

Welcome to



Information booklet for Graduate School members

Version: December 2017



Beschleuniger | Forschung mit Photonen | Teilchenphysik
Deutsches Elektronen-Synchrotron
Ein Forschungszentrum der Helmholtz-Gemeinschaft



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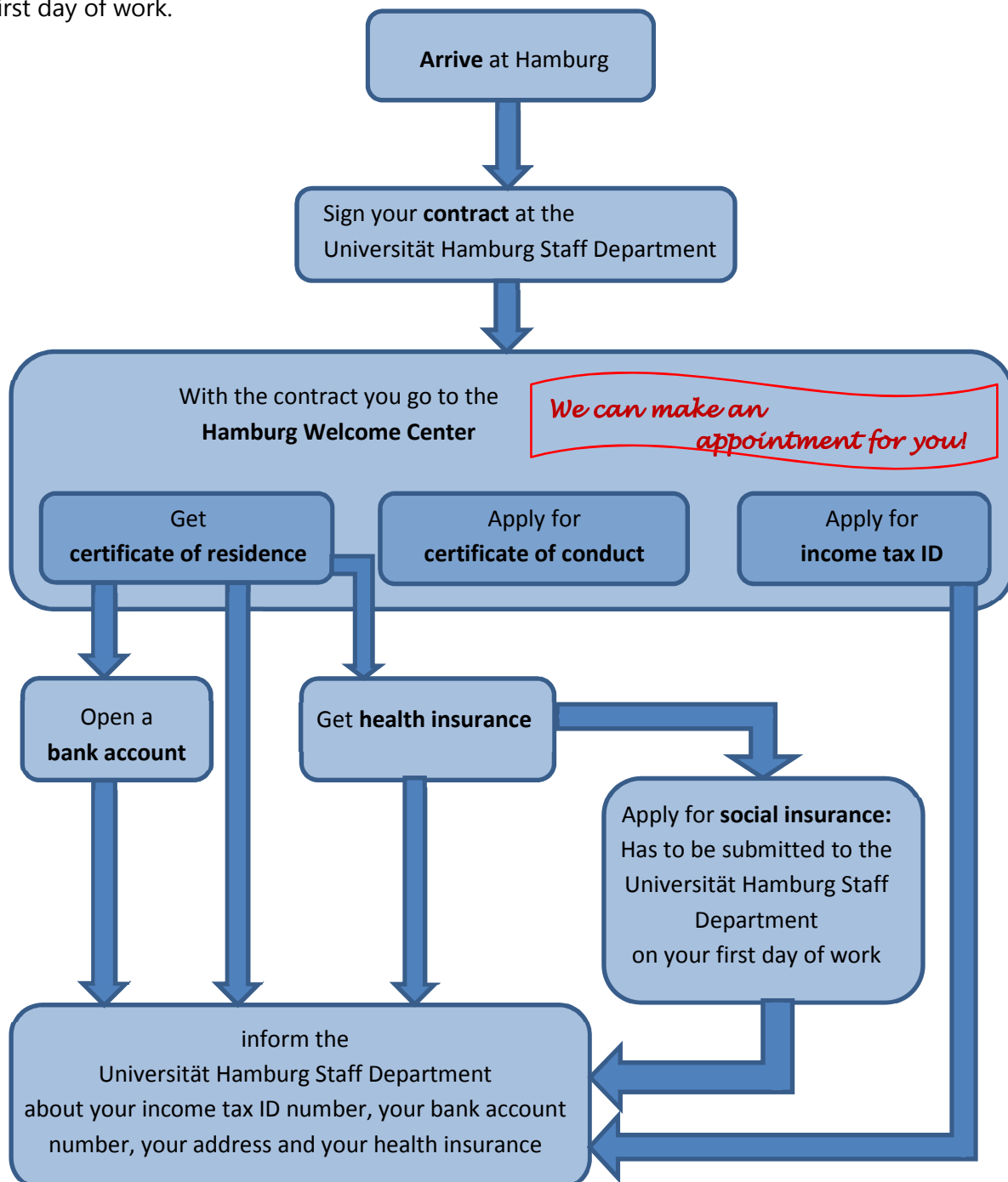
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Welcome to Hamburg!

First steps when arriving here...

When you **arrive** at Hamburg you sign your **contract** at the Universität Hamburg (UHH) Staff Department as soon as possible. With the contract you go to the Hamburg Welcome Center where you get your **certificate of residence** (if you already have an address), apply for the **certificate of conduct** and apply for the **income tax ID**. Then you open a **bank account** and go to a health insurance company to get a **health insurance** and a **social insurance card**. Then you inform the Universität Hamburg Staff Department about your income tax ID number, your bank account number, your address and your health insurance. The social insurance card has to be submitted to the Universität Hamburg Staff Department on your first day of work.



Signing your contract

The responsible person for CUI at UHH is:

Universität Hamburg Staff Department

Kerstin Hartmann

☎ (040) 42838-8232

✉ Mittelweg 177 (Room S 2058)
20148 Hamburg

✉ kerstin.hartmann@verw.uni-hamburg.de

Visa

For living and working/studying in, Germany, you need a student's visa. If you are working as a Postdoc you need a scientist's visa (but no work permit is necessary).

You can get help with the visa application at the International Office DESY, at the Hamburg Welcome Center or from the Academic Tutors

International Office DESY

Steffi Killough (Manager) ☎ (040) 8998-3401

Nicole Kosian ☎ (040) 8998-3243

Bernd Krempel ☎ (040) 8998-4637

✉ International.Office@desy.de

✉ Hamburg Welcome Center Bezirksamt Hamburg-Mitte

Alter Wall 11

20457 Hamburg

☎ (040) 428 54 5001

Permit of residence (Aufenthaltsgenehmigung)

Students who come from non-EU-countries need a residency permit for academic purposes. This permit is valid for two years and then will have to be renewed.

You can get your residency permit at the Hamburg Welcome Center

✉ Hamburg Welcome Center Bezirksamt Hamburg-Mitte

Alter Wall 11

20457 Hamburg

☎ (040) 428 54 5001

*You need an
appointment!*

For renewing your permit you will have to go to the foreigner's registration office in your district. Find a list of all foreigners' registration offices below and bring the listed files. The residence permit fee will be 110 €.

Foreigner's registration offices:

📄 www.hamburg.de/innenbehoerde/auslaenderdienststellen/

- Passport
- Application form (completed):
🔗 english.welcome.hamburg.de/forms/
- Photo (suitable for biometric identification, not older than 6 months)
- Anmeldebestätigung (registration certificate)
- Confirmation about health insurance
- Confirmation of matriculation
- Proof of financing

Registration (Meldebestätigung)

You will have to register in Hamburg as soon as you find a flat or room.
Get your registration at the Welcome center

✉ **Hamburg Welcome Center**
Bezirksamt Hamburg-Mitte
Alter Wall 11
20457 Hamburg
☎ (040) 428 54 5001

*You need an
appointment!*

or at the Registration office in your district.

Find a list of all registration offices above and bring the listed files.

The registration fee will be 10 €.

Registration offices: 🔗 <https://www.hamburg.de/kundenzentrum>

- Passport
- Registration form (completed):
📄 english.welcome.hamburg.de/forms/

Bank account

You can choose a bank from several different companies in Hamburg. To open up an account, bring the following documents

- Passport
- Registration certificate (not always needed)
- Student's certificate (might be helpful in some cases to get better conditions)

Banks in Germany are obliged to make sure they know their customer's personal data and address. Due to this, you need a valid passport or official ID card plus a proof of address ("Meldebestätigung" = registration confirmation).

In addition, most banks need to take a copy of Visa / residence permit card in case of a non-EU citizenship.

Customers with any connection to the USA need to fill out a US person survey and the W9 form related to IRS. The bank will provide you these forms.

Customers with a fiscal domicile outside Germany need to provide their TIN (taxpayer identification number) in order to set up an account if their tax residence nation is participating in "Common Reporting Standard" (see <http://www.oecd.org/tax/exchange-of-tax-information/mcaa-signatories.pdf>).

Please note: Banks may require even more information. E.g. it might be helpful if you could provide an employment/fellowship contract to have a proof of income.

Source: Information for new customers coming from abroad from Degussa Bank

Housing

If your working place is at Campus Bahrenfeld you can get help at

 **guest-services.desy.de/housing**


Furthermore there are halls of residence for **PhD students** provided by Studierendenwerk

 **www.studierendenwerk-hamburg.de/studierendenwerk/en/wohnen/aktuelle_infos/**

 Info-Zentrum Wohnen

Grindelallee 9

20146 Hamburg

 (040) 41902 268

 wohnen-infozentrum@Studierendenwerk-hamburg.de

Several private halls of residences that can be applied for separately

 **<https://www.daad.de/deutschland/nach-deutschland/bewerbung/de/22222-wohnheimfinder/>**

Or

 **www.studierendenwerk-hamburg.de/studierendenwerk/de/wohnen/wohnanlagen_anderer_traeger/**

Find private apartment offers or shared flats at

 **www.wg-gesucht.de/en/** or  **wohnboerse.alumni-uhh.de/**

Please note: Inform yourself about the period of notice for leaving your room or apartment. Otherwise you will have to pay fees for several months even if you already moved out.

Health insurance (Krankenversicherung)

As an EU citizen you can normally keep your own foreign health insurance if you have got a European Health Insurance Card (EHIC). Otherwise you will need a German health insurance. If you have a working-contract for your PhD period at DESY or the University, this includes health insurance fees. You simply have to choose one of the state health insurance companies.

If you receive a scholarship or similar you will have to register at a Health Insurance and pay the fee on your own. You can choose between one of the state health insurance companies or one of the private health insurance companies.

List of all German state health insurance companies

 www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/

List of all German private health insurance companies

 www.krankenkassen.de/private-krankenversicherung/pkv-liste/

Personal liability insurance (Haftpflichtversicherung)

This is one of the most important insurances. In Germany you are legally responsible for any damage you cause. The personal liability insurance covers damages you or your family cause to others or their property. Landlords want their tenants to be properly insured. CUI employees on Campus Bahrenfeld can refer to DESY International Office for a quick and convenient personal liability insurance:

 guest-services.desy.de

Vacation days

If you are working full time you are entitled to 30 vacation days per year (equivalent to 2,5 per month). You can only take whole working days (Monday - Friday) off. You can save vacation days from one year for the next but you will have to take them before September of the next year because otherwise they expire.

Your group leader always has to give his/her approval.

The respective form is to be found at

 <http://www.cui.uni-hamburg.de/wp-content/uploads/2012/10/Antrag-auf-Erholungsurlaub.pdf>

and has to be sent to Ms. Jutta Voigtmann (jutta.voigtmann@cui.uni-hamburg.de).

Living in Hamburg

Public transportation

- Once you successfully applied for your **PhD** admission at the responsible Department (Biology, Chemistry or Physics) and completed your matriculation you will receive a letter including a public transportation ticket valid for one semester.
- If you have a **Postdoc** contract you can apply for a transportation ticket at the Universität Hamburg Staff Department.

Language learning

CUI has different cooperation partners offering German language courses:

- 📄 www.uni-hamburg.de/internationales/studieren-an-der-uhh/deutschkurse_e.html
- 📄 www.vhs-hamburg.de/kurse/kurse/deutsch/deutsch-691
- 📄 https://graduateschool.pier-hamburg.de/phd_programme/german_courses/index_eng.html

Participants with prior knowledge of German should pass a placement test in order to be placed in courses according to their level of proficiency. If you plan on attending the beginners' course, there's no need for the placement test.

For being classed online we suggest an *online test* like: 📄 sprachtest.cornelsen.de

Language courses can be financed by CUI and counted as soft skill courses for your CUI Graduate School curriculum. **If you intend to ask for funding of a language course please ask for financial support at the CUI Office before you book the course.**

Family life and child care

The Equal Opportunity Office at CUI provides a family friendly working environment. Being part of CUI offers you a variety of structural and individual measures: As a parent, CUI offers refunds for or the organization of **flexible child-care**. Special events increase the visibility of "families and careers" in science and serve as a vivid platform for discussion and information on the organizational implications of being a parent and taking parental leave in science.

For information and help please contact:

The Hamburg Centre for Ultrafast Imaging (CUI) Equal Opportunity Officer

Marie Lutz

☎ (040) 8998 6697

✉ cui.opportunity@cui.uni-hamburg.de

Child care

To make use of day care facilities is neither mandatory nor free of charge. Still it can be partly funded according to the parent's income. Child day care in Germany is divided according to the child's age:

- Crèche for children under 3 years
- Pre-school care from 3 years until school enrolment
- After school care for pupils up to 14 years
- Nanny for children of all ages

You can find child care facilities at:


 **www.hamburg.de/kita-finden/** (web page in German)

Flexible child care

Notfallmamas

„Die Notfallmamas“ is a childcare offer for companies as well as private households to provide caretakers on short call. These care givers services are employable without prior booking or registration. Just contact us by phone or e-mail and we'll find a suitable „Notfallmama“ to look after your child(ren). Since you'll receive a bill after each service, you can submit your expenses as special payment to the tax office. In certain cases employees can also contact their employers for potential cost takeover.


 **www.notfallmamas.de/**

 (040) 278 657 84

 info@notfallmamas.de

Please contact the Equal Opportunity Officer to ask if the costs can be reimbursed:

Marie Lutz

 (040) 8998 6697

 cui.opportunity@cui.uni-hamburg.de


Aktion Kinderparadies

Flexible temporary day care for children aged 1 to 6 is offered by „Aktion Kinderparadies e.V“ at children's playgrounds located in the urban area of Hamburg. Opening hours are Monday–Friday from 9-12. Costs: each started hour 1,50 € plus 1,50 € for phone calls monthly


 **www.aktion-kinderparadies.de**

Children's playgrounds close to Campus Bahrenfeld:


✉ Belleallianstraße 57, 20259 Hamburg

 (040) 5117915

✉ Grabbestraße 4, 22765 Hamburg

 (040) 3893141

✉ Hohenzollernring 115, 22763 Hamburg

 (040) 8807860

Children's playgrounds close to the Department of Physics (Jungiusstraße 9):

✉ Bellealliancestraße 57, 20259 Hamburg

☎ (040) 5117915

✉ Graumannsweg 52, 22087 Hamburg

☎ (040) 2291896

✉ Brahmsallee 75, 20144 Hamburg

☎ (040) 4222891

Children's playgrounds close to the Department of Chemistry (Martin-Luther-King-Platz 6):

✉ Brahmsallee 75, 20144 Hamburg

☎ (040) 4222891

✉ Bellealliancestraße 57, 20259 Hamburg

☎ (040) 5117915

✉ Villa Garbrecht, Martinistraße 52, 20251 Hamburg

☎ (040) 41303594

Medical care

A list of doctors (including information on their language skills) can be found at

💻 www.kvhh.net/kvhh/arztsuche/index/p/274

Information in English concerning health care (among other topics) in Hamburg:

💻 hamburg.angloinfo.com/

Sports

The Universität Hamburg offers a wide range of courses for staff and student at low cost:

💻 www.hochschulsport-hamburg.de/

For further support please contact the CUI Office

Career Service

The Hamburg Centre for Ultrafast Imaging (CUI) Career Service

☎ (040) 8998 2206

✉ cui.career@cui.uni-hamburg.de

💻 www.cui.uni-hamburg.de

✉ Luruper Chaussee 149
22761 Hamburg, Germany

Equal Opportunity

The Hamburg Centre for Ultrafast Imaging (CUI) Equal Opportunity Office

Marie Lutz

☎ (040) 8998 6697

✉ cui.opportunity@cui.uni-hamburg.de

CUI aims to increase the number of female researchers on all career levels. As a female scientist at CUI you are offered tailor-made workshops to develop strategies for your career and gain hands-on tools for your career advancement. A newly established campus-wide Mentoring Program allows our female Postdocs to benefit from individual career counseling with an experienced scientist and networking on and off campus. Internationality and excellence is further fostered by the "Mildred Dresselhaus Guestprofessorship", which attracts world-leading female scientists to CUI.

Support from student to student: Academic Tutors

Academic Tutors

Weekly consultation for international doctorate students

✉ Geomatikum

Room 1524

🕒 Tuesdays 1:30 – 5:30 pm

✉ Campus Bahrenfeld

CFEL Bldg. 99, Rm. 01.024

🕒 Thursdays 1:30 – 5:30 pm

✉ TUTORinternational@uni-hamburg.de

The Academic Tutors offer orientation for your first steps in Hamburg from student to student. They can help you with questions as:

- Which graduation programs are there within the MIN faculty?
- Checklist for the current admission procedure. Do I have valid admission requirements?
- Search for health insurance, accommodation
- Problems with your social security number?

Welcome to CUI and Universität Hamburg!

Being employed at CUI – in case you get ill...

Please be aware that you have to pay attention to some standards in case you get ill:

- you must inform both your supervisor/group secretary and the CUI Office on your first day of illness on a work day by 10am
- you should call and also mention the likely duration of your illness
- latest on the fourth day of your illness, Saturday and Sunday are included in the calculation, you must provide your employer with a sick note by a doctor
- if you fall ill during or just before a business trip, the same rule applies: you must let both your supervisor/group secretary and the CUI Office know on your first day of illness. Besides the legal obligation, this also might help to avoid high, unnecessary costs
- if your child is ill and younger than twelve years old, you are entitled to be off work up to 10 days. You must provide a sick certificate by a doctor that child care is necessary
- if you fail to inform your employer, you are officially absent from work without permission. This is a reason that can lead to warnings or even dismissal
- once you are back to work, you must let both your supervisor/group secretary and the CUI Office know

Being employed at CUI – going on holiday...

- fill in the vacation request form - don't forget to enter your name! – sign it and ask your supervisor to sign as well
- hand in the completely filled form - before your holidays - to your group secretary or to the CUI Office; depending on, who is administering your holidays
- it is not enough to just send an e-mail, even if the supervisor expresses his/her okay for your leave; a signed form must be handed in
- if you work a 5-day week, you are entitled to a 30 days' paid annual leave per year; if you work less days per week or less than 12 months during the year, your annual leave will be adjusted accordingly
- during your 6 month probationary period, you are not entitled to the complete annual leave but to 1/12th of it for each month that you worked
- if you haven't taken all your days of holiday in the current year, you can carry over your unused holidays into the following year. These days that you carried over from

the last year must be taken until end of September of the following year; otherwise they will be lost

- if you get a new contract within Universität Hamburg
 - ...and it continues seamlessly, your unused holidays from the old contract will be carried over
 - ...but your employment is interrupted for even a short time, you will lose your unused holidays from the old contract
- you cannot take more days of holidays than your contract entitles you to. If you do, you are officially absent from work without permission. This is a reason that can lead to warnings or even dismissal


Being a PhD student at CUI – next steps

With signing your contract you are accepted in a PhD position at CUI but still you have to be accepted as a PhD student at the corresponding department.

Information gateway for PhD-candidates:

 <https://www.promovieren.uni-hamburg.de/en/min.html>





Admission to the PhD procedure

- Apply online at **Docata-MIN**:  <https://docata.min.uni-hamburg.de>
- Please note: **Your e-mail-address for Docata should be your working address!**
- Open up an account and fill in the application form online
- Hand in the papers listed below to the Office of Academic Affairs ("Studienbüro") of your corresponding department.


Department of Chemistry

 Studienbüro Chemie
Promotionsverfahren
Waltraud Wallenius, Room 2a
Martin-Luther-King-Platz 6
20146 Hamburg
 promotion@chemie.uni-hamburg.de
 (040) 42838-2511
 Mon, Wed, Fri: 9 – 12 am
Mon, Wed: 1 – 3 pm

Department of Physics

 Studienbüro Physik
Promotionsverfahren
Irmgard Flick
Jungiusstraße 9-11
20355 Hamburg
 promotion@physik.uni-hamburg.de
 (040) 42838-4057
 Thurs: 1 – 3 pm
Campus Bahrenfeld, bldg. 61, rm. 15:
Fri: 1 – 3 pm

You will need:

- Application, signed by your supervisor and you (online-form, you will find it in Docata)
- Outline of your research project. Use the form "Forschungsskizze":
 <https://www.promovieren.uni-hamburg.de/min/promotion/pdf-promotion/formular-zulassung-forschungsskizze.pdf>
- Curriculum vitae
- Diploma of university degrees (copy, officially exemplified): Bachelor and Master
- Transcript of Records Bachelor and Master (copy, officially exemplified)
- Master thesis on electronic disk (if not in German/English, include an abstract of 1-2 pages in German or English)
- List of scientific publications
- Graduate School membership form (see below)

If your certificates are not in either German or English, please hand in certified translations!

Please find the graduate school membership form at:

 <https://www.promovieren.uni-hamburg.de/min/promotion/pdf-promotion/formular-meldung-strukturierte-promotion.pdf>

or on the next page. Please make an enlarged copy (format A4).

- After your registration at Docata-MIN and your matriculation (see below), you will get the login details for the students' portal STiNE
- You can then get you Geventis account (www.geventis.uni-hamburg.de, see below).



Meldung der Mitgliedschaft in einem strukturierten Promotionsprogramm, einer Graduiertenschule, einem Graduiertenkolleg im Fachbereich

*Notification of the membership in a graduate school, a research training group
or other structured doctoral course program in the department*

☐ Chemistry



Zur Erhebung der amtlichen:
„Individualpromotion“ und „

einer Graduiertenschule, eines Graduiertenkollegs oder eines
anderen strukturierten Promotionsprogramms unterschieden.

Reichen Sie - möglichst zusammen mit dem Zulassungsantrag zum
Promotionsverfahren - pro Mitgliedschaft ein Meldeformular beim
Studienbüro bzw. der zuständigen Promotionsprüfungsverwaltung
Ihres Fachbereiches ein.

Physics

tween "individual Doctorate"
torate" in order to collect

official statistics within the framework of a
graduate school, a research training group or other
structured doctoral programs.

For each membership, submit a registration form,
together with the application for admission to the
doctoral procedure to the Office of Academic
affairs or the Office of Doctoral Examination of
your department.

Name, Vorname <i>Surname, first name</i>	
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E-Mail* <i>Email</i>	
-------------------------	--

* Bitte eine langfristig gültige E-Mail-Adresse angeben. *Please provide a long-term valid email address.*

Name strukturiertes Promotionsprogramm <i>Name of structured doctoral course program</i>	
Bitte auswählen / Please choose	
Name strukturiertes Promotionsprogramm (falls nicht in der Auswahlliste vorhanden) <i>Name of structured doctoral course program (if not displayed in the dropdown-list)</i>	
Beginn der Mitgliedschaft <i>Start of the membership</i>	

Ort, Datum, Unterschrift Promovierende/r
Place, date, Signature of the doctoral student

Ort, Datum, Unterschrift Leitung/Koordination Graduiertenschule,
Graduiertenkolleg, Promotionsprogramm
*Place, date, signature Speaker/Coordinator Graduate School, Research Training Group, structured
doctoral program*

MIN-Fakultät: Umschreibung Individualpromotion (06) in strukturierte Promotion (91)

Change of the Enrollment from the individual doctorate (06) into a structured doctorate (91)

Name, Vorname <i>Surname, first name</i>	
---	--

Promotionsfach <i>Doctoral subject</i>	Bitte auswählen / Please choose
---	---------------------------------

Wenn Sie bereits als Promotionsstudent/in immatrikuliert sind,
legen Sie diesen Abschnitt bitte beim Service für Studierende
zusammen mit Ihrem Zulassungsschreiben zur Promotion oder
Ihrem Studentenausweis vor, um in das strukturierte
Promotionsstudium umgeschrieben zu werden.

*If you are already enrolled as a doctoral student, please submit this coupon to the
Services for Students together with your letter of admission to the doctorate or
your student ID for enrolment in the structured doctoral study.*

Hier abgeben! *Please submit here!*
Universität Hamburg
CampusCenter –
Service für Studierende
Team Studierendenangelegenheiten
Alsterterrasse 1
20354 Hamburg

Matriculation

The matriculation must occur latest until the semester that follows the admission. You have to pay a semester contribution of about 300 € each semester. This contribution includes a students' ticket for the HVV public transport in Hamburg and the surrounding area.

Please be aware that the application process might take several weeks.

Submit the application in the online-application portal STiNE

Finally hand in the documents listed below to the Campus Center.



Universität Hamburg

CampusCenter

Service für Studierende
Alsterterrasse 1, 3rd floor
20354 Hamburg



Mon, Wed: 9 am – 1 pm

Thu: 2 – 6 pm




(040) 42838-7000

Mon-Wed: 9 am – 3 pm

Thu: 1 – 3 pm

You will need:

- Printed application form from the online application in STiNE
 **www.uni-hamburg.de/online-bewerbung**
- The confirmation of admission or a notification from the Office of Academic Affairs (see above)
- Diploma of university degree (officially exemplified)
- Confirmation of your supervisor
- Health insurance confirmation



CUI-Graduate School regulations

The CUI curriculum applies to PhD students and postdoctoral researchers that are financially supported by the cluster of excellence and to all associated members of the CUI Graduate School.

In order to become a member of the CUI Graduate School, the candidate has to show that she/he is working on a related CUI research project and has to fulfil the admission requirements of the school

 www.cui.uni-hamburg.de/en/graduiererschule/admission-requirements/

Remark: PhD students that already are members of another graduate school (e.g., International Max Planck Research School, PIER Helmholtz Graduate School) can also become associated members of the CUI Graduate School. They have, however, to follow the rules of the CUI Graduate School as well. For instance, they have to submit the annual report, to actively participate in the organization of the winter or summer school or to attend some of the lectures proposed in the course programme. It is important that the PhD student is aware not only of the advantages of being a member of the CUI Graduate School, but also of the tasks to be accomplished during the doctoral training.

General aspects of the training

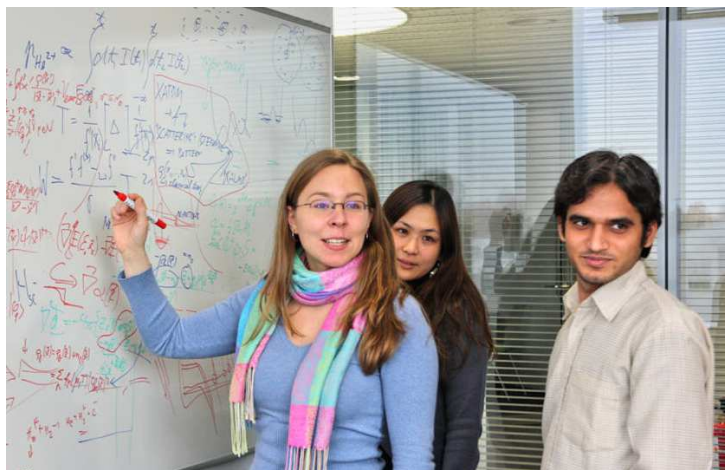
The main objective of the training programme is to provide you with a stimulating and challenging environment and an infrastructure enabling you to acquire the broad knowledge necessary for research. You will be equipped with the necessary scientific, technical and methodical skills.

In addition to the scientific preparation, you have the unique opportunity to organize a winter- or summer-school and will acquire additional organizational skills like time and project management.

Student organization

In order to get to know each other, to transfer knowledge and possibly to create new collaborations it is strongly recommended that the PhD students meet regularly. These meetings will also be the occasion to discuss about relevant issues both at the scientific and organizational level.

There are two elected representatives for the CUI PhD students. The representatives coordinate the activities of the PhD students. The election of the



representatives is fully handled by the PhD students who will choose the most appropriate way to democratically elect the representatives. The result of the nomination is then communicated (preferably per e-mail) to the graduate school coordinator. In order to guarantee continuity in the coordination of the PhD students' activities it is highly recommended that the elected representatives stay in charge at least for two years.

Any decision, suggestion for improvements, complaint about any kind of issue, etc. must be addressed in the first place to the coordinator of the graduate school via the two representatives. The representatives are also part of the graduate days' committee.

Course program

The teaching is structured into modules organised by the three CUI research areas A, B, and C, from which you can individually select your curriculum. Several types of modules are offered including block courses, lectures, seminars, journal clubs, tutorials, colloquia and workshops. The teaching programme rests on the groups whose research areas span the complete range to be taught within the training programme. This implies that undergraduate and Ph.D. cutting-edge research projects can be offered in all areas of the cluster. The research areas of the cluster encompass the traditional disciplines physics, chemistry and biology under the unifying theme of ultrafast imaging.

The following rules have to be respected when the curriculum is prepared:

- PhD students, on average, are expected to attend courses at the level of **two hours per week** during terms;
- **For each term** there exists a main CUI lecture on a topic of research area A, B, and C (cyclically);
- **Three main CUI Lectures** have to be attended by each PhD student and each in a different research area;
- The format of the modules is **flexible** (lectures, seminars, journal clubs, etc.)

A professional career requires not only an excellent scientific research record, but also pronounced personal and professional skills. The latter are provided in a comprehensive educational programme for young researchers ranging from undergraduate students to junior research group leaders. Lectures, courses, and workshops in personal and professional skills cover important aspects such as time and project management, scientific writing in English, and presentation skills and can be booked via Geventis (see next chapter). PhD students are expected to take at least two basic courses in the course of their PhD according to their personal needs and after having consulted their supervisors. If a sufficiently large number (12 participants) of students are interested in some specific soft-skill course, the graduate school can organize the course at Campus Bahrenfeld. To this end, the PhD students have to meet, and via their representatives, address their interest to the coordinator of the graduate school.

Finally, we note that such courses will be also organized once per year at the graduate days of CUI. This event will be an additional opportunity for the attendance of such classes.

Remark: German or English language courses can be considered as soft-skills courses as well (see also "Language learning" on page 8).

Supervision and mentoring

Monitoring the progress of students and providing regular feedback on their performance are central issues in optimizing the career pathway of young researchers. As such they are also vital for the success of the CUI's research. To this end, every Ph.D. student has a co-advisor in addition to the supervisor of her/his thesis. Twice per year the student meets with his advisory board, which is an excellent opportunity for discussing the educational status, forthcoming training, and research achievements. Estimating the time scales for further progress of the scientific project goes hand in hand with the planning of the next steps. Potential problems and their solution can be discussed here in addition to longer-term perspectives. The advisory board meeting will also be the forum for an individual career planning of the Ph.D. student, since the supervisor and the co-advisor closely follow the student's progress.

The supervisor has to be a professor of the Universität Hamburg and has to be a member of the cluster of excellence CUI. As far as the co-advisor is concerned, she/he should be, as a rule, also a member of CUI and has to be eligible for supervising PhD students. Only in exceptional cases (which have to be approved) the co-advisor could be not a member of CUI. Apart from professors and junior-professors, eligible scientists for supervising PhD students are Privatdozenten and scientists possessing a degree of Habilitation.

New members of CUI have to communicate to the coordinator of the CUI Graduate School the full names and titles of the supervisor and co-advisor as well as their affiliations.

Annual report

At the end of every calendar year each PhD student of CUI has to submit its own annual report. A template of the report will be provided (per e-mail) by the coordinator of the CUI Graduate School together with a link where the PDF-file of the report can be uploaded.

In the report the PhD student is asked to provide the following information:

- **Description of the research activity;**
- **List of publications;**
- **List of attended workshops and conferences;**
- **List of attended courses in the framework of the CUI course programme.**

Remark: PhD students that are associated members of the CUI Graduate School and that are already members of a graduate school (e.g., International Max Planck Research School, PIER Helmholtz Graduate School) also have to submit the annual report.

Attendance of CUI events

There are a few events per year, like the **CUI Symposium, the CUI Graduate Days, the CUI Annual Meeting, and the CUI winter- or summer-school** for which the participation of all

PhD students and postdoctoral researchers is **mandatory**. As members of the cluster it is expected that PhD students attend such events.

Affiliation

As a member of the cluster of excellence of CUI you have the privilege to use the following additional affiliation:

***The Hamburg Centre for Ultrafast Imaging
Luruper Chaussee 149
22761 Hamburg***

You are supposed to use such an affiliation in **all** your scientific publications, posters, oral presentations, etc.

Acknowledgement

It is **mandatory** that in all scientific publications related to a CUI research project the Deutsche Forschungsgemeinschaft is properly acknowledged. To this end, please use the following sentence:

"This work has been supported by the excellence cluster 'The Hamburg Centre for Ultrafast Imaging - Structure, Dynamics and Control of Matter at the Atomic Scale' of the Deutsche Forschungsgemeinschaft."

Alternatively – if the journal does not provide sufficient space – please use the contract code of CUI: ***"DFG EXC 1074"***



Registration at Geventis

Geventis is the webbased tool used for booking your CUI Graduate School courses, keeping an overview and uploading your annual report.

Enroll for Geventis with your **Docata** username and password. You will be able to find and book the courses of the CUI Graduate School curriculum and additional courses and upload your annual report.

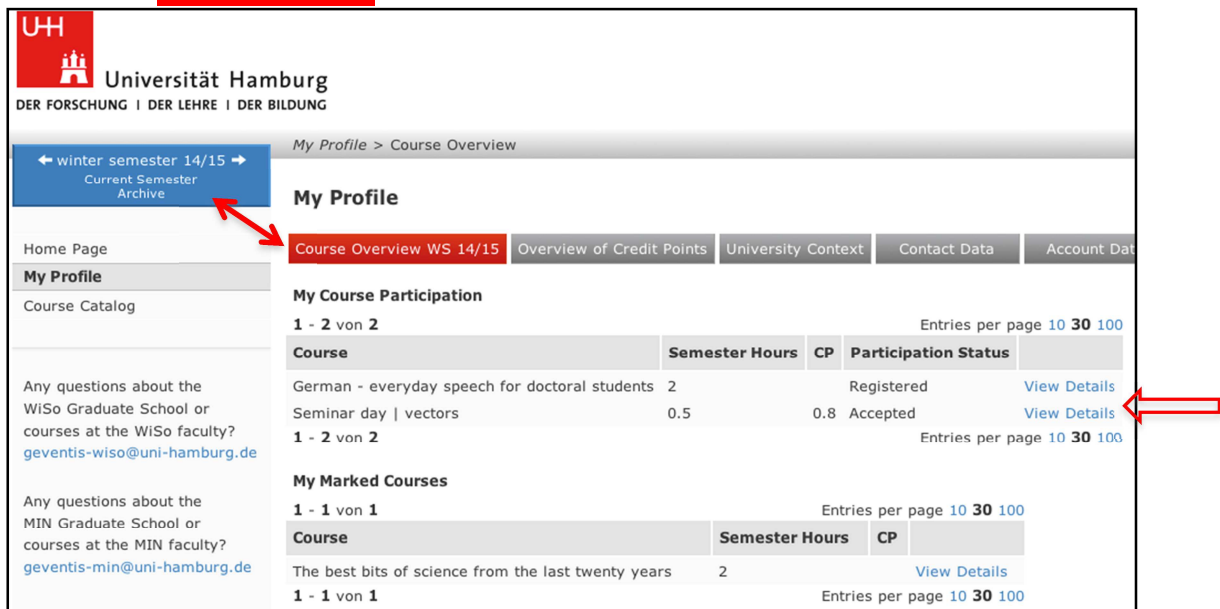
 **www.geventis.uni-hamburg.de**

- Click 'Not yet registered'
- Accept the data protection notice
- If you are a CUI PhD student select **doctoral student**.
- Select "Docata-MIN"
- Enter username and password of your **Docata account**. **If you forgot your login data**, go to **https://docata.min.uni-hamburg.de** and request a new password.
- Enter information about your **main** graduate school and submit the registration. After registering, you will receive a notice by e-mail. You will be also informed by e-mail, when your account is activated.

'My Profile' in Geventis

You will find 'My Profile' on the left of the start page. 'My Profile' contains seven tabs.

- The **Course Overview** tab:



U+H Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

← winter semester 14/15 →
Current Semester
Archive

My Profile > Course Overview

My Profile

Home Page
My Profile
Course Catalog

Any questions about the WiSo Graduate School or courses at the WiSo faculty?
geventis-wiso@uni-hamburg.de

Any questions about the MIN Graduate School or courses at the MIN faculty?
geventis-min@uni-hamburg.de

Course Overview WS 14/15 | Overview of Credit Points | University Context | Contact Data | Account Data

My Course Participation

1 - 2 von 2

Entries per page 10 30 100

Course	Semester Hours	CP	Participation Status	
German - everyday speech for doctoral students	2		Registered	View Details
Seminar day vectors	0.5	0.8	Accepted	View Details

1 - 2 von 2

Entries per page 10 30 100

My Marked Courses

1 - 1 von 1

Entries per page 10 30 100

Course	Semester Hours	CP	
The best bits of science from the last twenty years	2		View Details

1 - 1 von 1

Entries per page 10 30 100

Use the blue box on the left to select the semester. The tab "My Course Participation" displays all courses for which you are registered or accepted in that semester.

- **Please keep the information in the **Contact Data** tab updated!**
- **You can change your password in the **Account Details** tab.**
The language is logged under 'preferred language'.
- The **Messages** tab: Messages are sent to you by e-mail and stored under "Messages" in your account. Please note: E-mails will be sent in the language you last used.

Course registration

Most courses will be listed in the 'Course Catalog' (on the left of the start page) at the beginning of the semester but new offers can be added throughout the year. The 'Register Button' (the blue field) appears only if the course booking takes place in Geventis and within the period for registration.

Select 'Mark Course' to place this course on the short list under 'My profile'.

Select 'Registration' or 'Deregistration' for a course in the blue field. Please note that this is only possible within the given time period. After registration you will be informed about the status and receive a message via e-mail. In 'My profile' registered courses can be found in the 'Course Overview' tab.

Course recognition

Use the application form for courses and other academic performances not listed in Geventis, e.g. courses offered by other graduate schools of Universität Hamburg or activity as speaker of the CUI doctoral students. You can apply at any time. Ask your coordinator for further advice.

Go to 'My Profile' → Overview of credit points → Activate 'Application for Recognition of Academic Performances' → Complete the form → upload **Proof of academic performance** (PDF-files only) → save.

The coordination of the CUI Graduate School decides several times a year, so please be patient. The decision will be announced by e-mail and can be found in your 'overview of credit points' tab in your Geventis account.

Finishing your PhD Degree

Please contact the Office of Academic Affairs ("Studienbüro") of your corresponding department (see "Admission to the PhD procedure") for all details on handing in your thesis and organizing your PhD defense. After defending and publishing your thesis you will receive a PhD diploma from the corresponding department of your faculty.

Do not forget to ask for an English copy of your PhD diploma!

Your Transcript of Records

Once you defended your thesis please contact CUI Career Service and ask for a Transcript of Records, this will include all courses you attended during your CUI membership and serve as a membership certificate.

✉ cui.career@cui.uni-hamburg.de

Space for your own notes

Sources

www.uni-hamburg.de/piasta/willkommen.pdf
www.uni-hamburg.de/forschung/nachwuchs/promotion.html
www.uni-hamburg.de/campuscenter/bewerbung/promotion.html
www.cui.uni-hamburg.de

Imprint

The Hamburg Centre for Ultrafast Imaging (CUI) Career Service

☎ (040) 8998-2206

✉ cui.career@cui.uni-hamburg.de

💻 www.cui.uni-hamburg.de

✉ Luruper Chaussee 149
22761 Hamburg, Germany

Check list for new PhD candidates at CUI

Checkliste für neue Doktoranden am CUI

<input checked="" type="checkbox"/>	Sign your contract Vertrag unterschreiben
<input checked="" type="checkbox"/>	Arrive and visit the CUI-Office Ankommen und im CUI-Office vorbei schauen
<input type="checkbox"/>	Get an official e-mail-address at your institute Offizielle e-Mail-Adresse beim zuständigen IT-Service
<input type="checkbox"/>	Registration at the registration office with current address Anmeldung im Einwohnermeldeamt mit aktueller Adresse
<input type="checkbox"/>	Permit of Residence (needed for all non-EU citizens) Aufenthaltsgenehmigung (brauchen alle nicht EU-Bürger)
<input type="checkbox"/>	Health Insurance (mandatory in Germany) Krankenversicherung (Versicherungspflicht)
<input type="checkbox"/>	Bank Checking Account, to receive salary, to pay the rent etc. Bankkonto, für Gehaltseingänge, Mietzahlungen etc.
<input type="checkbox"/>	Apply for PhD admission via Docata (not automatically): Zur Promotion anmelden (nicht automatisch mit Vertrag):
Log in: https://docata.min.uni-hamburg.de/welcome Information: https://www.min.uni-hamburg.de/en/forschung/promotion/verfahren.html	
<input type="checkbox"/>	Matriculation (registration as student → semester ticket etc.) Immatrikulation (Studentenstatus → Semesterticket etc.)

The Hamburg Centre for Ultrafast Imaging (CUI) - Career Service
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