

# Information on important issues of the PhD study program

Faculty of Geosciences

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The legal basis of the study program is the PhD regulations (*Promotionsordnung vom 3.6.2016*; <http://www.uv.ruhr-uni-bochum.de/dezernat1/amtliche/ab1158.pdf>; *Amtliche Bekanntmachung Nr. 1158*). The German text only is legally binding. The information at hand gives you a helping hand to some of the intricate formalisms. For details please turn to your supervisor or the office of the dean. Further information and forms (in German) can be found here:

<http://www.gmg.rub.de/geos/umsetzung.html>; <http://www.gmg.rub.de/geos/formulare.html.de>

## General character of the PhD study program

The centerpiece of the PhD program is your individual PhD research project and the publications connected to it.

Beyond that you have to take part in events courses and participate in other study activities listed in the following:

- Preparatory studies: For those of you who are accepted as a PhD students with imposts (§ 5 *Abs. 1b*; “auf die Promotion vorbereitende Studien”) to study specific individually determined teaching courses, successful attendance has to be attested. There is no printed form for that. You have to negotiate with your supervisor in close communication with the office of the dean. If you are not sure, check your letter of acceptance for imposts and ask your supervisor.
- PhD colloquium (*Promotionskolloquium*; [http://www.gmg.rub.de/mam/content/bescheinigung\\_leistungen.pdf](http://www.gmg.rub.de/mam/content/bescheinigung_leistungen.pdf)): PhD students report on their research projects to an audience of PhD students from all the disciplines of the faculty. The aim is to arouse the other PhD student colleagues’ interest in your own research question, reason the relevance, explain scientific approach and methodology and report major findings. This presentation is by no means an easy tasks, it is a challenge of the kind that you will face many times in your post-PhD career. Take it seriously and do not try to impress the audience with sophisticated scientific details that takes expertise for granted. Do not double or confuse the expert presentation with this talk. It should be in a way which everyone can understand.
  - Exemptions from the PhD colloquium have to be approved by the PhD commission of the faculty.
  - For details of the PhD colloquium (organization, positions etc.) turn to the following chapter of this hand-out.
- Scientific congresses and workshops (*Tagungen*; [http://www.gmg.rub.de/mam/content/bescheinigung\\_leistungen.pdf](http://www.gmg.rub.de/mam/content/bescheinigung_leistungen.pdf)): You will give a scientific oral or poster presentation – from expert-to-expert on your research findings.
- Disciplinary colloquia of the Departments of Geography or Geology, Mineralogy and Geophysics (*Fachwissenschaftliche Kolloquien des Geographischen Instituts oder des Instituts für Geologie, Mineralogie und Geophysik* [http://www.gmg.rub.de/mam/content/bescheinigung\\_leistungen.pdf](http://www.gmg.rub.de/mam/content/bescheinigung_leistungen.pdf)): attendance of these colloquia will further broaden your perspective beyond your specialized research project.

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- Exemption from the disciplinary colloquia and substitution by other offers, such as mentioned below as non-mandatory) has to be reasoned, approved by the supervisor and documented to the office of the dean.
- Non-mandatory
  - RUB Research School, Graduate Schools and others: Actually, you are free to choose as many or as few courses according to your preferences. You may want to follow (but you don't have to) the package offer by the research school that will earn you a qualification certificate by the Research School.

## PhD colloquium (*Promotionskolloquium*)

**Reason:** According to the PhD regulations (*Promotionsordnung vom 3.6.2016*) the PhD colloquium is mandatory for all PhD students of the faculty and has to be organized by themselves (§ 6a Abs. 1 (1) of the “Promotionsordnung”).

**Basic idea:** Being a platform for exchange on scientific issues among the different disciplines of geosciences and to get to know different perspectives; cf. above.

**PhD students meeting:** 4 “PhD students meetings” are scheduled each semester

- Dates are fixed according to a template that is:
  - 1<sup>st</sup> meeting: 1<sup>st</sup> Monday of a semester (generally midmonth), 17:00-18:00
  - 2<sup>nd</sup> meeting: 1<sup>st</sup> Tuesday of the following month, 13:00-14:00
  - 3<sup>rd</sup> meeting: 1<sup>st</sup> Wednesday of the following month, 15:00-16:00
  - 4<sup>th</sup> meeting: 1<sup>st</sup> Thursday of the following month, 17:00-18:00
 This template may guarantee that everybody has the chance to participate in at least one meeting per semester; even if she or he is employed outside the university. PhD students can agree at the 1<sup>st</sup> meeting that further PhD students meetings should only take place if there is something important to discuss.
- Each student registered as a PhD student is most welcome to participate in the 1<sup>st</sup> PhD student meeting of a semester. In this meeting, the important aspects of the current semester are planned, discussed and fixed. Agenda items are:
  - Determine the presenters for the next PhD colloquium as well as a moderator
  - Designate the PhD speaker for the next two semesters (e.g. only in winter semesters)
  - Designate a substitute of the PhD speaker for the next two semesters (e.g. only in summer semesters), if the PhD speaker is from geology his/her substitute should be from geography and vice versa
  - Elect representative and substitute for the Committee of Faculties (*Fakultätenausschuss der Research School*) as well as representative and substitute for the PhD commission of the faculty “*Promotionsausschuss*”
  - Discussing how to improve the structure of the PhD colloquium and general issues like topics concerning Research School, introducing new PhD students etc.

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**PhD colloquium (itself):** a conference-like meeting taking place every semester (one or maximum two meetings each semester)

- The participation in at least one colloquium of each semester is mandatory for all PhD students of the faculty.
- Once during PhD time everybody has to give a presentation in this colloquium and the first or second supervisor of each presenter has to be present (according to (§ 6a Abs. 1 (1) of the PhD regulations (*Promotionsordnung*)).
- The moderator/chairman is usually a volunteer from the group of (previous) presenters.
- Duties of the moderator/chairman (Moderating the PhD colloquium):
  - Introducing the speakers with few sentences: name, subject, general field of study, summarizing sentence for the upcoming presentation (The presenters have to send the information via email to the moderator/chairman).
  - Moderation the discussion
  - Taking care (roughly) that each presenter sticks to the time frame.
- Presenters and the moderator/chairman are determined in the 1<sup>st</sup> meeting of the semester.
  - Those who are determined in the 1<sup>st</sup> meeting of the semester will give a presentation of about 15 min + 5 min discussion
  - It is important that the talk should be generally understandable (for PhD-students of other disciplines).
  - The date(s) of the PhD colloquium will be determined among the presenters because it strongly depends on the schedules of their supervisors. Presenters inform the PhD speaker who will announce the date immediately via email list to all PhD students.
- The PhD colloquium booklet will be circulated for signatures to prove attendance of everybody.

**Positions:** There are positions in the context of the PhD colloquium with different duties.

**PhD Speaker and substitute:**

- Will be determined at the 1st meeting
- Ideally the speaker is determined from geology and his/her substitute from geography and vice versa.
- Duties:
  - The new speakers have to announce themselves in the dean's secretary to replace the predecessor.
  - Sending a reminder email before each PhD students meeting / colloquium takes place, e.g. one week before
  - Get the PhD colloquium booklet from the dean's office for the PhD colloquium
  - Moderating all PhD meetings, i.e. at least one of the speakers or substitutes has to be present at each meeting. In this context, setting up an agenda, if necessary (which should be announced in advance)
  - Gathering information if regulations are unclear or general questions concerning Research School are raised (BUT! individual and very case specific questions have to

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be cared for individually, i.e. in case of the Research School with the coordination office). The speaker and the substitute are no personal servants!

- Forwarding news / information concerning PhD guidelines, Research School, PhD colloquium (e.g. summary of important aspects of a PhD meeting, new regulations etc.)
- Organizing the PhD colloquium:
  - Booking a room (e.g. HZO, NA3/99 online via <http://www.uv.rub.de/dezernat2/hoersaalvergabe.htm>)
  - Preparing a poster with date, time, room, name of presenters and titles of the presentations (a poster template will be provided by the previous speakers)
  - Hanging up the poster in the NA building (each relevant floor **as well as in front of the dean's office**) at least one week before the PhD colloquium takes place
  - Giving one poster (print-out and digital version) to the dean's secretary to initiate posting on the web page
  - Glueing one poster in the PhD colloquium booklet, under which participants of the colloquium will place their signatures

## Representative and substitute for PhD commission of the faculty (*Promotionsausschuss*):

- The PhD commission of the faculty (*Promotionsausschuss*) decides on the implementation of the doctoral procedure as well as on all questions regarding the PhD regulations.
- The PhD student representatives are nominated from their group by a majority and appointed by the PhD commission of the faculty (*Promotionsausschuss*). PhD student representatives do not have the right to vote in decisions concerning the evaluation of scientific content.
- Duties:
  - Representative and substitute attend the meeting of the faculty's PhD commission (*Promotionsausschuss*) representing the PhD students of our faculty

## Representative and substitute for the Committee of Faculties (*Fakultätenausschuss*; meetings at RUB Research School):

- A meeting where representatives of each faculty will participate (one for the PhD students, one for the professors). All participants have the same voting right. In this meetings general topics concerning the development of the Research School, a general framework of PhD guidelines for all faculties and other general/ non-faculty specific topics will be addressed. (BUT! This committee has no power to pass legislations – only suggestions can be developed and forwarded to the faculty councils, which have to evaluate this separately).
- PhD representative and substitute need to be identified each 2 semesters (in the 1<sup>st</sup> meeting of the summer semester (SoSe) for the following winter semester (WiSe), because the names of the next representatives have to be forwarded to the dean's secretary early in advance)
- Ideally both institutes are present in these positions (Representative: geologist, substitute: geographer; or vice versa)
- "Fakultätsausschuss"-meeting will take place at least once a semester

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- Duties:
  - One of the two needs to be present at the “Fakultätsausschuss”-meeting where she or he represents the PhD students of our faculty
  - Give a short summary of the important aspects discussed at the last Fakultätenausschuss”-meeting via circular mail and/or the following PhD meeting (in the latter case, the speakers need to be informed to put it on the agenda and initiate a circular mail to inform all PhDs)