

# Getting your doctorate at the University of Oldenburg

Services, advice and support

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## Welcome to the University of Oldenburg!

As Vice President for Early-Career Researchers, Equal Opportunities and Diversity, you, as doctoral candidates, as well as all issues that affect you, are especially close to my heart. As you embark upon your doctorate, you are most likely entering unfamiliar territory; this guide, therefore, is intended to help you find the right contact point if you have any questions or run into problems related to your PhD. We also hope that this overview will provide you with information and introduce you to organisational units that you might not otherwise have encountered until much later on.

The university as a whole also attaches great importance to supporting early-career researchers. This is reflected in the emergence of several strategic concepts at the University of Oldenburg in recent years, which address, for example, the creation of favourable framework conditions and personnel development with responsibility for early-career researchers. Other concepts specifically concern fast-track PhD programmes and support for early-career researchers with doctorates, such as tenure track professorships (<https://uol.de/graduierakademie/strategisches>). These concepts are intended to create the best possible conditions for you as early-career researchers to advance your academic careers.

I wish you all the best in your doctoral studies and in this special phase of your life, and I hope that you thoroughly enjoy your scientific research.

Kind regards,

Prof. Annett Thiele

Vice President for Early-Career Researchers, Equal Opportunities and Diversity

## 2.1

## Strategic support for early-career researchers: Useful terms and information

This section contains important information on the topics of acceptance, admission and enrolment as well as on doctoral degree regulations and doctorate committees.

When you start your doctorate, you should conclude a **supervision agreement** with your supervisor as early as possible and have it countersigned by the responsible doctorate committee (the supervision agreement is included as an appendix to the doctoral degree regulations). You can find the respective **doctorate committees**, including information about their chairs and the Doctoral Office/administration offices, on the Schools' webpages. Here you will also find all of the university's current **doctoral regulations**; an overview is also available on the Graduate Academy's website (<https://uol.de/p61911>). The doctoral regulations set out all the rules and regulations governing doctoral programmes; it is therefore essential that you are familiar with and understand the regulations that apply to your doctoral programme/the degree you are working towards.

Once you have concluded the supervision agreement, you can obtain the status of **accepted doctoral candidate** from the administration office of the relevant School (you may have to complete or submit additional documents; this varies from School to School).

Accepted doctoral candidates are required to **enrol**, primarily for insurance purposes, but it is also advisable to enrol early in order to be able to use some of the university's services.

It is also advisable to apply for **admission** to the doctorate at an early stage, as most Schools only check that you meet all the relevant requirements and have submitted all the necessary documents during the admission process, not during the acceptance process

(some Schools combine the acceptance and admission procedures at the beginning of the doctorate; at other Schools, they may take place at completely different times).

As the requirements and rules and regulations, including the supervision agreement, differ per School and per doctoral degree, you should read the doctoral degree regulations that apply to you for more detailed information. If you have any questions about the acceptance and admission procedures, please contact your supervisor or the doctorate committee responsible for you at the School (Doctoral Office/administration office). For enrolment-related issues, please contact the Admissions Office.

Depending on personal preferences, subject cultures and the regulations in place at the respective School, you have the option of doing an individual doctoral programme or doing your PhD as part of one of the structured doctoral programmes. If you prefer to do the latter, you will need to complete further administrative formalities and state the specific doctoral programme when you enrol. An overview of the university's structured doctoral programmes can be found on the Graduate Academy webpages (<https://uol.de/p41221>). The Graduate School for the Social Sciences and the Humanities (3GO) and the Graduate School for Science, Medicine and Technology (OLTECH) provide the framework for structured doctorates at the University of Oldenburg.

### Contact

#### Department for Research and Transfer

##### Dr Julia Anna Matz

Officer for Early-Career Researchers with a focus on Doctoral Candidates and International Issues

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## 2.2

## Research funding

Advice on securing third-party funding for research projects, networking opportunities, scientific events and mobility via state, national and international research funding bodies

We are your first point of contact for all questions about research funding. We actively support you in your transition to becoming a postdoc and towards your academic career, and we help you to obtain third-party funding. Throughout all phases of the

funding application process, we assist you with our expertise and experience and advise you on how to use research funding effectively to realise your career strategy.

### How we can help you:

- We provide up-to-date information on research programmes, calls for proposals and funding opportunities.
- We give you expert advice on applying for funding and provide formal administrative support for applications.
- We act as a liaison between you and the various funding institutions.
- We compile and share information on doctoral funding: <https://uol.de/graduieretenakademie/promovierende>.
- We help you plan your international projects and mobility.
- We are your first point of contact for internal university support mechanisms for your research.
- The Research Funding team also provides information on all doctoral programmes and coordinated Research Training Groups. Here you will find an up-to-date overview: <https://uol.de/graduieretenakademie/promovierende/strukturierte-promotion>.

### Contact

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## 2.3

## Founding and Innovation Centre (GIZ) and patents and property rights

The University of Oldenburg supports PhD students, researchers, students and alumni of universities in the region in all matters relating to starting up their own business. Thanks to the Professorship in Entrepreneurship, the Adjunct Professorship in Innovation Management and Sustainability and the Research and Transfer Department's GIZ, the university has cultivated a comprehensive start-up culture encompassing research, teaching and support. In recognition of its commitment, the university was named one of the six best universities for start-ups in Germany by the German Federal Ministry of Economics and Technology (BMWi) in 2011. All our services are offered free of charge. We also welcome interested parties who do not have a specific business idea.

We provide targeted support to people interested in setting up their own business, to help them translate their ideas, technologies and research results into potential business ideas. The GIZ supports entrepreneurs in the pre-start-up and early start-up phase by offering coaching and advice – including one-on-one start-up advice, assistance with the business plan and advice on how to successfully exploit patents. Entrepreneurs can also benefit from targeted support, especially when applying for funding (for example, for the EXIST start-up grant and the EXIST Transfer of Research programme). The GIZ has several start-up advisors to help with these applications.

Through the mentoring programme, entrepreneurs are also given access to networks and the opportunity to make initial contact with business partners. Start-ups benefit from the support of experienced entrepreneurs in the business areas that are relevant to them.

In return, mentors benefit from the mentees' in-depth insights into the latest developments and can leverage the innovative momentum for their own companies.

In addition to these advisory services, the Research and Transfer Department's start-up team also organises events for raising awareness and improving skills. These range from grassroots activities, such as meet-ups and idea workshops, to one-day programmes, such as pitch workshops and prototype building, and one-week intensive training courses as part of entrepreneurship schools.

The University of Oldenburg also participates in the Germany-wide Young Entrepreneurs in Science initiative, which offers interactive programmes for PhD students and postdocs from all disciplines to gain and expand their knowledge of starting a business.

The Department for Research and Transfer is the main office for registering and exploiting scientific inventions at the University of Oldenburg.

We are here to help you transform your research results into a product:

- Communication of the results of research and developments to companies

- Advice and assistance with the registration of industrial property rights

- Information on research/funding programmes

- Support for participating in trade fairs

### Contact

#### Founding and Innovation Centre (GIZ)

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## 2.4

## Innovative Hochschule Jade-Oldenburg! sub-project “KarriereWege”

Through the Innovative Hochschule Jade-Oldenburg! joint project, the University of Oldenburg, the Jade University of Applied Sciences and the OFFIS Institute for Information Technology aim to intensify mutual exchange with the business community, society, public authorities and cultural institutions in order to increase the innovative strength of the region

The “KarriereWege” sub-project supports doctoral candidates and undergraduates as they transition to careers outside the world of academia. The activities and events organised as part of this sub-project are designed to help students develop and strengthen both their personal qualities and their repertoire of in-

terdisciplinary skills. They also focus on preparing students for current issues and needs in non-academic settings. Additionally, the purpose of these activities is to open up attractive career prospects in the region for young academics.

### Activities

#### — Workshops

In a wide range of workshops, students, doctoral candidates and young professionals from regional employers have the opportunity to work on current real-world issues, share their experiences and develop solutions.

#### — Mentoring programme

As part of the “Praktisch vernetzt!” mentoring programme, specialists and managers offer advice and support to doctoral candidates as they plan their careers.

#### — PraxisPromotion

“PraxisPromotion” gives doctoral candidates the opportunity to integrate practical experience in non-academic career paths into their doctoral studies

#### — Coaching

These coaching programmes aim to strengthen students' interdisciplinary skills and to promote the acquisition of skills that are relevant to the labour market. For example, participants learn to assess their own skills and strengths and to design a suitable career path using various methods

#### — Contact seminars

Structured contact seminars connect doctoral candidates with potential employers.

### Contact

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Non-academic career paths for doctoral candidates

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#### Dr. Jasmin Overberg

PraxisPromotion

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#### Greta Ruth Kottwitz

Non-academic career paths for doctoral candidates

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## Teaching and learning in higher education

The Teaching and Learning in Higher Education team is committed to promoting excellence in teaching at the University of Oldenburg. Lecturers as well as doctoral candidates who have teaching responsibilities can acquire and develop skills by completing the training courses on offer and also take advantage of the advisory services. The team also assists in the further development of degree programmes and supports and initiates innovations in teaching.

Define learning objectives, impart expertise, select methods, test, advise and evaluate: in order to design learning processes that are appropriate to the subject and teaching methodology and to adapt them to current challenges, teaching staff need to possess a wide range of competences. The Teaching and Learning in

Higher Education team assists and supports them in this development process by offering a wide range of courses and services, which focus in particular on teaching and learning with digital media (e-didactics), research-based learning and gender and diversity in university teaching.

### Training, advice and exchange

- Courses and events: You are welcome to participate in our workshops on teaching in higher education and to take our short courses in order to acquire and develop skills and to exchange ideas with colleagues.
- Teaching and Learning in Higher Education certificate programme: The programme comprises 200 units and is recognised as a Lower Saxony state certificate in teaching in higher education.
- Advice: Looking for a suitable training course? Or do you have questions about how to design and teach your course (e.g. in line with the concept of research-based learning)? We are here to help! We have regular drop-in sessions for questions about teaching and learning with digital media.
- E-didactics blog: The e-didactics blog provides information, instructions and videos on how to use digital tools in your courses.
- Collection of teaching concepts: In this collection, UOL lecturers outline their approaches and share their experiences. Get inspired!
- Shadowing colleagues: Connect with other teaching staff, sit in on each other's lectures or seminars and share your experiences afterwards.
- Teaching Analysis Poll (TAP) – in collaboration with the Internal Surveys team: The TAP is a feedback tool for qualitative interim evaluations. This structured and moderated process allows you to obtain differentiated feedback from the students on your course.
- On our webpages you will find a variety of guides, tips and self-study units on topics related to teaching and learning in higher education.
- Teaching and Learning Day (TdLL): This event is organised every year under the auspices of the Vice President for Teaching, Learning and International Affairs and is an opportunity for university-wide exchange on teaching and learning at UOL. (<https://uol.de/tdll>)
- Award for Excellence in Teaching: In order to stimulate commitment to excellence in teaching, the University of Oldenburg has established the annual Award for Excellence in Teaching.

More information about what we do can be found on our webpage: <https://uol.de/lehre/hochschuldidaktik>.

### Contact

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## Graduate Academy

The Graduate Academy is the university's central **transdisciplinary** institution that supports the career development of doctoral candidates, postdocs, heads of junior research groups and junior professors. It offers a wide range of courses in the form of workshops, coaching and mentor programmes as well as general information about doing a doctorate and being a postdoc.

### Workshops

The Graduate Academy's programme (mostly workshops) focuses on four core areas:

- Professional & Career development,
- Management & Leadership,
- Communication & Presentation,
- english+: English for Academic Purposes

as well as special workshops relevant at the beginning and end of the PhD.

### Special programme for experienced doctoral candidates and postdocs:

- Peer Coaching Programme 1 – "Karriere mit Promotion: Wirtschaft oder Wissenschaft",
- Peer Coaching Programme 3 – "Making a Career after the Postdoc",
- Helene Lange Mentoring Programme – "Potentials. Career orientation and planning for female researchers".

### Contact

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<https://uol.de/graduertenakademie>

## 4.2

## Graduate School for the Social Sciences and the Humanities (3GO)

In 2011, Schools I–IV (with the exception of the Department of Computer Science) set up their own graduate school, 3GO, to promote early-career researchers in the social sciences and humanities. 3GO offers advisory services to doctoral candidates and supervisors, develops subject-specific and subject-related training activities and provides networking opportunities for early-career researchers.

The Graduate School is responsible for providing cooperative, high-quality, transdisciplinary and internationally oriented support for doctoral candidates. As a forum for exchange and continued training across Schools and disciplinary boundaries, it fosters an ideal environment for completing doctoral projects. Particular consideration is given to advancing equal opportunities and supporting doctoral candidates with families.

3GO is managed by a Board comprising an equal number of representatives from each School; the members are elected by the professors and doctoral candidates of the four Schools. 3GO also cooperates with the Graduate Academy and the Graduate School of Science, Medicine and Technology (OLTECH); together, they coordinate university-wide measures for the promotion of early-career researchers and organise events.

### Duties and responsibilities

- Provide training workshops on the topics of “broadening and deepening subject knowledge”, “communication and knowledge transfer” and “interdisciplinary competences”
  - Organise PhD days
  - Provide support for students when selecting training courses and regarding internationalisation, e.g. advice on stays abroad, funding opportunities
  - Provide advice and networking opportunities for doctoral candidates (e.g. on financing and skills)
  - Contribute to the further development and implementation of quality standards for doctoral training
  - Coordinate doctoral programmes and activities
  - Promote internationalisation (international programmes, double degrees) and the integration of international doctoral candidates
  - Provide support for the supervision of doctoral candidates
  - Provide support for setting up and developing structured doctoral programmes at the Schools
  - Promote interdisciplinary collaborations, e.g., Research Training Groups
- 3GO members (on individual doctoral programmes and structured doctoral programmes) are welcome to take advantage of the entire range of training opportunities and advisory services free of charge.

### Contact

**Rea Kodalle**  
 Manager and Coordinator  
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<https://uol.de/3go>



## 4.3

## Graduate School for Science, Medicine and Technology (OLTECH)

The OLTECH Graduate School was established in 2009 as an umbrella organisation for the doctoral programmes, structured doctoral programmes and externally funded Research Training Groups of the School of Mathematics and Science (School 5), the School of Medicine and Health Sciences (School VI) and the Department of Computer Science of the School of Computing Science, Business Administration, Economics and Law (School II).

OLTECH offers doctoral candidates on doctoral programmes the opportunity to gain subject-specific and interdisciplinary skills in order to strengthen essential key competences alongside their doctorate. In three focus modules, they can deepen and further develop their scientific expertise and their communicative

and interdisciplinary skills. OLTECH operates within a network of university, regional and national research institutions, graduate schools and companies. Twice a year, OLTECH awards travel grants to attend national and international conferences, summer schools and external workshops.

### Duties and responsibilities

- Design, organise and coordinate interdisciplinary training opportunities (incl. workshops, mentoring programmes)
- Develop and preserve quality standards in the promotion of early-career researchers and implement the principles of good academic practice
- Promote and support interdisciplinary cooperation and networking among doctoral candidates by organising subject-specific events as well as PhD days and career days, among other things
- Establish contacts in the academic and business communities
- Promote internationalisation and provide special support for international doctoral candidates
- Promote equal opportunities and support doctoral candidates with families
- Advise and support doctoral candidates (including individual programmes, taking advantage of the opportunities on offer, problems)
- Coordinate and organise admission procedures to doctoral programmes and issue certificates of completion
- Support the Schools in planning, developing, applying for and setting up doctoral programmes

### Contact

**Dr. Ferdinand Esser/Christine Steinseifer-Jeske**  
 OLTECH Coordinator/Manager

**Oili Tsakmakis**  
 Administration  
 Tel.: +49 (0)411 798-3648/3649  
 Email: oltech@uol.de

Available by email and telephone:  
 Monday – Thursday: 9 a.m. – 12 noon  
 Office hours: Thursdays 10 a.m. – 11 a.m.  
 (after registration) and by  
 appointment

<https://uol.de/en/oltech>



## 5.1

## Family Service

The University of Oldenburg regards itself as a family-friendly university. It is committed to making it as easy as possible to combine study, work, research and an academic career with family responsibilities. It is a supporter of equality between women and men, and a key prerequisite for this is a level playing field when it comes to assuming care responsibilities in the family. At the University of Oldenburg, the term 'family' is understood as a social concept in which long-term social responsibility is assumed for other people, especially for children, parents, partners, siblings and grandparents but also for people in need of care – irrespective of family relationship. The University of Oldenburg is recognised as a family-friendly university and is a member of the "Family at university" best practice club.

The Family Service advises all those seeking advice on an individual and confidential basis. It is well connected at the city, regional and national level and contributes to the strategic development of the University of Oldenburg regarding family-friendliness

Services for families with children: Childcare support through "Campus Krabben", a day care centre for children aged between 6 months and 3 years; support in accessing childcare services offered by the City of Oldenburg. Additional childcare during the school holidays for children aged between 3 and 12; support in organising childcare during conferences/training courses; parent-child rooms (with changing tables, play corners and high chairs) for parents to care for their children themselves while on campus. Family café in the parent-child room on the Wechloy campus; information for parents about family support via the Family Service section on Stud.IP; organisation of workshops.

Services for relatives of people with disabilities or people in need of care: Information about care via the Family Service section on Stud.IP; opportunities to chat to others in the Care discussion group; short presentations during lunch breaks with information on health care and family responsibilities.

Advice and information for doctoral candidates and postdocs with employment contracts on the following themes: Pregnancy, maternity and parental leave, provisions on fixed-term contracts in the Wissenschaftszeitvertragsgesetz (WissZeitVG, German Academic Fixed-Term Contract Act), regulations regarding working hours and the organisation of work when the child is ill or a short-term leave of absence is required due to a care emergency, information on family support and financial assistance for families.

Advice and information for doctoral candidates and postdocs with grants on the following themes: Pregnancy and maternity leave, parental allowance, other general and grant-related family support, social security, family support for the promotion of equal opportunities in science with DFG grants.

### Contact

**Angelika I. Müller**  
Head of Family Service

**Claudia Batisweiler**  
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**Neele Henkenberens**  
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Telephone office hours: by appointment (via email)

<https://uol.de/familienservice/wissenschaftliche-qualifizierung-mit-familie>



## 5.2

## conTakt counselling centre for sexual discrimination and violence

conTakt counselling centre for sexual discrimination and violence is available to all students and employees of the university. Its services are aimed at those who have been affected by sexual discrimination and violence, supporters, observers of abusive or dubious situations and anyone who would like to learn more and play an active role in promoting respectful behaviour and cooperation at the university.

In line with the University of Oldenburg's guidelines on sexual discrimination and violence, we advise and provide information on:

- the classification, processing and handling of experienced or observed transgressions
- legal options for taking action
- the development of possible courses of action and support in their implementation
- your own position and (preventive) approach as a manager/teaching staff member.

Lassen Sie sich frühzeitig oder auch präventiv beraten; das Erleben sexualisierter Diskriminierung und

You are encouraged to seek counselling at an early stage or even preventively; experiencing sexual discrimination and violence and working in a discriminatory environment can have serious effects on your psychological well-being, health and career.

You are also welcome to contact us if you are unsure whether an incident you have experienced or observed constitutes sexual discrimination and which steps you can take if necessary. We are happy to offer advice and information, and are also familiar with the issue of multiple discrimination. Our services are confidential and free of charge.

### Duties and responsibilities

- Initial consultation and orientation: Initial information and counselling, clarification of the situation by phone/email/face-to-face
- Further counselling services (if required): Psychological counselling, development of possible courses of action, legal advice
- Referrals: Recommendation of specialist counselling centres and other support services
- Public relations activities and prevention: Initiation and implementation of preventive measures, information and training opportunities, organisation of lectures and exhibitions.

More detailed information on the subject of sexual discrimination and violence as well as practical tips can be found on our webpage:

<https://uol.de/contact-beratungsstelle>

### Contact

**Angelika I. Müller**  
Manager/Initial enquiries

**Franziska Strosche**  
Initial enquires/Psychological counselling

**Sabine Keidel**  
Legal advice, e.g., on the complaints procedure

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## 5.3

## Health Management

When it comes to performing well and staying motivated, good health and well-being are essential. The University of Oldenburg's Health Management team is therefore committed to creating healthy working conditions for employees.

One of the Health Management team's main priorities is to implement behavioural and environmental preventive measures and to **promote health in the workplace**. This includes designing aspects of the working environment and organisation as well as offering opportunities to develop a healthy lifestyle, for example, in the areas of nutrition, sport and stress management.

At the University of Oldenburg, promoting health in the workplace addresses the following topics:

- Health and working from home
- Analysis and advice
- Leadership and health
- Opportunities to exercise
- Workshops, events and lectures

The **Reintegration management (BEM)** team is on hand to support employees who fall ill frequently or for a longer period of time. It offers individual support in developing working conditions and for returning to work. The team also identifies what is needed to maintain the employee's ability to work in the long term. Initially, it is irrelevant whether there is a direct link between the illness and the workplace. The BEM is a legal obligation for the employer (Section 167, paragraph 2, of the German Social Security Code (SGB) IX) and voluntary for employees.

The BEM is intended to help

- overcome incapacity for work
- prevent further incapacity for work
- retain the ability to work in the long term
- prevent disabilities and chronic illnesses
- safeguard the workplace in the long term

**Psychological counselling and conflict prevention** for employees is also a service that works to promote the health of doctoral candidates, and thereby makes an important contribution within our holistic approach to health management.

### Contact

Contact person for Health Management

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## 5.4

## Psychological counselling for employees

Stress and work-related problems can have a huge impact on our mental health and job satisfaction. The way we deal with this as individuals and communities is crucial. To promote emotional well-being and respectful interactions among all members of the university, the University of Oldenburg and Studentenwerk Oldenburg offer a free psychological counselling service and are committed to preventing and managing conflicts in the workplace.

Treating yourself and others well is crucial when it comes to staying healthy, performing well and enjoying your work. Having honest conversations in stressful situations can help to pave new roads, put a stop to downward spirals and prevent escalations. Being able to recognise and deal with difficult topics and conflicts

as early as possible is key to coping with challenges on a personal and professional level. The psychological counselling service is available to all doctoral candidates. It is confidential and subject to professional discretion. The service takes diversity into account and is also offered in English.

Counselling is provided for the following issues, among others:

- Conflicts with colleagues and superiors; team conflicts
- Stress in personal and professional life, psychological crises and problems in the social sphere
- Desire for personal and professional development
- Looking for best practices regarding psychological health and respectful interactions in the workplace
- Coping with acculturation stress and developing diversity-related skills, etc.

### Contact

Contact persons

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**Not yet known**

<https://uol.de/psychologische-beratung>



## 6.1

## Admissions Office

The Admissions Office is on hand to provide you with information and advice on all application and admission procedures as well as other enrolment matters. If you have any questions about any of these topics, you can call the office during the consultation hours.

- It is possible to obtain a PhD in all academic fields offered at the University of Oldenburg, as well as part of structured doctoral programmes.
- If you wish to apply for an individual doctoral programme in a doctoral subject at the respective School, you must first apply to the doctorate committee for admission as a doctoral candidate for the subject you are interested in. Please contact the School's administration office about this. Once you have been accepted by the doctorate committee, you should enrol as soon as possible.
- To enrol in a structured doctoral programme, you must have been admitted to the Graduate School

### Application deadlines

- For the summer semester: 15 December – 15 April
- For the winter semester: 15 July – 15 October

### How to enrol

In exceptional cases, it is also possible to enrol outside of these periods. Enrolment takes place online via the application portal:

<https://uol.de/studium/bewerben/promotion>

Once you have entered your personal details and information about your academic background in the portal, you must download, print and sign the application form. Please then send this form to the Admissions Office, accompanied by a photocopy of your university degree certificate, the decision of the School's doctorate committee regarding your acceptance or admission to a doctorate, proof of payment of the semester fees (if you have a doctoral scholarship from public funds, the semester fees are reduced by €75) and proof of identification (photocopy of identity card or passport).

Once you have enrolled, you will receive an email from IT Services containing information about your student account (even if you already have an employee account) and a request to upload a photo for the CampusCard. This will then be sent to you by post to your contact address. The semester ticket is a compulsory component of the CampusCard, even for doctoral candidates.

### Contact

#### Heinz Aper

Tel.: +49 (0)441 798-2514

Email: [promotion.dez3@uol.de](mailto:promotion.dez3@uol.de)

<https://uol.de/studium/bewerben/promotion>

## 6.2

## International Office

The International Office provides information and support to international researchers, postdocs, doctoral candidates and international employees on all matters related to (planning) their stay at Oldenburg University (Welcome Service team). The IO's regional coordinators also provide advice and support on international grants for projects and individual stays abroad with a focus on international mobility and cooperation (Mobility and Cooperation team).

### Services and advice offered

#### Welcome Service team

- Introduction to Germany, the university and Oldenburg
- Help in finding accommodation
- Visa and residence permit issues
- Information on financial issues
- Cultural/networking events
- Practical support provided by our PhD tutors

#### Advisor for international doctoral candidates and researchers

Linda Book

#### Service for international researchers

Christiane Rochner

#### Mobility and Cooperation team

- Individual mobility
- Erasmus+
- Funding mobility
- Collaborations
- Project proposals

#### Europe

Christa Weers

#### North and Latin America

Ann-Kristin Schuling

#### Africa, Asia, Australian, Middle East, Russia and Central Asia

Roman Behrens

### Contact

#### Linda Book

Tel.: +49 (0)441 798-2156

#### Inger Zychla

Tel.: +49 (0)441 798-2156

#### Christiane Rochner

Tel.: +49 (0)441 798-4594

Email: [welcome@uol.de](mailto:welcome@uol.de)

#### Tutors for international doctoral candidates

Email: [phd.tutor@uol.de](mailto:phd.tutor@uol.de)

<https://uol.de/io/forschen-und-arbeiten-in-oldenburg>

Register for the web portal for international researchers and doctoral candidates:

<https://uol.de/gaesteportal>

#### Christa Weers

Tel.: +49 (0)441 798-2438

#### Ann-Kristin Schuling

Tel.: +49 (0)441 798-4668

#### Roman Behrens

Tel.: +49 (0)441 798-4266

Email: [goingabroad@uol.de](mailto:goingabroad@uol.de)

<https://uol.de/internationale-projektfoerderung>

<https://uol.de/io/foerderung-internationaler-mobilitaet-und-kooperation>

## 6.3

## Counselling for doctoral candidates, provided by the University's Study and Career Counselling Service

The University's Study and Career Counselling Service (ZSKB) provides information and advice on issues related to studying, doctorates and the transition to careers in academia and other sectors. The ZSKB's counselling service for doctoral candidates is there to assist people interested in doing a doctorate as well as doctoral candidates already enrolled at the University of Oldenburg.

From the initial idea for a doctorate to writing the dissertation and thinking about what comes next – it is always advisable to prepare your next potential steps and to reflect on your perspectives.

The ZSKB's counselling service for doctoral candidates supports both current and prospective doctoral candidates in the transition between career phases (doctoral/postdoc/starting a career). In individual and group counselling sessions, we provide information about doctoral opportunities at the University of Oldenburg and offer advice as you make your decisions as well as

on the different avenues that lead to a doctorate. We guide you as you explore potential careers (career orientation) and help you to develop career perspectives both within and outside the academic world. We are here to help you with your questions about pursuing a career in academia or in another field.

You can come to us for a single appointment, or we can support you as part of a longer-term counselling process. Our services are impartial, confidential and free of charge. We offer counselling services in both German and English.

### Duties and responsibilities

- Advise on doctoral opportunities at the University of Oldenburg
- Advise doctoral candidates on planning a career in the world of academia and beyond
- Provide advice during the decision-making and orientation process: "A doctorate: Yes or no?"
- Help doctoral candidates to analyse the skills they already have and identify other skills they need
- Workshops for prospective doctoral candidates: "Is a doctorate right for me?", "Paths towards a doctorate"

### Contact

**Dr. Simone Brühl**

Tel.: +49 (0)441 798-2655

Email: [promovieren@uol.de](mailto:promovieren@uol.de)

Consultation hours by appointment

<https://uol.de/zskb/beratung/promovierende>

## 7.1

## Equal opportunities

The Central Equality and Diversity Officer helps the university to promote equal opportunities for women and men and is committed to eliminating existing disadvantages, in line with the university's duty to promote equal opportunities. She and her team implement measures and initiate projects aimed at improving the general conditions for female researchers and provide individual support for female researchers. Within the scope of strategic university development, the team develops concepts for ensuring the quality of working and study conditions from an equal opportunities perspective.

Duties and responsibilities:

### Individual support for women

- Provide advice on planning an academic career and on funding opportunities
- Organise coaching sessions to help prepare for appointment procedures
- Organise conflict counselling for conflicts in the university environment in which gender could play a role
- Act as a contact person for sexual discrimination, harassment and violence

### Contributing towards strategic university development

- University-wide equality plan, university development plan, target agreements
- The DFG's research-oriented gender equality standards
- Further develop procedures for mainstreaming gender equality in university controlling processes (science, teaching, administration)
- University policies on gender equality, such as guidelines for appointment management, recruitment policy, guidelines

### Recruiting female talent and promoting equal opportunities

- Provide active support during appointment procedures
- Raise awareness of gender issues and promote gender competence
- Commitment to actively recruit female academics for postdoctoral positions and professorships
- Increase the visibility of women's career paths

The incorporation of gender considerations in research projects is becoming increasingly important. We raise

awareness of this development and support the identification of gender-sensitive issues in teaching.

### Contact

**Anne G. Kosfeld**

Central equal opportunities officer

**Equal Opportunities Office**

Tel.: +49 (0)441 798-2632

Email: [gleichstellung@uol.de](mailto:gleichstellung@uol.de)

<https://uol.de/gleichstellungsstelle>

## 7.2

## Staff Council

The Staff Council represents the interests of employees and civil servants at the university (with the exception of professors and university lecturers). It is also there to advise and assist academic staff with questions about their employment contracts and other issues.

Employees can contact any member of the Staff Council. Although Staff Council members tend to focus on different priorities, for example, because of their role as a technical/administrative staff member (MTV), academic staff member (WiMi) or teaching staff member for special tasks (LfbA), etc., they are not set in stone. As such, you should always contact the administration office with your concerns; the team will then forward your enquiry to the members of the Staff Council. Alternatively, you can always get in touch with a member of the Staff Council who you know, for example, from your own organisational unit.

All enquiries submitted by employees to the Staff Council (regardless of whether they are submitted to the administration office or via individual members, see above) are handled in the strictest confidence. The Staff Council does not take any action on behalf of individual employees unless requested or authorised to do so.

The Staff Council is responsible for ensuring that employees are not discriminated against and that the laws, ordinances, collective agreements, service agreements and administrative regulations in force for the benefit of employees are observed.

The best way to contact the Staff Council is by telephone or email (see below for contact details). Appointments can take place by video call, telephone or in person (in accordance with the university's hygiene measures). More information about the Staff Council's activities can be found on the website (see link below). We post all our latest news here, and you can also download "PR-Aktuell", which we publish on a regular basis.

And finally... We are always happy to hear from our colleagues! And you do not have to wait until you have a serious problem – it is better to get in touch with us earlier on, so that we can find a solution together. After all, that is what we are here for and what we are good at.

Note for employees who do not speak German: Some of our colleagues also speak English; they are on hand to support you

### Contact

Telefon: +49 (0)441 798-2475  
Email: [personalrat@uol.de](mailto:personalrat@uol.de)

Consultation hours (currently only by phone)  
Tuesday – Friday until 11.30 a.m.  
as well as from Monday until Thursday afternoon by appointment

<https://uol.de/personalrat>



## 7.3

## Postdoc representatives

The University of Oldenburg has two postdoc representatives who advocate for the interests of postdocs.

As postdoc representatives, we represent postdocs in various university committees. We also organise regular informal networking events for Oldenburg postdocs, the 'Postdoc Beer Coaching' evenings. Here, we exchange ideas about career paths in and outside of academia and about balancing work and family life,

share experiences and discuss common interests and concerns. We then relay this information to various university bodies. Please get in touch if you would like to attend. If you have suggestions for guests or topics, please do let us know; we will invite the guests and organise an evening dedicated to those topics.

### Duties and responsibilities

- Represent postdocs' interests at a university-wide level
- Organise regular sessions for sharing ideas and experiences

### Contact

**Dr. Camilla Chlebna**  
Email: [camilla.chlebna@uol.de](mailto:camilla.chlebna@uol.de)

**Dr. Ricarda Schmidt-Scheele**  
Email: [ricarda.schmidt-scheele@uol.de](mailto:ricarda.schmidt-scheele@uol.de)

<https://uol.de/graduieretenakademie/postdoc/interessensvertretungen>

## 7.4

## PhD representation committee

The PhD representation committee advises on issues concerning doctoral candidates and makes recommendations to the university bodies.

We represent your interests ...

... in School Councils

... in the University Senat

We campaign for...

... equal opportunities for all doctoral candidates, regardless of funding.

.... you to have a greater say in the School Councils and the University Senate.

We help you to find the right person to talk to ...

... if you experience problems during your doctorate.

... if you have a conflict with your supervisor.

We are doctoral candidates, just like YOU ...

... Everyone is invited to get involved.

### Contact

Email: [promovierendenvertretung@uol.de](mailto:promovierendenvertretung@uol.de)

Twitter: @pv\_uol

<https://uol.de/gremien/promovierendenvertretung>



## 7.5

## Representative for employees with disabilities

Representatives for employees with disabilities are elected every four years by disabled employees. They represent the interests of and act as a contact person for disabled employees at the University of Oldenburg, including technical/administrative staff, academic staff and teaching staff. One of the representatives' main objectives is to promote the integration of people with disabilities.

In order to achieve full and equal inclusion, it is essential that barriers are broken down.

Disabled people are not hindered in and of themselves; they are hindered by barriers in their environment!

Participation in social, cultural and political life – regardless of whether someone has a disability or not – is one of the fundamental pillars of a just and fair society.

### Duties and responsibilities

- Assist in applying to the social security office to obtain a disability assessment (GdB; Grad der Behinderung)
- Assist in applying to the employment agency for equal treatment
- Assist with appeal procedures
- Support and advise during recruitment processes if disabled people have applied for a job. The representatives ensure that the selection procedure is non-discriminatory and that disabled people are given preferential treatment when filling positions if they are suitable or equally qualified.
- Promote the integration of disabled people at the university
- Monitor the employer's compliance with laws, ordinances, collective agreements, company and service agreements and administrative orders in force for the benefit of disabled people
- Advise on making workplaces disability-friendly
- Apply for assistance from the relevant authorities to facilitate integration in the workplace
- Provide information about external support services (e.g. Integrationsamt, employment agency, pension insurance)
- Receive suggestions and complaints in order to find a mutually satisfactory solution in cooperation with those responsible
- Participate in employee and reintegration management (BEM) discussions with severely disabled people
- Provide assistance during discussions and counselling in the event of problems in the workplace

### Contact

Confidential advisers for disabled people

**Heike Gronau**  
Division 1

**Timm Behrendt**  
1. Representative at the  
Institute of Philosophy

**Jens Haake**  
2. Representative at Library and  
Information System (BIS)

Tel.: +49 (0)441 798-4469

Email:  
[schwerbehindertenvertretung@uol.de](mailto:schwerbehindertenvertretung@uol.de)

## 8.1

## Centre for Teacher Education (DiZ) – Research Academy

Around one third of all students at the University of Oldenburg aspire to become teachers. It is the only university in Lower Saxony that offers training programmes for all types of schools and teaching posts. The university therefore attaches great importance to the teacher training programmes offered by Schools I to V. The Centre for Teacher Education (DiZ) is a cross-school academic centre (see <https://uol.de/diz>) that is dedicated to the interdisciplinary and cross-school exploration, initiation, coordination and support of substantive and/or structural processes and developments in teacher training. The DiZ focuses in particular on the following areas: Study and teaching, teacher training and research and the promotion of early-career researchers.

As a doctoral candidate, you can also become a member of the DiZ if you are interested in teacher training, in learning about key developments in the field and in taking advantage of opportunities to contribute perspectives and suggestions from the perspective of a young academic (see <https://uol.de/diz/gremien/mitgliedschaft>).

The Research Academy is a unit within the DiZ that is responsible for all tasks relating to research in the field of teacher training and the promotion of early-career researchers. It is also home to the Research Training Group “Teacher training in 2040: Dimensions of teacher professionalisation from an interdisciplinary perspective – challenges, models, methods”, which was established in 2021. The strength of the DiZ Research Academy is primarily in the interconnectedness

of the many research activities as well as the interdisciplinary cooperation between subject didactics, educational science and scientific disciplines, e.g. through the creation of research clusters, which are also open to early-career researchers. Teacher training is also one of the university’s key topics for research and teaching (see <https://uol.de/profile-schwerpunkte/professionalisierungsprozesse-in-der-lehrerbildung>).

### Duties and responsibilities

- Support interdisciplinary, teacher training-related research and clusters
- Promote exchange and networking
- Further develop research-related information management in teacher training
- Offer support services and advice for doctoral candidates
- Cooperate with 3GO and the Graduate Academy regarding academic training programmes

### Contact

**Centre for Teacher Education (DiZ) Research Academy**  
**Simona Selle**  
 Coordinator of the “Teacher training in 2040”  
 Research Training Group  
 Tel.: +49 (0)441 798-2024  
 Email: [simona.selle@uol.de](mailto:simona.selle@uol.de)  
<https://uol.de/diz/diz-forschungsakademie>

**Lars Hoffmeier**  
 Research coordinator  
 Tel.: +49 (0)441 798-3031  
 Email: [lars.hoffmeier@uol.de](mailto:lars.hoffmeier@uol.de)



## 8.2

## Institute of Special Needs Education and Rehabilitation (DOZ) – PhD Centre

### 1. Objective

The PhD Centre (DOZ) is an interdisciplinary unit at the University of Oldenburg that is dedicated to the promotion of early-career researchers. It was established by the University Senate in December 1998 and has operated under the auspices of the Institute of Special Needs Education and Rehabilitation (School of Educational and Social Sciences) ever since.

By working closely with lecturers at the University of Oldenburg and colleagues from other universities, the DOZ is able to develop effective approaches to promoting early-career researchers.

### 2. Duties and responsibilities

Through the DOZ, topics associated with the “special needs education and rehabilitation” research field are broadly represented through various activities. The aim is to enable participating doctoral candidates:

- to position their dissertation in a broader thematic context in order to avoid potential overspecialisation
- to expand their skills profile beyond the dissertation with regard to both relevant substantive and methodological aspects
- to receive feedback from colleagues other than their supervisors
- to engage in a broad academic discourse and
- to acquire additional relevant key skills.

### Contact

#### Chair of DOZ

**Prof. Dr. Anna-Maria Hintz**  
 Email: [a.m.hintz@uol.de](mailto:a.m.hintz@uol.de)

**Prof. Dr. Tanja Jungmann**  
 Email: [tanja.jungmann@uol.de](mailto:tanja.jungmann@uol.de)

**Organisational questions about the DOZ Neele Schipper**

**Neele Schipper**  
 Email: [doz@uol.de](mailto:doz@uol.de)

**PhD Centre homepage:**

<https://uol.de/sonderpaedagogik/doktorandenzentrum>

## 8.3

## Studentenwerk Oldenburg

Studentenwerk Oldenburg offers a wide range of services to make life easier for doctoral candidates.

If you need a break from the library or the lab, you can pop to one of our cafeterias or cafés, which offer a wide selection of hot and cold snacks and drinks as well as coffee. At lunchtime, we recommend heading to one of our cafeterias, where there is always at least one meat-free or vegan dish on the menu. Our catering facilities have been awarded the state organic seal, and 100% of the processed beef and pork comes from ethologically sound livestock farming.

Our student financing advice service offers support for financial matters (e.g. scholarships), and the social counselling service provides information on legal and social issues relevant to German and international students.

Doctoral candidates can also register their children at both of the childcare centres run by Studentenwerk in Oldenburg. The social counselling service is also a key resource for doctoral candidates with children, for example, for information on special social benefits to which they may be entitled.

Doctoral candidates experiencing personal problems of any kind can contact the psychological counselling service for confidential advice and assistance. This service also regularly organises workshops and courses on topics such as difficulties at work and how to stop procrastinating and overcome motivational problems.

Doctoral candidates may be given a lower priority when allocating rooms in Studentenwerk's student halls of residence.

Studentenwerk also organises a wide variety of cultural events and activities, such as workshops, theatre productions, slams, concerts, the "SpontanOL" improv theatre festival and the Oldenburg cabaret festival. These activities are also open to doctoral candidates.

### Duties and responsibilities

- Offer a range of counselling services for University of Oldenburg doctoral candidates and students
- Offer childcare services
- Offer fresh, varied and reasonably priced food on campus in cafeterias and cafés
- Offer student housing (doctoral candidates are given a lower priority)
- Organise a range of cultural activities to help improve the work-life balance of doctoral candidates

### Contact

#### Jens Müller-Sigl

Financial advisory service  
Tel.: +49 (0)441 798-2664  
Email: [studienfinanzierung@sw-ol.de](mailto:studienfinanzierung@sw-ol.de)

#### Heiko Groen

Social counselling service  
Tel.: +49 (0)441 798-2706  
Email: [sozialberatung@sw-ol.de](mailto:sozialberatung@sw-ol.de)  
Consultation hours (telephone only):  
Monday – Thursday 9 a.m. – 12 noon

#### Psychological counselling service

Tel.: +49 (0)441 798-4400  
Email: [pbs@sw-ol.de](mailto:pbs@sw-ol.de)  
Enquiries (no registration necessary):  
Monday 8.30 a.m. – 10.30 a.m.,  
Thursday 3 p.m. – 5 p.m.

<https://www.studentenwerk-oldenburg.de>



## Imprint

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The following organisational units contributed to the compilation of this document:

Graduate Academy

Graduate School for the Social Sciences and the Humanities (3GO)

Graduate School for Science, Medicine and Technology (OLTECH)

The University's Study and Career Counselling Service (ZSKB)