



UNIVERSITÄT
LEIPZIG

Earn a Doctorate in Leipzig

A Short Guide for International
PhD Candidates





AUS TRADITION
GRENZEN ÜBERSCHREITEN

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WHY CHOOSE LEIPZIG UNIVERSITY FOR MY PHD?

In Leipzig you'll find the very best environment and conditions for your PhD studies. You'll benefit from:

- **Research-oriented, internationally recognised PhD programmes** that allow the creation of knowledge at the highest level thanks to interdisciplinary research focuses and state-of-the-art equipment.
- **A broad spectrum of research opportunities at a comprehensive university** which offers PhD programmes in every department.
- **An excellent research environment** featuring close to 20 research institutes located in Leipzig, including multiple Max Planck, Fraunhofer and Leibniz Institutes.
- **An affordable city with a lively character.** Leipzig offers a vibrant cultural scene, affordable flats and trendy neighbourhoods. And located right in the middle of the city is the new campus of Leipzig University.

APPLICATION AND ADMISSION

Leipzig University offers two different ways to earn a doctorate: either **individually** or **within a structured programme**.

a) Which PhD programme is right for me?

If you're looking for:

- + The support of multiple university professors as well as
- + Teamwork and a practical focus to your PhD studies by working and interacting with other PhD candidates and academic advisors in group research projects.

Then a **structured PhD programme** is the right choice for you. In a structured programme you'll earn a doctorate working within a Graduate Centre. You'll have a set time frame to earn your doctorate, a clearly defined curriculum and individual support from academic advisors.

Information regarding the application and admission process:

<https://www.uni-leipzig.de/en/international/teaching-and-research-at-leipzig-university/doctorates/>

If you're looking for:

- + More freedom to structure your time while working on your dissertation, and
- + More flexibility in altering the focus and topic of your dissertation?

Then an **individual PhD programme** would be the better fit for you. Here you'll work closely together with an advising professor (often referred to as your „Doktormutter“ or „Doktorvater“ in German) to write your dissertation. You earn your PhD individually at a faculty of the university and your dissertation is usually based on your own chosen topic.

Leipzig University also offers a binational doctorate using the co-tutelle programme. For additional information about binational doctorates, please consult the following website: <https://www.uni-leipzig.de/forschung/wissenschaftliche-laufbahn/promotion/moeglichkeiten-der-promotion/binationale-promotion/>

b) 5 steps to a PhD

Step 1: Prepare for your PhD

First, you'll need to look at the research profile of Leipzig University (Forschungsprofil) and determine if your research topic falls under one of the research areas therein. Before applying to the university you'll also need to decide how you want to do your PhD: Are you more interested in working within a structured PhD programme or independently on your own?

If you decide on a [structured PhD programme](#), head over to the website of the Research Academy Leipzig to learn about the application requirements and the application process. Afterwards, move on to step 2.

If you are interested in an [individual PhD programme](#), you'll first need to find an advising professor who will provide you with a dissertation topic or accept your own suggested topic.

In both cases, however, you will first need a written confirmation from your future advising professor before you can apply for admission through the International Centre.

If you decide on a structured PhD programme, please also note the entrance requirements and the deadlines at the Research Academy Leipzig.

Step 2: Apply for admission at the International Centre

Your application must include a comprehensive overview of all previous education from secondary school to the highest completed level.

Please note, all school reports must be submitted as certified copies in the original language **and** as certified translations in German or in English. School reports in German or English do not need to be translated.

The following documents are necessary to complete the application:

- Application form via AlmaWeb (<https://almaweb.uni-leipzig.de>) (including date and signature)
- The written advisor agreement from your advising professor (Betreuer-erklärung).
- Your curriculum vitae
- A certified copy of your leaving certificate from secondary school
- A certified copy of the results of your university entrance exam, if applicable
- Certified copies of any previously completed university degrees, e.g. Bachelor's / Master's Degree, Diplom
- A certified copy of your university transcripts
- A certified copy of proof of German language ability (level of DHS-2) if your dissertation is written in German
- Certificate from the competent Academic Testing Center / APS (only applicants from China, Mongolia, Vietnam)



- Proof of fluent English language ability if dissertation is written in English. This does not have to be a certified copy and can be, for example, an informal written verification from your advising professor
- Confirmation of acceptance onto the faculty's doctoral candidate list (Doktorandenliste; may be submitted later)

Step 3: The International Centre checks your application

The International Centre will check the formal qualifications of your application, i.e. how and if your previous university degrees are recognised in Germany.

If you completely fulfil the formal requirements you'll receive a [letter of admission](#) (Zulassungsbescheid). You will most likely need this for your visa application.

If your previous university degrees are not equivalent to the German prerequisites for study, the International Centre can provide a letter of acceptance [with conditions](#).

The formal examination of all academic qualifications is based on the provisions of the Central Office for Foreign Education (ZAB). The ZAB is a part of the German Standing Conference of the Ministers of Education and Cultural Affairs. It is the central office in Germany for questions regarding the evaluation of educational qualifications earned abroad.

Step 4: Enrol at Leipzig University

If you've received your letter of admission from the International Centre, you can go to Betina Sedlaczek at any time during office hours to enrol at Leipzig University.

In order to enrol at the Leipzig University and begin registration in local government offices (e.g., town hall or aliens' registration office) you will need to have the following items available and on hand:

- The original copy of the letter of admission to Leipzig University (Zulassungsbescheid).
- A valid passport with a valid visa for study purposes, if necessary.
- Spare, unused passport photos.
- Recent proof of a health insurance recognized in Germany (travel health insurance is not sufficient)

Additionally, you'll need to have enough money available for important initial costs that usually require a payment, e.g. registration costs, a security deposit.

Contact

International Centre
 Betina Sedlaczek, Room 402
 Goethestraße 6, 04109 Leipzig
 Phone: +49 341 97 32027
 Fax: +49 341 97 32049
 E-mail: betina.sedlaczek@zv.uni-leipzig.de

Office hours	during the lecture period	outside of the lecture period
Tuesday	1:00 - 3:00 pm	1:00 - 3:00 pm
Friday	9:00 - 11:00 am	-

Step 5: Register as a PhD candidate in your faculty

Together with your advising professor you'll need to submit an application for admission to your [faculty's doctoral candidate list](#) (Antrag auf Aufnahme in die Doktorandenliste). The application should be submitted as soon as possible after enrolment at the University. Ideally you'll already have written confirmation of acceptance to the doctoral candidate list when you first apply to the University or enrol.

RESEARCH ACADEMY LEIPZIG

International Doctoral Programmes

The Research Academy Leipzig is the central institution at Leipzig University that is dedicated to the promotion and advancement of early career researchers, including doctoral candidates and postdocs. It provides multiple forms of support to doctoral researchers and postdocs that supplements that offered by their faculties. The Research Academy Leipzig is committed to promoting uniform standards and quality in doctoral education through its structured programmes. In addition, the Research Academy develops individualised, yet systematic qualification programmes that prepares early career researchers to pursue careers in their chosen field once they leave the university. Promoting equal opportunity and gender equality is of utmost importance to the Research Academy, as is our commitment to supporting the Leipzig University's strategic objective of internationalisation.

The Research Academy Leipzig is structured into three Graduate Centres that bundle graduate programmes, among others international PhD programmes, the International Max Planck Research Schools and national as well as international research training groups (Graduiererkollegs).

Doctoral candidates within the graduate centers have access to grants (e.g. travel), PhD representations and awards (e.g. Katharina-Windscheid Award), individual career counseling and child care support.

The Graduate Centers are supplemented with the Competence School, the Leipzig Researcher Development Programme (LRDP) and the Leibniz-Programme.

The Leibniz-Programme supports international mobility on all graduate career stages and aims to create a learning community of internationally renowned senior researchers and qualified early career researchers to increase interdisciplinary research.

The Leipzig Researcher Development Programme for postdocs and junior research group leaders aims at guiding them into scientific independence and to support their leadership and management competencies.

The competence school offers German courses and key skill workshops aiming at training transferable skills equally helpful for careers inside and outside academia (e.g. competitive proposal writing, teaching, preparing for job interviews).

Website of the Research Academy Leipzig:

<https://www.ral.uni-leipzig.de/en/home/>

Structure of the Research Academy

VICE-RECTOR FOR RESEARCH AND YOUNG ACADEMICS

GRADUATE CENTERS WITH GRADUATE SCHOOLS (GS)

**MATHEMATICS,
COMPUTER SCIENCE &
NATURAL SCIENCES**

GS BuildMoNa

LIFE SCIENCES

GS Brain Dynamics
(currently being developed)

**HUMANITIES &
SOCIAL SCIENCES**

**GS Global and
Area Studies**

**LEIPZIG
RESEARCHER
DEVELOPMENT
PROGRAMME (LRDP)**

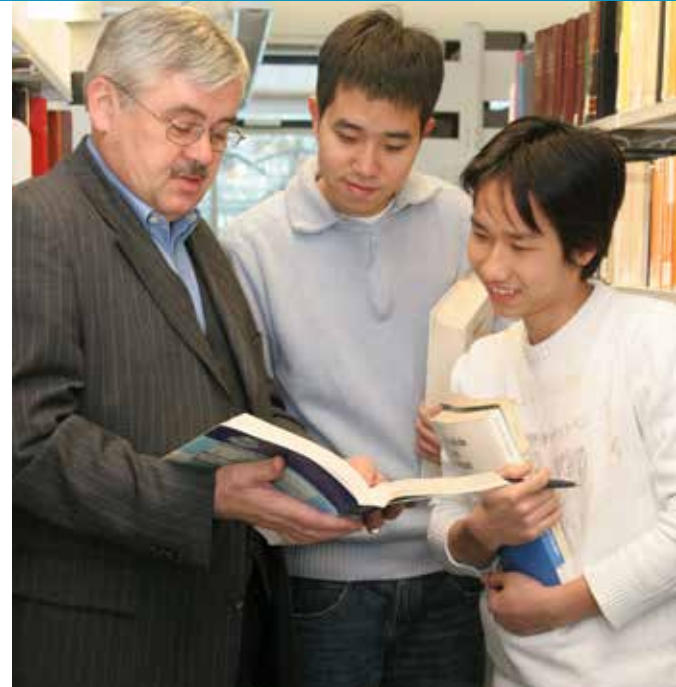
- Flexible Fund
- Pre-Doc-Award
- Subsidies for Conferences
- Individual Grant Application Coaching
- Individual Career Development Coaching

COMPETENCE SCHOOL

TRAINING OF KEY SKILLS FOR CAREERS INSIDE AND OUTSIDE ACADEMIA

LEIBNIZ PROGRAMME

FOR INTERNATIONAL MOBILITY AND EXCHANGE



INTERNATIONAL PHD CANDIDATE INITIATIVE

Internationale
DOKTORANDENinitiative

In 2005, the International PhD Candidate Initiative, or “Internationale Doktorandeninitiative” as it’s called in German, was created at Leipzig University as a way to bring together all international PhD candidates. It is a programme specially tailored to suit their needs. Its goals include promoting an exchange of experience and insight among international PhD candidates, strengthening their social support networks and supporting their academic development.

The initiative frequently organises cultural, social and academic events for international PhD candidates of Leipzig University and is a dependable source of help and advice throughout their PhD studies.

Academic and social exchanges are encouraged through:

- Open discussions unrestrained by national or academic barriers
- An emphasis on intercultural learning
- Building contact networks
- Communication
- The deconstruction of language barriers
- Individual help and support

Common activities organised by the initiative:

- Tours of Leipzig
- Excursions
- Workshops
- Evening events featuring specific cultures, bicycle tours around the city, and more.

Contact

Internationale DOKTORANDENinitiative

Website: www.uni-leipzig.de/initiative/index-en.html

E-mail: dokinfo@rz.uni-leipzig.de

Facebook:

www.facebook.com/groups/phdinitiative/

PROMOVIERENDENRAT (COUNCIL OF PHD CANDIDATES)



The Council of PhD candidates or “PromovierendenRat” (ProRat) as it’s called in German, represents PhD students at Leipzig University and facilitates information exchanges and networking to help make a candidate’s doctoral work easier from start to finish.

Representing Students

In its role as an advisory committee of the University, the ProRat represents all PhD candidates and gives their needs and issues a voice.

Networking

The ProRat is a platform for the exchange of individual experiences and interdisciplinary knowledge. Through regularly organised meetings, PhD candidates have the chance to make new contacts with colleagues. Work groups are responsible for implementing ProRat projects, and anyone who wants to help can join.

Opportunities for Further Education

In addition to workshops, the ProRat also organises PhD candidate lectures based on their own on-going research. The topics are interdisciplinary in nature and are geared towards all PhD candidates at Leipzig University. Once held, lectures are then published in the scientific journal “arbeitstitel. forum für leipziger promovierende”.

Advising Students

The Handbook for PhD Candidates, published by the ProRat, includes important information and tips for successful doctoral studies from start to finish. You can download the handbook at the following link (in German): www.prorat.uni-leipzig.de

WEBLINKS TO ADDITIONAL INFORMATION

Leipzig University

General information: <https://www.uni-leipzig.de/en/international/studying-at-leipzig-university/>

PhD Studies at Leipzig University:
<https://www.uni-leipzig.de/en/international/teaching-and-research-at-leipzig-university/doctorates/>

Research Academy Leipzig - International PhD programmes:
<https://www.ral.uni-leipzig.de/en/home/>

Graduate Centre Mathematics/Computer Science and Natural Sciences (Research Academy Leipzig): <https://www.ral.uni-leipzig.de/en/home/research-academy-leipzig/structure/graduate-centre-mathematics-computer-science-and-natural-sciences/>

Graduate Centre Life Sciences:
<https://www.ral.uni-leipzig.de/en/home/research-academy-leipzig/structure/graduate-centre-life-sciences/>

Graduate Centre Social Sciences and Humanities: <https://www.ral.uni-leipzig.de/en/home/research-academy-leipzig/structure/graduate-centre-humanities-and-social-sciences/>

Collaborative research projects: <https://www.uni-leipzig.de/forschung/forschungsprofil/forschungsprojekte/deutsche-forschungsgemeinschaft/>

Competence School (English: School of Expertise; a school with the goal of helping PhD candidates with career planning):
<https://www.ral.uni-leipzig.de/en/home/research-academy-leipzig/structure/competence-school/>

Handbook for Council of PhD candidates (in German): www.prorat.uni-leipzig.de/wp-content/uploads/2011/Promotionsleitfaden_2011.pdf

PhD regulations (in German): <http://www.prorat.uni-leipzig.de/download/>

Organisational Help

Information about visas and entry regulations:

<https://www.uni-leipzig.de/en/international/studying-at-leipzig-university/prospective-students/#collapse4168>

Information about health insurance: <https://www.welcome-to-leipzig.de/wp-content/uploads/2018/10/Health-insurance-for-scholarship-holders.pdf>

Living in Leipzig: <https://www.uni-leipzig.de/en/international/studying-at-leipzig-university/prospective-students/#collapse4173>

Learning German in Leipzig: <https://www.ral.uni-leipzig.de/en/home/research-academy-leipzig/structure/competence-school/german-courses/>

Website of the German Studentenwerk (organisation which assists international students): www.internationale-studierende.de/en

Financial Aid

General funding opportunities: <https://www.uni-leipzig.de/en/international/teaching-and-research-at-leipzig-university/doctorates/#collapse20321>

Financial aid database of the German Academic Exchange Service (DAAD): www.daad.de/deutschland/stipendium/datenbank/en/21148-finding-scholarships/

Financial aid database of EURAXESS: www.euraxess.de/funding/search

Scholarship database of the Federal Ministry of Education and Research (in German): www.stipendienlotse.de

German Academic Exchange Service (DAAD)

Studying and doing research in Germany: www.daad.de/en

General information about doctorates in Germany: www.daad.de/deutschland/promotion/en/

Ways to do your PhD: <https://www.daad.de/deutschland/promotion/doktoranden/en/14754-ways-to-do-your-phd/>

Further Weblinks

List of research training groups (Graduiertenkollegs) funded by the German Research Foundation (DFG): www.dfg.de/en/research_funding/programmes/coordinated_programmes/research_training_groups/index.html

List of collaborative research centres (Sonderforschungsbereiche) funded by the German Research Foundation (DFG): https://www.dfg.de/en/research_funding/programmes/coordinated_programmes/collaborative_research_centres/index.html

The EU Liaison Office of the German Research Organisations (Kooperationsstelle EU der Wissenschaftsorganisationen) (KoWi): www.kowi.de/en

Network for PhD students (Doktorandenforum) – privately run, non-commercial website: www.doktorandenforum.de/english.htm

THESIS – Interdisciplinary Network for PhD students (in German): www.thesis.de



Portal for research & teaching run by the weekly DIE ZEIT (in German):
www.academics.de

Information and advice for a scientific career (run on behalf of the rector of the Rheinisch-Westfälische Technische Hochschule (RWTH) Aachen) (in German): www.kisswin.de

Portal for international researchers (Initiative of the Federal Ministry of Education and Research): www.research-in-germany.de

Information site of the German Rectors' Conference (Hochschulrektorenkonferenz): www.hochschulkompass.de/en

Research Explorer of the German Academic Exchange Service (DAAD) and the German Research Foundation (DFG):
<https://www.gerit.org/en/>

Eurodoc – European Council of Doctoral Candidates and Junior Researchers:
www.eurodoc.net

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