79936 - 40
Fax: +49 3731 79936 - 37
E-mail: auslaenderbehoerde@landkreis-mittelsachsen.de

Please bring:

- Application forms with current passport photograph
- Passport
- Valid visa for the purpose of doctoral studies

- Rental agreement
- Registration confirmation from Bürgerbüro (Citizens Advice Bureau)
- Health insurance certificate
- Proof of sufficient funds
- Study admission
- "Declaration of Intent" confirmed by the responsible Faculty Board of TU Bergakademie Freiberg as well as statement by the supervising faculty member about the existence of scholarly interest in the conduct of the doctorate

From the Ausländerbehörde you receive the → [residence permit](#).

2.4 ORIENTATION AT THE UNIVERSITY

The first hurdles are overcome. You have found a professor who is willing to supervise you in the period of your doctoral studies and have handled all administrative matters necessary for your stay in Freiberg. Now further steps at the university are waiting for you to be taken.

2.4.1 This is Where You Have to Register

- **Faculty (the one responsible for you)**

Unless already done, fill out the form "Declaration of Intent" and submit it via your supervisor at the Faculty Board (see chapter 1.2). Therefore you have to register first (<http://tu-freiberg.de/en/grafa/formulare-promotionhabilitation>). After you have filled in all relevant information, you will get an Registration-ID. Now you could download the form "Declaration of Intent".

You will get a place to work with the equipment necessary for you and meet your supervisor, other doctoral candidates and colleagues in person.

- **University Library "GEORGIUS AGRICOLA"**

Agricolastraße 10, 09599 Freiberg
<https://tu-freiberg.de/en/ub>



The complete range of media is available to you – an important basis for the ideal start of your doctoral studies. The library offers various services to support your research. Please also directly address the subject librarians (<https://tu-freiberg.de/en/ub/facilities/university-library/service/specialized-information>).

Lending Department (on the Ground Floor):

Phone: +49 3731 39 2816

E-mail: ausleihe@ub.tu-freiberg.de

Information Department on the First Floor:

Phone: +49 3731 39 4360

E-mail: auskunft@ub.tu-freiberg.de

Old Collection

Phone: +49 3731 39 4358

- **University Computer Centre (URZ)**

Bernhard-von-Cotta-Straße 1, 09599 Freiberg

<https://tu-freiberg.de/en/urz>

You receive an access authorisation for the URZ server and thus automatically a university-run E-mail address. Only thus can you receive important information via the UNI-circular E-mails. The access authorisation moreover is required for the usage of all centrally provided IT-services of TU Bergakademie Freiberg.

2.4.2 This is Where We Recommend You to Register

- **Graduate and Research Academy (GraFA)**

<http://tu-freiberg.de/en/grafa>

The GraFA is the umbrella organisation for all doctoral candidates at our university. Here you find competent persons to contact who support and advise you during all stages of the doctoral studies.

Information on topics relevant for the doctoral study, special events and announcement of all kinds is sent by us via the doctoral candidates mailing list. Benefit from this by registering at GraFA as doctoral candidate.

GraFA and its services are described in more detail in chapter 3.



- **Office for Admission**

<http://tu-freiberg.de/zulassungsbuero>

By request you can enrol as doctoral student. For doctoral candidates from abroad who are subject to visa requirement, this is mandatory. Comprehensive information on this can be found in chapter 2.3.7.

With your student identification card you can make use of a wide range of benefits. Moreover you pay using this chip card at the refectory and at certain photocopiers and have access to the buildings and computer labs of the faculty that you are enrolled in.

- **International Centre (IUZ)**

Prüferstraße 2 (Room: 3.408), 09599 Freiberg

<http://tu-freiberg.de/en/international>

Doctoral candidates from abroad are advised to make contact with IUZ.

The International Centre (IUZ) "Alexander von Humboldt" looks after international students and doctoral candidates at TU Bergakademie Freiberg and advises them concerning various aspects outside the framework of their academic work during the whole length of stay in Freiberg, e.g. on health insurances, visa issues and financial support options.

The International Centre offers a varied selection of language courses on different levels, also for doctoral candidates, through its integrated language centre. Visit German courses accompanying the course work or participate in intensive courses in order to acquire or improve your German language skills. Language courses for special purposes provide also for German doctoral candidates the opportunity of a university-specific and work-oriented foreign language training – an ideal preparation for a subsequent international professional career. The whole range of languages offered as well as information of dates and fees are published on the website <https://tu-freiberg.de/en/international/languages>.

Numerous programmes help you make contact with other doctoral candidates and quickly settle into everyday life at the university. Detailed information on this is provided in chapter 5.1.

Person to contact: Ms Manuela Junghans

Phone: +49 3731 39 3241

E-mail: manuela.junghans@iuz.tu-freiberg.de

- **University Sports Centre (USZ)**

Chemnitzer Straße 48, Room E 307/308, 09599 Freiberg

<https://tu-freiberg.de/en/sports>

You can expect a varied and balanced sports programme with more than 40 sports. In order to participate in sport at the university you need to have acquired a user card

and be ready to prove yourself to be a university member with student identification card or certificate of employment. How you receive the user card is described in detail in the programme booklet of the University Sports Centre.

Up-to-date information on courses and events are published on the message boards or on the homepage of the USZ.

Among others the following sports are offered: Fencing, football, artistic gymnastics, handball, judo, karate, athletic sports and swimming.

Sekretariat:

Ansprechpartnerin: Ms Sandra Herr

Phone: +49 3731 201109

Fax: +49 3731 6925953

E-mail: Sandra.Herr@usz.tu-freiberg.de

2.4.3 Service Facilities

- **Studentenwerk (Student Welfare Services)**

Petersstraße 5, 09599 Freiberg

<https://www.studentenwerk-freiberg.de/freiberg/en/>

The Studentenwerk is a service business for students and doctoral candidates at TU Bergakademie Freiberg. It is in charge of the fields of higher education grants or scholarships of the State of Saxony, housing (student hall, private accommodation service), catering (refectory), social service (loans in case of a financial emergency), studying with children, psychological counselling and culture. The Studentenwerk thus actively help shaping the living environment of the university.

On the website of the Studentenwerk all service areas are described in detail and the corresponding persons to contact are mentioned.

- **Refectory**

Agricolastraße 10A, 09599 Freiberg

<https://www.studentenwerk-freiberg.de/freiberg/food-beverages/mensa/en/>

In the Neue Mensa (new refectory) at Hornmühlenweg meals and drinks are offered at reasonable prices. You can expect a varied and balanced menu. On a daily basis it can be chosen between different dishes, besides plain fare also vegetarian, trendy, exotic, Mediterranean or Asian food. Lunch is served Monday to Friday between 11:15 – 14:00. During term time evening meals are also available.

The cafeteria complements the lunch offers with a variety of snack food, light snacks, speciality coffee and a wide range of drinks. It is open Monday to Thursday 07:00 – 20:00 and Friday from 07:00 – 14:30.

- **Nurseries and Kindergartens**

Places in the day care centres (KiTa's) of the Studentenwerk (<https://www.studentenwerk-freiberg.de/freiberg/studying-with-a-child/kinderbetreuung/en/>) are primarily provided for students with children. Should there be no place available at the moment you can also draw on the respective municipal institutions of Freiberg.



An overview of all nurseries and kindergartens of the city of Freiberg as well as information on application for a place can be obtained from the website of the city of Freiberg:



www.freiberg.de → Stadt Freiberg → Kinder, Jugend und Familie → Kinderbetreuung

Organise child care in sufficient time to avoid possible waiting time for a nursery or kindergarten place.



The Graduate and Research Academy (GraFA) as interdisciplinary teaching and research institution represents the umbrella organisation for all doctoral candidates of our university, irrespective of whether they decide on the traditional doctorate or structured doctoral studies (see chapter 4). Here, all service-, advice- and further education opportunities relevant to doctoral studies are bunched.

3.1 OVERVIEW OF FUNCTIONS

The process of all administrative issues regarding doctoral studies is managed from one central point. We support you in regard to all questions concerning the application, admission and required work achievement during the doctoral studies. Furthermore the Promotionsamt (office for doctorate affairs) coordinates the individual steps of the doctorate procedure (submission, defence and publication of the doctoral thesis as well as conferring the doctoral degree).

At the same time emphasis is being put on the development and organization of a broad workshop programme for young academics in interdisciplinary spheres of competence. Skills are imparted in German as well as English.

Furthermore the GraFA organises events and colloquia for scientific and interdisciplinary dialogue – also beyond the bounds of the university. Examples for this are the Krüger-Colloquium as well as information events on specific topics. Once a year the doctoral candidates are bid farewell in the framework of a gala.

The GraFA creates a framework for cooperation, academic exchange and joint activities of the faculties of TU Bergakademie Freiberg and the different graduate schools. The networking among the doctoral candidates and across disciplines is another central concern of the GraFA. The extensive and intensive relations between our university and the industry and other non-university institutions are provided for our doctoral candidates so that they are able to make regional and international contact for their future career in due time.

Beside projects for support of international mobility (Young GEOMATENUM International), GraFA also offers extensive individual mentoring and coaching programmes which are directed to special target groups, like young female academics and international doctoral candidates from developing and crisis-ridden countries.

Hereby the best preconditions for a prime professional and interdisciplinary guidance during the doctorate procedure are created.

3.2 ADDITIONAL QUALIFICATION

Doctoral candidates who have decided on the conduct of structured doctoral studies (see chapter 4) acquire interdisciplinary qualifications and soft skills predominantly by participation in training courses of the GraFA. The seminars offered are, however, not only directed at the doctoral candidates. For all other doctoral candidates and academics, additional qualification can become the key to success, too.

The GraFA offers an extensive interdisciplinary qualification programme with courses in the fields of Research Methods, Academic and General Communication, Leadership, Management, Career Management and Application, Languages as well as Teaching in Higher Education. Thus the opportunity is given to meet challenging tasks in research and teaching successfully and simultaneously acquire varied qualifications for future tasks in science and teaching, business and society.

The current course offer is permanently published and updated on our website:



<http://tu-freiberg.de/grafa/weiterbildung>

3.3 COUNCELLING

The multifaceted counselling service of GraFA is addressed to all doctoral candidates of TU Bergakademie Freiberg and comprises topics like application procedure, financing, structured doctoral studies, offers of advanced training and the doctorate procedure.

In addition to that we are assisting doctoral candidates with critical situations in the framework of individual and private conversations. Especially international young academics benefit from this, since it is not always easy to handle the intercultural differences in the host country. We support them in getting familiar with the different teaching, learning and research methods. During counselling, approaches to solving the problem will be developed and guidance will be given. The aim is a successful completion of the doctorate.

3.4 PERSONS TO CONTACT

Visitor's address:

Prüferstraße 2, 09599 Freiberg
<https://tu-freiberg.de/en/grafa>

Director:

Dr. Kristina Wopat
Phone: +49 3731 39 3026
Fax: +49 3731 39 3367
E-mail: Kristina.Wopat@grafa.tu-freiberg.de

Tenure Track Programme, EURECA PRO:

Dr. Theresa Wand
Phone: +49 3731 39 3027
Fax: +49 3731 39 3367
E-mail: Theresa.Wand@grafa.tu-freiberg.de

Promotionsamt (Office for Doctorate Affairs):

Katrin Langer
Phone: +49 3731 39 2009
Fax: +49 3731 39 3367
E-mail: K.Langer@grafa.tu-freiberg.de
Office hours: Monday to Friday 09:00 - 12:00 Uhr
and by prior arrangement over the phone

Coordination and Councillng:

Dr. Corina Dunger
Phone: +49 3731 39 3537
Fax: +49 3731 39 3367
E-mail: Corina.Dunger@grafa.tu-freiberg.de
Office hours: Tuesday and Thursday 13:00 - 15:00 Uhr
and by prior arrangement over the phone

Empower, Integra Be-Pro:

Dr. Desmond Okwor
Telefon: +49 (0)3731 39 33355
Fax: +49 (0)3731 39 3367
E-Mail: Desmond-Arinze.Okwor@grafa.tu-freiberg.de

4 DOCTORAL STUDIES

With a doctorate you prove that you are able to work independently and academically, and to develop further your branch of science as well as its theories or methods with the results of your research.

Academic work is based on fundamental principles which are alike in all countries and in all scientific disciplines, with honesty towards oneself and others leading the way. At the same time it is the ethical principle and basis of good scientific practice. Good scientific practice is the precondition for productive and internationally recognised scientific work.

The TU Bergakademie Freiberg in its research and academic works is oriented towards the principles of good scientific practice. On the basis of the recommendations of the Deutsche Forschungsgemeinschaft (DFG) the university has issued Regulations for the Protection of Good Scientific Practice, so that all academics and students can become acquainted with the contents of good scientific practice and develop awareness for it.

In the framework of the “Declaration of Intent” (chapter 1.2) you commit yourself to working according to the principles of good scientific practice and observe the respective rules. Therefore it is important that you are familiar with our Regulations for the Protection of Good Scientific Practice. You can look it up on the GraFA-website:



<https://tu-freiberg.de/en/grafa/regulations-and-guidelines>

4.1 TYPES OF DOCTORAL STUDIES

The Regulations of the Faculties for the Award of Doctorates at the TU Bergakademie Freiberg allow the doctoral candidates to choose from the options of performing their doctorate traditionally or in the framework of structured doctoral studies.

The question as to what the difference is between the structured doctoral studies and the traditional doctorate is answered in the following two chapters.

4.1.1 Traditional Doctorate

With the traditional doctorate you predominantly concentrate on your research on the doctorate topic. If required, however, you can also acquire some interdisciplinary additional qualifications.

The doctorate consists of the following parts:

- ◆ Doctoral thesis
- ◆ Rigorosum (Viva voce, only at faculties 3, 5 and 6)
- ◆ Public defence of the thesis

The viva voce (Rigorosum) is an oral examination which provides proof of a candidate’s knowledge of the broader subject area; an Examination Board tests the candidate’s knowledge of a major and a minor subject. The major subject must be in the field or interdisciplinary area of the thesis. The minor subject of the viva must be clearly distinct from yet still meaningfully connected to the major subject. (see § 14 Regulations of the Faculties for the Award of Doctorates at the TU Bergakademie Freiberg).

4.1.2 Structured Doctoral Studies

With structured doctoral studies you acquire interdisciplinary qualifications and those relevant to the subject area additionally to your research, which are important key skills that systematically prepare you for your future role as manager and open up excellent career prospects.

You can conduct this training either individually (own timetable) or in the framework of a graduate school.

Individual doctorate

The structured doctoral studies can be carried out without affiliation to a graduate school. Here the individual programme arranged by you as agreed with your supervising professor conforms to the guidelines of the responsible Faculty Board (see Enclosures 1 to 6).

Doctoral Studies within a Graduate School or Junior Research Group

Similarly, the structured doctoral studies can be carried out in the framework of a graduate school. The doctoral candidates pass through a study programme which is aligned with the scientific subject matter of the graduate school.

Graduate Schools at our University (www.grafa.tu-freiberg.de → [Doctorands](#) → [Graduate Schools](#)):

- Dr. Erich Krüger Research School "Biohydrometallurgical Centre for Strategic Elements"
- Graduate School of the collaborative research centre (SFB) 799 "Trip-Matrix-Composite"
- Graduate School of SFB 920 "Multi-Functional Filters for Metal Melt Filtration – a Contribution Toward Zero Defect Materials"
- Graduate School of the Institute of Industrial Archaeology and History of Science and Technology "History of the TU Bergakademie Freiberg in the 21st century"

You can find the current **ESF-Junior Research Groups** via the following link:



[tu-freiberg.de/forschung/forschungsprojekte/projekte](http://www.tu-freiberg.de/forschung/forschungsprojekte/projekte) →
Europäischer Sozialfond ESF: Nachwuchsforschergruppen

Already at the beginning of the doctorate you should suggest your plan for the structured doctoral studies, including courses, seminars and additional work (as substitute for the viva voce, only at faculties 3, 5 and 6), submit it to the Faculty Board and apply for approval (page 5 of the Declaration of Intent, see Chapter 1.2). In this case you have the right to substitute the viva if you have accomplished all the required work.

Please also use the extensive course offers of the GraFA for the planning of the programme you intend to perform during the structured doctoral studies (see chapter 3.2).

Characteristics of the structured doctoral studies are:

- Besides the research on the topic of your doctorate you complete a subject-related study programme and obtain additional interdisciplinary qualifications.
- A Supervision Agreement, which must contain the research and learning objectives, a timetable and a work plan and details of annual reports, can be concluded between the doctoral candidate and the supervising professor.

- Contacts with a relevant professional institution (business, research institute etc.) or with a cooperating university are promoted if this is appropriate for the matter of the doctorate
- In the framework of structured doctoral studies teaching activity will be awarded with credit points.
- The viva can be substituted upon application after the successful completion of the structured doctoral studies and the achievement of at least 15 credit points (Faculties 3, 5 and 6).

Achievements required:

- ◆ Doctoral thesis
- ◆ Structured Doctoral Studies including assessment with marks (Voluntarily at Faculties 2 and 4, at faculties 3, 5 and 6 as a substitute for the viva voce)
- ◆ Public defence

4.2 CREDITS

For participation in course work in the framework of structured doctoral studies credits are awarded.

Upon application the viva voce can be substituted if the required number of 15 credits has been gained and the application for substitution of the viva has been agreed upon by the responsible Faculty Board.

The calculation of credits for additionally achieved performances follow the specific rules of the faculties.

Please note that the faculties and graduate schools can issue further requirements. They are also allowed to make specifications as to the relative parts of the subject-specific study programme and interdisciplinary additional qualifications. The faculties also determine which performances are required and which performances are accepted from degree programmes other than those Bachelor's, Master's or Diplom degree programmes qualifying the candidate to undertake a doctorate. Precondition for the recognition of performances in courses from Bachelor's, Master's or Diplom degrees is that these classes have not already been completed in the framework of those courses qualifying to undertake the doctorate.

The specific rules of the responsible faculties and graduate schools for the substitution of the viva voce can be obtained from enclosures 1 to 6.

4.3 DOCTORATE PROCEDURE

As soon as you have finished writing the thesis and want to submit it, the doctorate procedure begins. It consists of:

1. the application for the opening of the doctorate procedure
2. the appointment of the reviewers and members of the Doctorate Board
3. the viva voce (Rigorousum) or comparable scientific achievement (see chapter 4.3.2, only at faculties 3, 5 and 6)
4. the public defence of the thesis and
5. the publication of the thesis.

4.3.1 Opening of the Doctorate Procedure – Applying for a Doctorate

The application for a doctorate must be submitted in writing to the GraFA (Office for Doctorate Affairs). The complete application for the opening of the doctorate procedure is then forwarded to the Dean of the Faculty at which you carry out the doctorate. Beside the five copies of the thesis, the application must include a number of other documents, which are specifically named in §8 of the Regulations of the Faculties for the Award of Doctorates.



<https://tu-freiberg.de/en/grafa/regulations-and-guidelines>

By that date at the latest the application for substitution of the viva voce by comparable scientific achievement also has to be submitted.

If all conditions are met, the Faculty Board opens the doctorate procedure and the reviewers and a Doctorate Board are appointed. Furthermore, the major and minor subject as well as the examiner for the viva is determined or else it will be decided on the application for substitution of the viva voce (only at faculties 3, 5 and 6).

4.3.2 Doctorate Requirements

The doctorate consists of the following partial achievements:

- ◆ Doctoral thesis

- ◆ Viva voce (Rigorousum, only at faculties 3, 5 and 6) or comparable scientific achievement in the framework of structured doctoral studies (faculties 2, 3, 4, 5, 6)
- ◆ Public defence of the thesis

Detailed descriptions of these doctorate achievements as well as their assessment are given in §§ 11 to 17 of the Regulations of the Faculties for the Award of Doctorates:



<https://tu-freiberg.de/en/grafa/regulations-and-guidelines>

Attention should be paid to the fact that all partial performances have to be marked at least “rite” in order for the doctorate procedure to be passed. Viva voce and defence can be repeated once if one of the achievements or both have been marked “failed”.

The final mark of the doctorate procedure results from the marks of the partial performances and is determined by majority vote of the Doctorate Board.

4.3.3 Publication of Thesis

The doctoral candidate is obliged to make accessible to the academic community their accepted doctoral thesis within one year of the public defence.

This obligation is fulfilled by making available five bound copies of the thesis to the university library free of charge. Furthermore the distribution of the thesis has to be guaranteed, optionally by:

- ◆ publication in one or more internationally recognised scientific journals
- ◆ delivery of 20 additional bound copies to the university library
- ◆ distribution via commercial publishers
- ◆ publication on the document server Qucosa (<http://tubaf.qucosa.de>)

Please also read §18 of the Regulations of the Faculties for the Award of Doctorates (<https://tu-freiberg.de/en/grafa/regulations-and-guidelines>).

Upon delivery of the obligatory copies to the university library you get a written receipt which you have to submit to the GraFA (Office for Doctorate Affairs). After all requirements (including publication of thesis) have been met, you will be awarded the doctoral certificate. Only the receipt of the doctoral certificate confers the right to use the title of Doctor.

5 SUPPORT SERVICE AND REPRESENTATION OF INTERESTS

5.1 SUPPORT SERVICE FOR INTERNATIONAL DOCTORAL CANDIDATES AT A GLANCE

Several student initiatives at TU Bergakademie Freiberg with their dedicated work enable cultural and social guidance for international students and doctoral candidates. These include the following programmes and projects (examples)

Mentoring Programme



<https://tu-freiberg.de/en/international/buddy-programme>

This programme is supported by the IUZ (International Centre) and conducted by students of the TU Bergakademie who have been abroad themselves for a longer period of time and can use their experience within this initiative. They pursue the goal of assigning a mentor for all newly arrived international students and doctoral candidates who will pick them up from the train station and support them in house hunting. During the first days and weeks the mentors accompany you on visits to the authorities and will also be available as personal point of contact afterwards. Especially the international weekend conducted yearly by the mentoring programme is designed for integrating the newcomers right from the beginning - not only into the university and student life but also into the city.

AKAS Arbeitskreis Ausländischer Studierender (Study Group of International Students)



<http://tu-freiberg.de/en/akas>

This study group of the student council consists of international and German students and doctoral candidates who see themselves as contact persons for foreign fellow students and organise events together. The basic idea was to support foreign students with student government and get into conversation with them about their problems, but also ideas and suggestions concerning the shaping of student life.

There is close collaboration between the AKAS, IUZ and GraFA.

Language Tutors Programme



<https://tu-freiberg.de/akas/sprachtutoren>

The language tutors are women and men from Freiberg and its surroundings. They are open-minded and would like to help others with their skills and experience. They assist students and doctoral candidates with proofreading (not subject-specific) of papers, like longer essays, special projects, Bachelor's, Master's or Diplom theses, doctoral theses, applications and publications.

The language tutors programme is organised by the Study Group of International Students (AKAS) and the Freiwilligenbörse Freiberg (group of volunteers), which is sponsored by Lichtpunkt e.V.

Kontakt:

- AKAS:
Ms Manuela Junghans
E-mail: manuela.junghans@iuz.tu-freiberg.de

Language Mentors Programme:



<https://tu-freiberg.de/akas/sprachpaten>

Language mentors are citizens of Freiberg who meet foreign students on a regular basis in order to communicate with them in the German language. This helps to improve your language skills.

At the same time, both sides, students and mentors, experience many new things concerning country and culture of the dialogue partner. Precondition for participation in the programme is knowledge of the German language on level A1.

Also the Language Mentors programme is coordinated by the Study Group of International Students (AKAS) and the Freiwilligenbörse of the Lichtpunktverein Freiberg.

Language Tandem Project

In the Language Tandem Project one foreign and one German student each regularly meet in order to support one another in learning the other language and to improve their language skills, respectively.

If you are interested please send an e-mail to: tandem@iuz.tu-freiberg.de

ISIS – Project (International Students in Schools)



<https://tu-freiberg.de/en/international/students-in-schools>

The ISIS-project is an initiative coordinated by the IUZ aiming at integrating international students not only into the university, but also into life of the city of Freiberg and neighbouring cities and municipalities. This project is supposed to foster the appreciation of foreign students by children and the rest of the population at an early stage through mutual activities in schools and impart German culture to the students through personal contact. For this purpose they visit schools and represent themselves as well as their country and its cultural characteristics.

All these projects and initiatives enable a fast integration into our university community and contacts to German fellow students and inhabitants of the city of Freiberg, so that you can quickly become an active part of student and social life.

Contact for all Programmes:

Ms Manuela Junghans
Prüferstraße 2
09599 Freiberg
Phone: 03731 39 3241
E-mail: manuela.junghans@iuz.tu-freiberg.de

5.2 PROMOVIERENDENRAT (PRORAT) (COUNCIL FOR DOCTORAL CANDIDATES)

The Promovierendenrat (ProRat) (Council for Doctoral Candidates) is the representation of doctoral candidates at TU Bergakademie Freiberg. ProRat is not an official committee but elected in the framework of a doctoral candidate plenary assembly. It is the direct contact for individual questions and problems of doctoral candidates and sees itself as political agent who would like to influence trend-setting decisions of university politics. There are therefore regular discussions of the ProRat to which all doctoral candidates are cordially invited.

Contact:

E-mail: info@prorat.tu-freiberg.de

Internet: www.prorat.tu-freiberg.de

5.3 DOCTORAL STUDIES WITH CHILD: FAMILY-FRIENDLY UNIVERSITY

The birth of a child brings about numerous changes. Especially during doctoral studies this often leads to a double burden and many young parents desire assistance in dealing with this new phase of life.

The TU Bergakademie Freiberg is a family-friendly university. It takes a stand for the compatibility of studies, academic career, professional life and family formation as well as accomplishment of family-related duties, like caring for relatives. For this goal the university works in the framework of different activities and networks.

In 2014, TU Bergakademie Freiberg was awarded the certificate "family-friendly university" by the berufundfamilie gGmbH and thus committed itself to a range of measures for the protection of the compatibility of family and career. The university is also a member at the Best Practice Club "Familie in der Hochschule" (Family at the university) since May 2014.

Detailed information on this topic can be found on the homepage:



<http://tu-freiberg.de/universitaet/familienfreundlichkeit-und-gleichstellung>

- Declaration of Intent (incl. supervisors acceptance) submitted to the Faculty Board
- Application form for Admission to Studies for Foreign Applicants
- Funding secured
- Applied for visa
- Took out health insurance for entry
- Informed mentor about date of arrival
- Found accommodation and signed rental agreement
- Registered at Bürgerbüro (Citizens Advice Bureau)
- Opened bank account
- Took out health insurance for the stay in Germany
- Took out liability and accident insurance
- Paid the tuition fees
- Enrolled at TU Bergakademie Freiberg
- Extended residence permit
- Got in touch with the responsible faculty
- Registered with the university library
- Applied for an E-mail address at the university computing centre
- Registered with the Graduate and Research Academy

Enclosure 1	Rules of the Faculty of Chemistry and Physics for structured doctoral studies	Seite 47
Enclosure 2	Rules of the Faculty of Geosciences, Geoengineering and Mining for the substitution of the viva voce with comparable scientific achievements	Seite 50
Enclosure 3	Rules of the Faculty of Mechanical, Process and Energy Engineering for structured doctoral studies	Seite 52
Enclosure 4	Rules of the Faculty of Materials Science and Technology for the substitution of the viva voce with comparable scientific achievements	Seite 54
Enclosure 5	Rules of the Faculty of Business Administration for the substitution of the viva voce with comparable scientific achievements	Seite 57
Enclosure 6	Rules of the graduate schools for structured doctoral studies	Seite 58
Enclosure 7	Overview of Health Insurances	Seite 59

Enclosure 1

Rules of the Faculty of Chemistry and Physics

Rules as of 12th of April 2010 and 17th of Oktober 2017,
Supplement to § 15 of the Rules of the Faculties for the
Award of Doctorates of 26th of July 2017

Acquisition of at least 15 CP, at least 4 of which need to be acquired for modules relevant to the subject and include a mark. Max. 6 CP can be acquired by proof of teaching activity. The remaining credits can be acquired by interdisciplinary additional qualifications.

Achievements relevant to the subject

Participation in modules relevant to the subject of the doctorate from a Bachelor's/ Master's degree programme or from a doctorate programme of TU Bergakademie Freiberg or other universities/research institutes. Accepted for credit will only be those modules that have not already been taken in the doctoral candidate's own Master's or Diplom programme.

Teaching Activity

For every 1 hr/wk per semester (1 SWS) 0.5 CP will be calculated. The teaching activity is to be attested by the supervising professor.

Additional Qualification

1. Max. 3 CP can be acquired for presentations. For own presentations at international conferences 1 CP per presentation, and for presentations at established national conferences 0.5 CP are awarded.
2. Max. 4 CP can be acquired for publications. For journals listed in Scopus leading authors acquire 2 CP and co-authors acquire 1 CP.
3. For the successful completion of interdisciplinary GraFA-modules 3 CP are accepted.

Achievement		Faculty 2
Interdisciplinary seminars and seminars relevant to the subject	Lectures without assessment	per 2 hrs/wk per semester (2 SWS) 1 CP
	Lectures with assessment	3 CP
	Modules	Number of credits according to the regulations in the module manual of the relevant degree course (if all achievements mentioned in it have been performed)
	Courses	30 hours each 1 CP
		At least 4 CP have to be from courses relevant to the subject, courses from Bachelor's, Master's or Diplom degree courses
Key skills	Courses	30 hours each 1 CP Number of courses acceptable for credit restricted to max. 3 CP
Teaching	Teaching	1 hr/wk per semester (1 SWS) = 0.5 CP additionally preparation and rework time is accepted max. 6 CP may be credited
Additional academic achievement		Acceptance of additional achievements: yes Number restricted
	Presentations at Conferences	0.5 CP for presentations at established national conference 1 CP for presentations at international conference max. 3 CP may be credited
	Publications	Credits for publications in journals listed in Scopus: 2 CP for leading authors 1 LP for co-authors max. 4 CP may be credited
	Posters	no acceptance of credit
	Supervision of Students' Dissertations	no acceptance of credit
	Patents	no acceptance of credit
Special regulations for graduates who hold a degree unconnected with the subject or whose (foreign) degree only qualifies for a doctorate with restrictions		Individual decision Requirements mentioned in Declaration of Intent have to be performed additionally

Rules of the Faculty of Geosciences, Geoengineering and Mining

Achievement	CP	CP Minimum/Maximum number according to new Regulations of the Faculties for the Award
Special knowledge of main topic of the doctorate		
Lecture		At least 4 CP from courses relevant to the subject in which a graded certificate of completion has been acquired
Specific short courses	In case of amount of 2 hrs/wk per semester (2 SWS)/ 30 hrs: 3 (with assessment ²) 1 (without assessment ²)	
Modules	According to the regulations in the module manual (if all achievements mentioned in it have been performed)	
Interdisciplinary knowledge		
Lecture		
Specific short courses	In case of amount of 2 hrs/wk per semester (2 SWS)/ 30 hrs: 3 (with assessment ²) 1 (without assessment ²)	
Modules	According to the regulations in the handbook of modules (if preconditions are fulfilled)	

In Letter of Intent issued requirements must be provided additionally

Rules of the Faculty of Mechanical, Process and Energy Engineering

Rules as of 09.11.2010

1. Submission of a detailed study programme for acquisition of subject-specific achievements for structured doctoral studies (confirmed by the supervisor) with the Faculty Board before beginning of the training.
2. Acquisition of at least 15 CP of which at least 4 CP but maximal 8 CP have to be acquired for modules relevant to the subject and include a mark. Max. 6 CP can be acquired by proof of teaching activity. The remaining credits can be proven by additional interdisciplinary qualifications.

Graded Achievements Relevant to the Subject

1. Participation in modules relevant to the subject in the area of the doctorate from a Master's degree programme or from a doctorate programme of TU Bergakademie Freiberg. Accepted for credit will only be those modules that have not already been taken in the doctoral candidate's own Master's or Diplom programme.
2. The respective examinations have to be taken. Before the examination an application for acceptance of the respective examination mark as Viva mark has to be submitted.
3. Free attempts to improve the mark are not permitted.
4. If several module examinations are taken, the mark for the structured doctoral studies results from the arithmetic average weighting the credits of the module marks.

Additional Interdisciplinary Qualifications

1. Own presentation at conferences, at least 1 presentation, max. 4 CP (1 CP per presentation),
2. Accepted publications in peer-reviewed journals as leading author, at least 1 article, max. 6 CP (2 CP per publication)
3. Completed GraFA-courses,
4. Supervision of dissertations (final thesis, Bachelor's and Master's thesis), max. 4 CP (1 CP per thesis)

Achievement	CP	CP Minimum/ Maximum number according to new Regulations of the Faculties for the Award of Doctorates
Soft Skills and Management		
Courses	Depending on number of hours According to number of hours, attendance and preparation and rework time 30 hrs = 1 CP	
Additional achievement (the respective Faculty that is responsible for the doctorate decides about acceptance of these achievements)		
Presentation at national specialist conferences	1	
Presentations at international specialist conferences	2	
Poster at national specialist conferences	0,5	
Poster at international specialist conferences	1	
Publication in national journal	1	
Publication in international journal	2	
Book publication national	2	
Book publication international	4	
Grant of a patent	4	
Giving seminars/lectures	Per given hrs/wk per semester (SWS) = 2 CP (incl. preparation and rework time)	max. 6 CP
Supervision of students' final papers	0,5	
15 CP in total have to be acquired		

Teaching Performance

Own teaching activity that exceeds the own teaching load, max. 6 CP (1 CP corresponds to 1 hr/wk per semester (1 SWS) of teaching of different types of courses; if the same course is given repeatedly in a following semester, there is no further acceptance of credits).

Graduate Schools

Doctoral candidates who do doctoral studies in the framework of a graduate school have to fulfil the requirements of the according study programme. The number of credits to be proven can exceed the mentioned requirements.

Achievement		Faculty 4
Interdisciplinary seminars and seminars relevant to the subject	Modules	Number of CP according to the regulations in the module manual of the relevant degree programme (if all achievements mentioned in it have been performed)
	Courses	30 hours each 1 CP
		At least 4 CP have to be from courses relevant to the subject with graded certificate of completion courses from Bachelor's, Master's or Diplom degree courses
Key skills	Courses	30 hours each 1 CP
Teaching	Teaching	max. 6 CP own teaching activity that exceeds the own teaching load 1 hr/wk per semester (1SWS) = 1 CP
Additional academic achievement		Acceptance of additional qualification: yes Number restricted
	Presentations at Conferences	1 CP per presentation, max. 4 CP may be credited
	Publications	2 CP per publication, if leading author; accepted publications in peer-reviewed journals, max. 6 CP may be credited
	Posters	no acceptance of credit
	Supervision of Students' Dissertation	Diplom-, Bachelor's or Master's thesis 1 CP per dissertation max. 4 CP may be credited
	Patents	no acceptance of credits
Special regulations for graduates who hold a degree unconnected with the subject or whose (foreign) degree only qualifies for a doctorate with restrictions.		case-by-case review In Letter of Intent issued requirements must be provided additionally.

Enclosure 4

Rules for the Faculty of Materials Science and Technology:

Please contact either the Dean of the Faculty:

Prof. David Rafaja (E-mail: david.rafaja@ww.tu-freiberg.de)

or the Deanery Councillor

Dr. Ulrike Mörters (E-mail: Ulrike.Moerters@ww.tu-freiberg.de).

Enclosure 5

Rules of the Faculty of Business Administration:

Case-by-case decisions of the Faculty Board. Please contact either the Dean of the Faculty:

Prof. Carsten Felden (E-mail: Dekan.Fak6@bwl.tu-freiberg.de)

or the Deanery Councillor.

Enclosure 6

Rules of the Graduate Schools:

- ◆ Graduate School of the collaborative research centre (SFB) 799 "Trip-Matrix-Composite" Information on the rules of this graduate school can be received by the speaker of the collaborative research centre, Dr. Peter Michel (Email: Peter.Michel@iwt.tu-freiberg.de). (E-mail: Peter.Michel@iwt.tu-freiberg.de).
- ◆ Graduate School of the SFB 920 "Multifunctional Filters for Metal Melt Filtration – a Contribution Toward Zero Defect Materials"
- ◆ Please contact the speaker of the PhD research group Prof. Christos G. Aneziris (E-mail: Christos.Aneziris@ikgb.tu-freiberg.de).
- ◆ Graduate school "Photovoltaics": see rules of the Faculty of Chemistry and Physics
- ◆ Graduate school of the Biohydrometallurgical Centre for Strategic Elements: see regulations of the Faculty of Chemistry and Physics
- ◆ Graduate School of the Institute of Industrial Archaeology and History of Science and Technology: History of the TU Bergakademie Freiberg in the 21st century: see rules of the Faculty of Business Administration

Enclosure 7

HEALTH INSURANCES

Statutory Health Insurances

Techniker Krankenkasse www.tk-online.de/freiberg

Poststraße 11
09599 Freiberg
Phone: 03731 20 23 22
Fax: 03731 20 23-25
E-mail: freiberg@tk.de

Opening hours
Mo, Wed 09:00 - 15:00 Uhr
Tue, Thu 09:00 - 17:00 Uhr
Fri 09:00 - 13:00 Uhr
and by arrangement

Allgemeine Ortskrankenkasse Freiberg www.aok.de

AOK Student Service Freiberg
Dörnerzaunstraße 1
09599 Freiberg
Phone: 0800 2471001
or 03731 37674206
Fax: 0800 2471002906
E-mail: andrea.mueller@plus.aok.de

Opening hours
Mo, Tue und Thu 09:00 - 18:00 Uhr
Wed, Fri 09:00 - 14:00 Uhr

Barmer Ersatzkasse www.barmer-gek.de

Bahnhofstraße 8
09599 Freiberg
Phone: 0800 332060 206300
or: 0371 43411 206300
Fax: 0800 332060 206349
E-mail: Freiberg@barmer-gek.de

Opening hours
Mo, Thu 08:00 - 17:00 Uhr
Tue 08:00 - 18:00 Uhr
Wed, Fri 08:00 - 13:00 Uhr
and by arrangement

Deutsche Angestelltenkrankenkasse www.dak.de

DAK-branch Freiberg
Waisenhausstraße 7
09599 Freiberg
Phone: 03731 300790
Fax: 03731 300797120
E-mail: service724100@dak.de

Opening hours
Mo, Tue, Thu 09:00 - 13:00 Uhr
Wed 09:00 - 14:00 Uhr

IKK classic www.ikk-classic.de

Mühlenweg 5
09599 Freiberg
Phone: 03731 7882-0
Fax: 03731 7882-33

Öffnungszeiten
Mo - Wed 07:30 - 17:00 Uhr
Thu 07:30 - 18:00 Uhr
Fri 07:30 - 15:00 Uhr

Private Health Insurances

Insurance Brokers GmbH Beckert & Dömel

Insurance Broker
Mandy Funke
Borngasse 5a - 7a
09599 Freiberg
Phone: 03731 203000
Fax: 03731 2030021
E-mail: service@beckert-doemel.de

Opening hours
Mo - Thu 08:00 - 12:00 Uhr
and 13:00 - 18:00 Uhr
Fri 08:00 - 12:00 Uhr

DEVK www.devk.de

DEVK-Beratungsstelle Freiberg
Steffen Schilk
General agent - GA
Bahnhofstraße 28
09599 Freiberg
Phone: 03731 22-590
Fax: 03731 22-500
Mobile: 0170 5544314
E-mail: Steffen.Schilk@vtp.devk.de

Opening hours
Mo, Fri 09:00 - 12:00 Uhr
Tue, Thu 09:00 - 12:00 Uhr
and 14:00 - 18:00 Uhr

Signal Iduna www.signal-iduna.de

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