

Welcome & Information meeting for PhD students  
@ Faculty IV  
Electrical Engineering and Computer Science



# Agenda

## Faculty IV

Administration

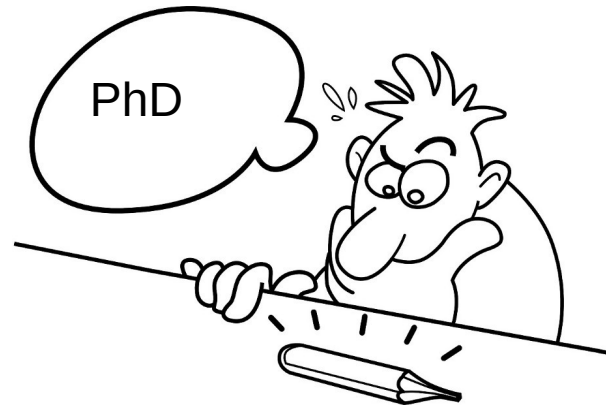
Frau Peich

Ombudsperson

Prof. Maertens  
Prof. Kao

Peers/WM- Forum

Maria Fleßner-Jung  
Daniel Maier



## Center for Junior scholars (CJS)

Frau Teichmann

Herr Moes

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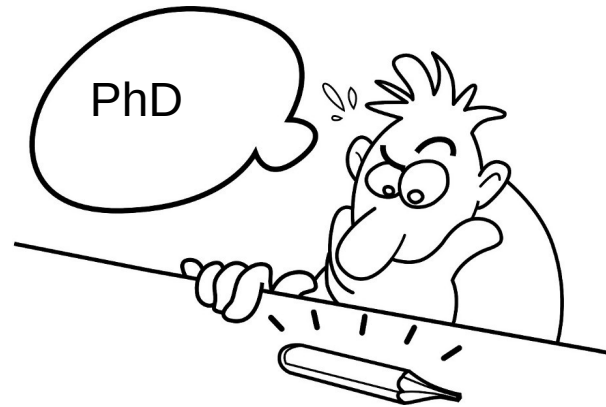
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# Administration & Ombudsperson

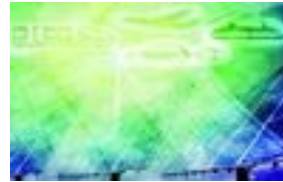


1. where you are ...
2. PhD formalities @ Faculty IV of TUB
3. Recommendations for good practices
  - Supervision agreement
  - Sign up as a doctoral candidate & enroll

# Where you are ...



Data Analytics  
& Cloud



Sustainable  
Energy Systems  
& Mobility



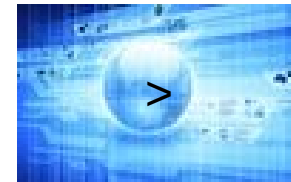
Integration  
Technology &  
Photonics



Cognitive  
Systems



Cyber-Physical  
Systems



Future Internet  
& Media  
Technology

- ⚙️ **72** research groups
- ⚙️ Doctor of Engineering Sciences (**Dr.-Ing.**)
- ⚙️ Doctor of Natural Sciences (**Dr. rer. nat.**)

## Ways of pursuing a PhD at Faculty IV

- ⚙️ employed as research associate with teaching duties (5 years)
- ⚙️ third-party funded (e.g. DFG – 3 years)
- ⚙️ Scholarship
- ⚙️ „external“ (e.g. industry or at research institute)

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- ⚙️ classic model: lonely PhD
- ⚙️ some: graduate program



# Thesis Formats

## Monograph

- ⚙️ “classic”: to present dissertation research in **1** report
- ⚙️ publications are *possible & desirable*



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## Paper-Based (Cumulative) Dissertation:

- ⚙️ 3 (accepted) publications in peer-reviewed journals
- ⚙️ PLUS: Introduction & Transitions & Discussion

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- ⚙️ PLUS: Introduction & Transitions & Discussion

**!! talk to your supervisor about expectations!**

- ⚙️ publishing is key to PhD!
  - accepted: self-confidence
  - rejected: clear recommendations

# Formal information on website

[Adjunct Lecturers, Associate Professors, Honorary Professors](#)

[Research Institutions](#)

**Doctorates**

[Doctoral Examination Dates](#)

[Promotionen 2020](#)

[Doctorates 2019](#)

[Archive](#)

[Habitations](#)

[Research Figures](#)

**Academics & Teaching**

## Conferral of Doctorates

At TU Berlin there is one PhD regulation effective for all faculties. For gaining a doctor's degree the candidate has to go through this examination procedure. The formal requirement for gaining a PhD degree is that the student has earned a Master's degree from a university or a German Fachhochschule or a degree of a similar level (Diplom, Magister, Staatsexamen) in the research field of the doctorate. Furthermore, the candidate must write a dissertation and pass an oral exam.

Because of its broad specter of fields the faculty of electrical engineering and computer science awards two different kinds of PhD degree:

- Doktor(in) der Ingenieurwissenschaften (Dr.-Ing.)
- Doktor(in) der Naturwissenschaften (Dr. rer. nat.)

In the past, there was an additional degree 'Doktor(in) der Wirtschaftswissenschaften (Dr. rer. oec.)' which ceased to be awarded. The research field of the dissertation determines which of the two degrees is awarded (i.e. not the specialization in which the PhD student holds his/her Master's degree). Dissertations with a specialization in electrical engineering or computer science are usually awarded with a Dr.-Ing. degree. If the specialization of the dissertation is in mathematics or natural science, a Dr. rer. Nat. degree is awarded. If the degree is outside of the subject area or from a foreign university, additional courses and exams can be required. In order to clarify this and other formal questions, the doctorate regulations require a **letter of intent (application as a doctoral candidate)** at an early stage. The faculty decides whether this letter of intent is accepted or declined. At the same time it is determined if and which additional exams or courses the graduate student has to take.

**Students holding a Diploma degree of a German Fachhochschule** can be accepted if their final mark is above average (at least „good“) and after having passed the assessment tests.

**Contact point** for information, forms and all other dissertation issues in the faculty of electrical engineering and computer science is the [faculty's administration department](#).

**Applications as doctoral candidates** can be submitted **any time**.

The **deadlines for submitting your Ph.D. thesis** (+ admission to doctoral procedure) are:

until Wednesday, January 13, 2021 12:00 (noon) at the latest

until Wednesday, February 10, 2021 12:00 (noon) at the latest

This site uses [Matomo](#) for anonymized webanalysis. Visit [Data Privacy](#) for more information and opt-out options.

### Contact

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[jana.peich@tu-berlin.de](mailto:jana.peich@tu-berlin.de)

### Ombudsperson for PhD candidates

- ▶ [Prof. Dr. habil. Odej Kao](#)
- ▶ [Prof. Dr. Marianne Maertens](#)

### Welcome meeting for PhD candidates September 2019

- ▶ [general advice](#)
- ▶ [ombudsperson](#)
- ▶ [TuDoc](#)
- ▶ [WM-Forum](#)

### Doctoral Examination Dates

„März 21“

# Guidelines & Forms

## Forms

-  [Application as a Doctoral Candidate](#)

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-  [Admission to Doctoral Procedure](#)

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-  [Supervision Agreement](#)

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For guidelines and forms for dual programs (Doppelpromotionen/Cotutelle de Thèse), please, contact the faculty's service center.





## Guidelines

[Promotionsordnung für die Technische Universität Berlin](#) (Doctoral Regulations TU Berlin)

[Regulations Governing the Conferral of Doctorates](#)

Translation of the Official Information Bulletin No. 2/2014 of 15. January 2014

-  [Guidelines for Writing Dissertations at Faculty IV \(PDF, 158,6 KB\)](#)
-  [Regulations for cumulative Dissertations/Habilitations \(Bulletin\)](#)

# Supervision Agreement

## Forms

Application as a Doctoral Candidate

Admission to Doctoral Procedure



Supervision Agreement

Are you registered as a Phd student @ TUB?

Single Choice  Multiple Choice

yes

no

# Supervision Agreement

## Forms

Application as a Doctoral Candidate

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Admission to Doctoral Procedure

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Supervision Agreement

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In case of conflicts both sides can appeal to the ombudsperson for doctoral candidates at the respective faculty.

Elements of a **thorough and active** supervision arrangement are:

1. Regular meetings to discuss progress of the dissertation and frequent proactive reports by the doctoral candidate
2. Creating adequate conditions for independent research work during the dissertation (e.g. publications)
3. Participation of the candidate in (international) workshops and conferences
4. Access to technical or artistic infrastructure
5. Further issues, e.g. regular colloquia for doctoral candidates; possibility to participate in further education courses

re 1. Regular meetings

a) Frequency of progress reviews of the dissertation, at least every

- three months
- six months
- more frequently:

give details

# Quality Assurance for Doctoral Work

- ⚙ „supervisor and doctoral candidate ... **meet on a regular basis** to constantly supervise, review, evaluate, and assess the doctoral process.“ (p. 18)
- ⚙ „candidate and supervisor are **both responsible** for the dissertation quality“ (p. 19)
- ⚙ „ ...obligation of the **supervisor**..., data verification concerning plausibility, and to give **feedback at an early stage** regarding methodology and data quality.“ (p. 23)

(from policy paper of the Academic Science Council (Wissenschaftsrat), 2011)

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! Discuss the supervision agreement with your supervisor

## *Personal advice:*

- Be in charge! - Take responsibility!
- think of advisor as coach
- become a scholar



# Become a doctoral candidate

## Forms



▶ Application as a Doctoral Candidate

▶ Admission to Doctoral Procedure

▶ Supervision Agreement

1. Officially register – we know you exist

2. Student status

- BVG ticket
- Reduced fares to all kinds of fun stuff
- Potentially reduced fee for health insurance

3. If you do not want any of the above

→ WM Forum



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## Graduate school should be the most fun you ever have!

Raman, I.M.(2014). How to be a graduate advisee. *Neuron*, 81, 9-11.

Barres, B.A.(2013). How to pick a graduate advisor. *Neuron*, 80, 275-279.

# Contact

## General Support & Formal Inquiries

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