



Research Cluster and Graduate School
Society and Culture in Motion
Diffusion – Experiment – Institution
Martin Luther University Halle-Wittenberg
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Introduction of the Graduate School “Society and Culture in Motion”

1. Aims

The Graduate School was initiated by the federal state of Saxony-Anhalt and took up its work in 2005. The aim of the Graduate School is to encourage and foster innovative research at the Ph.D. and Postdoctoral level.

This shall be achieved by emphasizing the enhancement of interdisciplinary cooperation between the participating academic disciplines. The graduate school brings together expertise in various fields based on shared thematic focuses. Moreover, our intention is to promote a debate which transcends disciplinary and institutional boundaries.

2. Working Formats

The Graduate School supports the interdisciplinary scientific training of graduates (at both the Ph.D. and Postdoc levels) utilizing at least three basic formats: the colloquia in the “study group”, the “work in progress” group (both of which will be explained in more detail by the Postdocs), and last but not least the workshops. Additionally, we offer guest lectures, plenary meetings and once a year a summer school hosted together with other cooperating universities. In order to strengthen your abilities to conceptualize and organize scientific conferences in your further careers we ask each one of you to prepare a one or two day workshop within the first two years of your funding. You will organize the workshops together with one or two other doctoral students – one of which should belong to a discipline other than your own. While the concept for the workshop might be developed with the assistance of the Postdocs, the coordinator or any professor, the responsibility for its planning and execution, nevertheless, remains in your hand. We ask you to submit the concept at least three months in advance. The GS provides a budget for inviting foreign guests. This budget is not determined beforehand; it will be defined according to specific needs and our budgetary situation.

The scientific program of the GS is designed for grantees as well as those graduates who are not aided by a GS SCM grant. Grantees are strongly encouraged to participate in our teaching program: the weekly seminars, workshops and guest lectures. If you cannot attend these functions for any reason, please let me and the Postdocs know as soon as possible.

3. Enrolment for Ph.D. students

International Ph.D. students should go to the international office and German citizens/residents to the Immatrikulationsamt in order to register. You will find the links to both institutions on our website: <http://www.scm.uni-halle.de/gsscm/service/organisatorisches/>

4. Application for the acceptance as a Ph.D. candidate at the respective faculty

You will find the necessary form at the following link: [http://webdoc.urz.uni-halle.de/dl/290/pub/Application form_Acceptance as a PhD.pdf](http://webdoc.urz.uni-halle.de/dl/290/pub/Application_form_Acceptance%20as%20a%20PhD.pdf)

5. Application for the opening of the Ph.D. proceeding at the respective faculty

Once your dissertation is at a fairly advanced stage, you should arrange to meet with your supervisor in order to initiate the Ph.D. proceedings (for your respective faculty). However, this should only be undertaken once you have a realistic idea of when you will be officially submitting your thesis.

6. Evaluation

The GS has several formats for evaluating the activities of the Ph.D. candidates. There are three formats which are relevant to you: 1) you are expected to take minutes of one consultation with your supervisor every semester and to submit the minutes (ca. 1-2 pages) to the coordinator. This measure is to confirm the cooperation between both you and your supervisor.

Secondly, we ask you to prepare an annual report which will be part of our official annual activity report. Normally, you will be asked in January to hand in such a report. The contents of the report mainly deal with the progress of your research project, problems you are experiencing concerning your research (assuming any), organizational questions within the Graduate School as well as your position or status within the academic community (on the whole about two pages). Additionally those of you who went to conferences, field or archive trips are asked to provide a brief summary of your activities on an additional page. Thus, everybody will have about two or three pages in our next year's activity report to present her/his academic activities.

Furthermore, you are encouraged to contribute to the internal and external evaluations of the GS. Internal evaluations take place at least once a year within the advisory board of the GS. External inspections are conducted on behalf of our sponsors and in conjunction with external evaluators.

Last but not least, we ask that you submit a final report after your grant period has come to an end. The report should include (but is not restricted to) the progress of your research project, the status of your doctoral degree or the prospective date of submission of your thesis and defense, and your current and future career perspectives. Furthermore, you can also mention problems you had concerning your research, organizational questions within the Graduate School as well as your position within the academic community. On the whole, the final report should be about two or three pages long, and will be included into our official activity report. Page 3 to 3

7. Rules and Bodies of the GS

The rules of the GS you will find here: <http://wcms.uzi.uni-halle.de/download.php?down=8650&elem=1958172>. The GS consists of five bodies: the assembly of grantees, the assembly of supervisors, the board, the office and the advisory board. Moreover, an Ombudsman position was established at the last board meeting. Should any problems arise between grantees and their supervisors the Ombudsman can be contacted. This position is not subject to any directives. Currently, both Prof. Sackmann and Prof. Nell hold the position of Ombudsman.

8. Application for extension

Generally speaking, the GS provides full-time Ph.D. grants for 24 months. Applications for grant extension cannot be submitted prior to the start of the last semester of funding. The application should include a detailed schedule leading up to the submission of your thesis and a statement from your supervisor (and optionally from another member of your Ph.D. committee). Applications can be submitted as an electronic file.

9. Ph.D. committee

The GS provides a working format "Ph.D. committee" The committee consists of the supervisor, another professor (ideally your 2nd reviewer) and if possible a 3rd researcher, ideally a Postdoc of the GS. It would be appreciated if at least one member of the Ph.D. committee belongs to a discipline other than the one in which you are attempting to receive the doctoral degree. Researchers from other universities are welcome to be a member of the committee.

10. Trips for field- or archive research and to conferences

The GS supports participation in conferences, field research, etc. If possible, please attempt to schedule such activities outside the academic semesters. In order to plan the budget for field and archival research as well as for participation at conferences, it is important that you apply for such financial support as soon as possible. Subsequent applications are also possible but may be more difficult to be realized. Applications afterwards cannot be accepted. Conditions for assistance are the following: Principally all kinds of research concerning your Ph.D. or Postdoctoral project can be supported by the GS. Ph.D. students are asked to include a statement from their supervisor in their applications. Applications including a financial budget may refer to expenses for travelling, housing and living as well as for materials (e.g. copies) if necessary. Costs for insurance are not recoverable. If you are going to participate and present at conferences, we expect 1) that you do so as a representative of the GS, 2) that you publish the paper within our series of online working papers: http://www.scm.uni-halle.de/gsscm/die_graduiertenschule/online_papers/ and 3) submit a short report about the conference and your paper for our online reporting list. Typically, papers that are to be presented at conferences should first be discussed within the context of the work in progress (WIP) group.