



Partnership of
Universität Hamburg and DESY

PIER Helmholtz Graduate School

The graduate program for all PhD candidates in
the PIER research fields



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG



Since 2013 doctoral students in the PIER research and competence fields benefit from the offers and services of the PIER Helmholtz Graduate School (PHGS).

Four years after its foundation, the school has now more than 350 members - PhD candidates from all over the world. With this booklet we would like to give you an overview about the school's structure and services. The graduate school is financially supported by Deutsches Elektronen Synchrotron (DESY), Universität Hamburg (UHH), and the Helmholtz Association.

Please do not hesitate to get in touch with our team for more information.



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Spokesperson on behalf of Universität Hamburg



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PIER Helmholtz Graduate School: Our Services

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1.) Training Concept

Study Programme

In the study programme, doctoral students acquire professional skills in their main research field, plus interdisciplinary knowledge in the context of the PIER research fields and key skills. Completion of the study programme requires a total of 17 semester hours (*SWS = Semesterwochenstunden*) distributed over 3 years: A minimum of 14 semester hours in the area of professional skills (categories A and B) and 3 semester hours in the area of key skills (category C).

Please note that our study programme does not require any exams.

A written confirmation of attendance by the organizer, lecturer or supervisor is required for each course/workshop/conference. Doctoral students are asked to upload each attendance confirmation in the PIER database. The calculation of semester hours includes the workload for lectures, preparation of conference posters or talks, etc. Block seminars are accounted as follows: 1 day = 0.5 semester hour, 2 days = 1 semester hour, etc. Half-day block seminars can also be credited. Block courses are credited with a maximum of 10 days / 5 semester hours.

The specific courses are chosen individually by each doctoral student in consultation with his or her supervisors.

Doctoral students who complete the study programme of the PIER Helmholtz Graduate School receive a certificate and a transcript of records (see template in annex) in addition to the doctoral degree certificate from the university.

Overview: PHGS Study Programme

Category	Elements/events	Total amount of SWS in 3 years
A: Project related activities in the main research field	Seminars at research training groups, work groups and institutes Workshops and conferences in the main research field	6 SWS
B: Professional qualification in the PIER research fields	PIER PhD seminar PIER Graduate Week Subject-specific Master lectures at University of Hamburg and other universities Winter and summer schools Workshops and conferences outside the main research focus	8 SWS
C: Key Skills	Workshops, courses, vocational training on career orientation Courses on academic writing, language training	3 SWS

Exemplified PHGS Study Programme

Category	Elements/events	Duration	SWS
A: Project related	Working group seminar	Regular	1
	Project related conference	4 days	2
	Project related workshop	2 days	1
	Project related workshop	4 days	2
B: Professional qualification	PIER PhD seminar	1 term	1
	PIER Graduate Week	4 days	2
	Summer school	8 days	4
	Subject-specific university lecture (1SWS)	1 term	1
C: Key Skills	PIER Career day	1 day	0.5
	Workshop on presentation skills	1 day	0.5
	Course on scientific writing in English	1 course	2

Supervision

In the PIER Helmholtz Graduate School, every doctoral candidate should be supported by a team of supervisors. The team consists of a primary supervisor (from the research field in which the dissertation is being written) and at least one secondary supervisor (from another PIER research field, if possible). At the beginning of the PhD project, the supervisors and the doctoral candidate sign a supervision agreement. The formal preconditions that a supervisor has to fulfil are specified in §6 of the doctoral degree regulations of the School of Mathematics, Informatics and Natural Sciences at Universität Hamburg.

The supervision agreement contains binding regulations:

- The supervisors cooperate with the doctoral candidate to draw up an individual work plan and time schedule for him or her.
- The doctoral candidate must write a brief interim report at least once a year. He or she must also keep a brief report that provides feedback on the way the dissertation is progressing. The graduate school provides a template (see annex). This report serves as the basis for the next meeting with the supervisors. After the meeting, the doctoral candidate and the supervisors sign the report and forward it to PIER Helmholtz Graduate School.
- The doctoral candidate regularly meets with his or her supervisors in order to ensure that the dissertation is of high quality and will be completed on time.

The supervisors may make additional agreements with the doctoral candidate on further training and education, such as career planning assistance or conflict resolution.

In the annex you can find the template of our supervision agreement. Our template is officially recognized by the physics and chemistry departments at University of Hamburg. Please note that the signed agreement is mandatory for membership in the PIER Helmholtz Graduate School. This also applies to PhD students enrolled at universities other than Universität Hamburg.

2.) Events / Regular Elements of The Study Programme

PIER PhD Seminar

The aim of the PIER PhD Seminar is that all participants introduce their PhD project or their research field to each other in a way that PhD students from different research fields are able to understand and profit from the presentations.

All graduate school members are requested to take part in the PIER PhD Seminar for at least one semester. The PIER PhD Seminar takes place each semester.

PIER Graduate Week

PIER Graduate Week is an interdisciplinary workshop and lecture week for PhD students and takes place once a year in October. Both national and international speakers offer a wide range of introductory and focus courses in the research fields Particle & Astroparticle Physics, Nanoscience, Photon Science, and Infection & Structural Biology. Each course is a consecutive four-day series of lectures and/or workshops. The introductory courses are designed for doctoral candidates who would like to learn more about a related research field, while the focus courses are in-depth sessions for doctoral candidates in their own respective research area. The Graduate Week addresses mainly PhD students, but interested MSc students and scientists are also invited to attend. A number of soft skills courses, a scientific colloquium and a business talk complement the programme.

Key Skills, Career Training & Language Courses

The qualification concept of the PIER Helmholtz Graduate School has an additional focus on the acquisition of key skills. Our research and transferable skills courses and workshops address students in their first, second and third year respectively. The emphasis is on (1) research skills development, (2) presentation and communications skills, and (3) career and leadership skills. In addition to the key skills and career training, the graduate school offers a variety of language courses tailor-made for PhD students, in particular German courses for internationals and negotiation and networking skills for scientists.

All language courses are free of charge for graduate school members.

3.) Financial Support

Travel Grants

Research trips, visiting cooperation partners, presenting results at international conferences or attending summer-/winter schools are important elements to enrich a PhD project but are not always easy to finance.

All members of the graduate school are eligible for PIER travel grants. PhD candidates who have just started their doctoral project can apply only six months after the start of their project. The grants can be used for research stays, attendance of summer/winter schools, workshops, conferences abroad or in Germany. They may also be used to cover fees for local conferences in Hamburg.

Applications can be submitted by email to graduateschool@pier-hamburg.de. The application deadlines are: 31.03./30.06./30.09./31.12.

Decisions will be announced one month after the respective deadline; if the number of applications exceeds the available funds, only the most plausible applications will be funded. The executive committee of the PIER Helmholtz Graduate School decides on the funding.

The funding procedure is easy and non-bureaucratic. Mixed funding with a contribution of the research group or inviting institutions is possible as advance payment. Several stays or trips for up to 6 weeks may be supported in the total amount of up to € 1,500 per year. For longer periods, a higher amount of funding is possible. The daily allowance cannot be refunded by the graduate school, and successful applicants have to submit a copy of their approved business travel application form before they can receive the grant.

Pier Helmholtz Graduate School: Grants for completing a doctorate

Since June 2017, the PIER Helmholtz Graduate School (PHGS) provides a limited number of grants for completing a doctorate for full members of the PHGS. The financial support is offered to PhD students who are unable to complete their graduation within the given time frame of their respective contract for reasons beyond their own fault.

1. Basic Conditions & Procedure

- Applications are accepted the whole year round.
- Applications must be handed in at least 4 months before the original funding runs out.
- All full members of the PHGS financed through employment at DESY, University of Hamburg or a scholarship are eligible to apply. Scholarship holders must be enrolled at University of Hamburg.
- PHGS finances up to 6 months of 50% TVL 13 (the collective wage agreement).
- The supported PhD students receive a prolongation of their respective contract financed by PHGS. Scholarship holders will be employed at DESY for the time of funding.

2. Grant criteria

- The applicant must provide details on the following points:
- There are compelling reasons which prevent a graduation within the term of the contract and for which the PhD student is not responsible himself/herself.
- The graduation cannot be completed with the existing material/results. Please note that the PHGS cannot grant an extension simply in order to improve the quality of the PhD thesis. It must be made clear that without an extension, the thesis is truly inadmissible.
- The required extension cannot be financed by other resources.
- The current results and working behavior of the PhD student lead to the assumption that the graduation will be completed within a maximum of 6 months.

3. Application Documents

- Application letter which outlines the reasons for the delay/interruption of the graduation project
- Curriculum vitae
- Support letter of the main supervisor
- Detailed working plan and timeline for the remaining time

PIER Funding Instruments

In addition to funding exclusively for doctoral students, all members of the graduate school can apply for the PIER funding instruments which address scientists in the PIER research and competence fields: https://www.pier-hamburg.de/funding/index_eng.html

The graduate school provides extra funds within the PIER instruments for doctoral candidates to organize workshops. The amount of funding is flexible.

4.) Extracurricular Support

Gender Equality: Mentoring For Women in Natural Sciences

The programme aims to reach and support women in natural sciences who plan to pursue an academic career. It is a joint effort of the PIER Helmholtz Graduate School, CUI, DESY, and the collaborative research centers SFB 676 and SFB 925. It addresses both female PhD students and Postdocs of the involved institutions. The programme gives participants the chance to take part in intensive discussions with an experienced female mentor as well as to join networking-events and workshops over a period of twelve months. In addition female PhD students benefit from specific career trainings for women in natural sciences which are offered regularly in cooperation with other graduate programmes.

Admission and Enrollment at University

Membership in the graduate school is subject to admission as a doctoral student at a university (not necessarily Hamburg). Admission has to be confirmed by the home university and submitted to the graduate school within 6 month after registration. If required the graduate school offers support for the admission procedure as well for students who are not in Hamburg yet.

Service for International Doctoral Candidates & their Supervisors

The PIER Helmholtz Graduate School offers a wide range of services for international candidates. The offers range from a Buddy programme to assistance with obtaining a residence permit. Supervisors of international candidates can receive templates for invitation letters addressed to scholarship committees (e.g. DAAD or CSC) or embassies. Upon request, PIER Helmholtz Graduate School offers financial support to invite international candidates for interviews.

PhD Representatives

The graduate school offers a variety of activities in cooperation with the representatives of the doctoral initiative "DOIT" (Doktoranden-Initiative), which is also the elected voice of the PhD students within the partnership of Universität Hamburg and DESY. The activities include a regular social hour, a running team, and a job and career talk series - all of which are perfect platforms for networking, exchange and career planning.

5.) ANNEX: PHGS TEMPLATES

- PHGS Certificate
- PHGS transcript of records
- Supervision agreement
- Report of annual meeting with supervisors
- Report of annual meeting with supervisors (For PhD students with DESY contract)

Dr. rer. nat.

Max Mustermann

born on August 01, 1985 in Entenhausen, Germany

has successfully completed the Ph.D. program of the

PIER Helmholtz Graduate School

The PIER Helmholtz Graduate School (PHGS) is a joint graduate education program of Universität Hamburg (UHH) in cooperation with Deutsches Elektronen-Synchrotron (DESY). The “Partnership for Innovation, Education and Research” (PIER) between UHH and DESY concentrates on the four research fields Particle and Astroparticle Physics, Nanoscience, Photon Science and Infection and Structural Biology.

Hamburg, July 01, 2014

PIER Helmholtz Graduate School

Transcript of Records

The PIER Helmholtz Graduate School (PHGS) is a joint graduate education program of Universität Hamburg (UHH) in cooperation with Deutsches Elektronen-Synchrotron (DESY). The "Partnership for Innovation, Education and Research" (PIER) between UHH and DESY concentrates on the four research fields Particle and Astroparticle Physics, Nanoscience, Photon Science and Infection and Structural Biology.

Name

«First_Name Last_Name»

Date of birth

«January 11, 1985»

Place of birth

«Hamburg, Germany»

Title of Ph.D. project

«Title of Ph.D. project»

Hamburg, September 25, 2015

Scientific and interdisciplinary training

Course name	CERN Winter School on Supergravity, Strings and Gauge Theory	Type of course	winter school	Year	2013
Provider/institution	CERN				
Course name	DPG spring conference Mainz	Type of course	conference	Year	2014
Provider/institution	Deutsche Physikalische Gesellschaft				
Course name	Higgs physics in the SM and beyond	Type of course	lecture	Year	2014
Provider/institution	DESY/ University of Hamburg				
Course name	Workshop on Higgs Physics: Preparing for Future LHC Data, Hamburg	Type of course	workshop	Year	2014
Provider/institution	DESY				
Course name	PIER Graduate Week	Type of course	lecture	Year	2015
Provider/institution	PIER Helmholtz Graduate School				
Course name	PIER PhD Seminar	Type of course	lecture	Year	2015
Provider/institution	PIER Helmholtz Graduate School				
Course name	DESY Higgs Seminar	Type of course	seminar	Year	2014-2015
Provider/institution	DESY/ University of Hamburg				

Professional skills training

Course name	Research Exchange and Discovery Workshop on PIER research fields: scientific writing	Type of course	workshop	Year	2013
Provider/institution	READi, Herz Stiftung				
Course name	PIER Career Day: presentation skills	Type of course	workshop	Year	2014
Provider/institution	MPI Munich				
Course name	German for beginners	Type of course	lecture	Year	2014
Provider/institution	PIER Helmholtz Graduate School				

Extracurricular activities

Name has successfully completed the study program of the PIER Helmholtz Graduate School.

more Information
more Information
more Information

«Date»

Prof. Dr. Daniela Pfannkuche

Spokesperson of the PHGS on behalf of Universität Hamburg

Prof. Dr. Robin Santra

Spokesperson of the PHGS on behalf of DESY

SUPERVISION AGREEMENT

Between PhD student and supervisors

PhD student and supervisors sign this supervision agreement in order to ensure the best possible scientific training and support of the PhD student. In addition, this supervision agreement specifies rights and duties of the persons involved. At the PIER Helmholtz Graduate School (PHGS) every PhD student is supported by a team of supervisors. The team consists of a primary supervisor and at least one secondary supervisor.¹

The agreement is signed between:

PhD student: _____

Is registered for doctoral studies at the department of: _____

Working title of the doctoral thesis: _____

Supervisor/department or institution: _____

Co-supervisor/department or institution: _____

If applicable

2nd Co-supervisor/department or institution: _____

The PhD student commits himself/herself to:

1. design and establish the doctoral project in a way that the doctoral degree can normally be accomplished within three years;
2. inform the primary supervisor in case of major changes to the work schedule;
3. deliver the thesis and present the oral defense (viva voce) either in German or English;
4. arrange a comprehensive meeting with both supervisors to assess the status of the research project at least once a year. He or she must also keep a brief meeting report including feedback from the supervisor on the way the dissertation is progressing. This report serves as the basis for the next meeting with the supervisors. After the meeting, the doctoral candidate and the supervisors sign the report and forward it to the PHGS. The PHGS provides a template for the report on request.

¹ The formal conditions for supervision are defined in the respective Doctoral Degree Regulations of the University where the PhD student is admitted. For PhD students at University of Hamburg the Doctoral Degree Regulations of the Faculty for Mathematics, Informatics and Natural Sciences apply. The formal conditions that a supervisor has to fulfil are specified in §6 (3): At least one supervisor must be a full-time professor or 'habilitated' member with an employment in the MIN faculty. In accordance with §4, a panel of supervisors, consisting of three people including a chair, a supervisor and a co-supervisor, can be appointed upon recommendation of the applicant as well.

For the duration of his/her doctoral studies, the PhD student will be a member of the PIER Helmholtz Graduate School. The membership expires after graduation.

The supervisors commit themselves to:

1. help define the topic and goals such that the dissertation can normally be completed within three years;
2. support the attendance of subject-related events (conferences, meetings, workshops) and advise the PhD student which events are useful for his/her doctoral project;
3. take note of the PHGS study programme which is intended to ensure that the PhD student obtains key skills as well as professional expertise in the respective focal areas and within the interdisciplinary context of the PIER research fields;
4. meet the PhD student at least once a year for a comprehensive meeting on the status of the research project, comment on time and work plans, outline of research project and progress. The PhD student will produce a short meeting report, which has to be signed by him/her and both supervisors and which he/she will forward to the PHGS.

Both the PhD student and the supervisors, commit themselves to an open and cooperative collaboration for a successful realization and completion of the doctoral studies.

Academic integrity and good scientific practice

The PhD student and the supervisors commit themselves to adherence of the Rules of Good Scientific Practice. See: [Information on admission and doctoral examinations at the MIN Faculty \(https://www.promovieren.uni-hamburg.de/en/min/promotion/downloadbereich.html\)](https://www.promovieren.uni-hamburg.de/en/min/promotion/downloadbereich.html)

Additional agreements (if required)

Date and signatures:

_____	_____	PhD student
_____	_____	Primary supervisor
_____	_____	Co-supervisor
If applicable	_____	2 nd Co-supervisor

Annual Report

Date:

PhD student:

Supervisor:

Co-supervisor:

2nd Co-supervisor (if applicable):

1. Status of the doctoral project

Major direction of study, specific research questions, milestones reached

2. Problems encountered, measures taken

3. Schedule for the remaining time

4. Other comments

5. Signatures: PhD students + supervisor(s)

The PIER Office is located on Campus Bahrenfeld in Hamburg
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