



yDiv – Graduate School of iDiv

# Guide for Doctoral Researchers

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# Welcome to yDiv!

This guide offers you some essential information about the regulations of the graduate school yDiv and important steps of doing your doctorate in Germany.

## **yDiv requirements “in a nutshell”:**

- Completing 12 ECTS credit points following the yDiv curriculum ([see chapter 5](#))
- PhD Advisory Committee (PAC): support and regular meetings with progress reports ([see chapter 8](#))
- Participation in the annual iDiv conference and retreat
- Recommended stay abroad ([see chapter 6](#))

## **Other opportunities at yDiv:**

- Building yourself a professional network via the iDiv consortium and its top-level collaborators and visitors
- Access to a variety of courses, events and activities at the graduate academies of the consortium universities, as well as the HIGRADE graduate school of the Helmholtz Centre for Environmental Research
- Participating in the workshops of the synthesis centre sDiv
- Getting peer support at PhD meetings in Halle, Jena and Leipzig
- Developing your skills in helping to organise a scientific symposium, retreat etc. at iDiv
- Taking part in social events at iDiv
- Being up to date via the mailing lists and newsletters of yDiv and iDiv

# Table of contents

<b>1 yDiv – Graduate School of iDiv .....</b>	<b>4</b>
<b>2 How to join yDiv .....</b>	<b>5</b>
<b>3 Registration at the faculty.....</b>	<b>6</b>
<b>4 Enrolment .....</b>	<b>8</b>
<b>5 Courses and training .....</b>	<b>10</b>
5.1 Gaining credit points for activities under the yDiv curriculum.....	11
5.2 Events and networking .....	12
<b>6 Stay abroad.....</b>	<b>13</b>
<b>7 Funding and costs.....</b>	<b>15</b>
7.1 Travel costs to courses .....	15
7.2 Travel costs to conferences and meetings abroad.....	15
7.3 iDiv female career fund.....	16
<b>8 Supervision and the PhD Advisory Committee (PAC).....</b>	<b>17</b>
<b>9 Publishing and affiliations .....</b>	<b>19</b>
<b>10 Data management.....</b>	<b>19</b>
<b>11 Contact.....</b>	<b>20</b>
<b>12 Finding support.....</b>	<b>21</b>
<b>Checklists.....</b>	<b>22</b>

# 1 yDiv – Graduate School of iDiv

yDiv aims at educating young scientists in inter- and transdisciplinary biodiversity research and at providing the best possible conditions to work on their PhD projects.

yDiv offers first class training and support to doctoral researchers in a stimulating, international research environment. As part of iDiv, the German Centre for Integrative Biodiversity Research, we can offer our young researchers unmatched opportunities of courses and networking. Our aim is to bridge different levels of biodiversity research, from theory to applied aspects of nature conservation and sustainability. The set of approaches and methods is similarly diverse, varying from modelling to field experiments, and the objects of investigation vary from single organisms to manipulated communities and entire ecosystems.

yDiv doctoral researchers accumulate valuable skills in assimilating knowledge and techniques from various disciplines, and combining different approaches in their work. In addition, we offer a wide range of transferable skills training.

Our doctoral programme provides young researchers with an excellent starting platform for a successful career in the field of biodiversity research or other exciting academic and non-academic positions upon completion of their PhD.

yDiv has been established under the umbrella of the graduate academies of the iDiv consortium:



International Graduate Academy (InGrA) at the Martin Luther University Halle-Wittenberg



Jena Graduate Academy (JGA) at the Friedrich Schiller University Jena



Research Academy Leipzig (ral) at Leipzig University

In addition, yDiv collaborates with the following graduate schools and research training groups locally:



HIGRADE at the Helmholtz Centre for Environmental Research – UFZ



AquaDiva at the Friedrich Schiller University Jena



International Research Training Group TreeDi – 林地

All yDiv doctoral researchers have free access to the programme of the above mentioned institutions as long as there are capacities left.

## 2 How to join yDiv

Being part of yDiv gives you access to many opportunities but also implies the agreement of you, your PI, and additional supervisors to the regulations and statutes of our structured graduate programme as well as the supervision agreement.

You can apply for yDiv membership if your PI is an iDiv member. To kick off the application process, please download the admission form from the [yDiv website](#). After the yDiv office has received your application, you will get full access to all yDiv facilities.

### 3 Registration at the faculty

To get your doctorate started, it is mandatory to register in the so-called “Doktorandenliste” (doctoral researcher list) at the faculty of your principal investigator (PI). You will defend your thesis and receive your degree from that respective university.

This step is compulsory, so be sure to check the admission regulations carefully in advance. The faculty is entitled to reject your application or ask you to take part in preparatory courses if you do not fulfill the required qualifications. You should apply for the registration in good time (i.e. during the first months of your PhD). As soon as your registration has been confirmed, you have to send a copy to your university’s student office or international office to complete your enrolment ([see chapter 4](#)). The conditions for admission are determined in the faculties’ “Promotionsordnung” (doctoral examination regulations).

Here you can find the links to the doctoral examination regulations in German and English. The links also contain the contact details of the Dean’s office and all application forms.



MARTIN-LUTHER-UNIVERSITÄT  
HALLE-WITTENBERG

#### Martin Luther University Halle-Wittenberg

[Faculty I of Natural Sciences](#)

[Faculty III of Natural Sciences](#)

FRIEDRICH-SCHILLER-  
UNIVERSITÄT  
JENA

#### Friedrich Schiller University Jena

[Faculty of Biological Sciences](#)



UNIVERSITÄT  
LEIPZIG

#### Leipzig University

[Faculty of Life Sciences](#)

[Faculty of Economics and Management](#)

The application process depends on the faculty, but in most cases the following documents have to be submitted:

**Documents you will need for the registration in the doctorate list**

- ✓ Application form / online portal login
- ✓ Supervision agreement
- ✓ Curriculum vitae
- ✓ Certified copies of your graduation certificates (BA/MA/Diploma + transcripts of records)

**Please note:** *In case your certificates and transcripts of records are not written in German or English, you need to include authorised translations of the respective documents.*

See also our "Registration in the doctorate list" **checklist** at the end of this guide!

## 4 Enrolment

While registration in the doctoral researcher list is mandatory to start your doctorate in Germany, enrolment as a doctoral researcher at the university is optional. In general, German universities charge no tuition fees, but they demand a fee per semester for administration expenses and student services. If you choose to enrol, you will receive a student card which grants you a wide range of financial benefits.

Usually, you can only enrol at the university where you are registered in the doctoral researcher list. However, due to the consortium structure of iDiv, many of our doctoral researchers are registered in the doctoral researchers lists of universities in other cities but live and work in Leipzig.

In order to profit from the benefits that come along with the enrolment it makes sense for all doctoral researchers with their main residence in Leipzig to also be enrolled at Leipzig University (UL). yDiv has an agreement with the UL which makes this possible, but which in each case requires an official statement issued by the yDiv coordination office. Get in contact with the yDiv administrative assistant in case you need information or help on this issue.

Note that you have to be registered in the doctoral researchers list ([see chapter 3](#)) to be able to enrol.

### **Financial benefits of enrolment**

- Reduced entry fees in cinemas, theatres, etc.
- Inexpensive sport courses at university
- Free or reduced on-campus childcare
- Reduced canteen prices
- Free psychological and legal advice
- Access to inexpensive student dorm rooms

### **Functions of your student ID card**

- Public transportation ticket – check for regulations the students office of the universities
- Chip card for university libraries, canteens

### **Information on enrolment for international students**

- [Martin Luther University Halle-Wittenberg](#)
- [Friedrich Schiller University Jena](#)
- [Leipzig University](#)

### **Information on enrolment for German students**

- [Martin Luther University Halle-Wittenberg](#)
- [Friedrich Schiller University Jena](#)
- [Leipzig University](#)

**Generally required documents:**

- ✓ Application form / online portal login of the respective university
- ✓ Certified copies of your graduation certificates (BA / MA / Diploma + transcript of records)  
***Please note:** In case your certificates and transcripts of records are not written in German or English, you need to include authorized translations of the respective documents.*
- ✓ Proof of a valid health insurance
- ✓ Supervision agreement provided by yDiv
- ✓ Copy of confirmation letter of registration as a doctoral researcher (can be handed in later)
- ✓ Passport photo for your student ID card

**International students additionally have to hand in**

- ✓ Copy of visa or residence permit
- ✓ Copy of your passport
- ✓ Curriculum vitae

See also our "Enrolment"-**Checklist** at the end of this guide!

## 5 Courses and training

The yDiv programme consists of a curriculum of courses and activities. While your PhD project has priority, a minimum of **12 credit points (CP)** in curricular activities has to be completed. The yDiv CP system is closely related to the European Credit Transfer System and courses attended elsewhere are therefore easily creditable (1 ECTS = 25–30 hours of work).

The structure of the yDiv curriculum is shown below. To see the list of current courses visit the [yDiv course pages](#).

Curricular element	Credit points	Minimum credit points
<b>COURSES</b>		<b>10</b>
<b>Mandatory courses</b>		
• yDiv Welcome Week including the course Introduction to Integrative Biodiversity Science at iDiv	1.5	1.5
• Good scientific practice	0.5	0.5
<b>Elective courses</b>		
• Biodiversity courses	0.5–5 per course	
• Methodological courses	0.5–2 per course	
• Transferrable skills courses	0.25–1 per course	1
• Participation in an sDiv working group meeting	2	
<b>ACTIVITIES</b>		<b>2</b>
• Acting as elected PhD representative at the yDiv board or the iDiv council	1	
• Acting as teaching assistant/assisting the supervision of B.Sc. or M.Sc. research projects	Up to 1	
• Supervision of pupil's internship	1	
• Organising events at yDiv/iDiv	Depending on hours	
• Participation in the iDiv scientific events (excluding meetings of own lab group): for example scientific retreat, joint journal clubs, scientific visits etc.	Depending on hours	
• Scientific outreach activities	Up to 1	
• Participation in the yDiv retreat	0.25 (for 1 retreat)	
• Poster/talk at an international conference	Up to 1	
• Participation in 10 seminar series talks & writing a brief summary (see guidelines from yDiv webpage)	1	
<b>Total minimum</b>		<b>12</b>

The course curriculum of yDiv is unique due to the varied expertise within the iDiv consortium. With courses offered by iDiv research groups, visiting scientists and external trainers, we are able to answer to different demands and allow you to tailor your course programme in the way that most benefits your scientific progress.

Along with the courses, special focus is paid on activities that improve integration and collaboration within yDiv and iDiv. These activities will help you strengthen your scientific networks and develop organisational and professional skills.

In addition to our own courses, we encourage all yDiv doctoral researchers to seek for available and relevant courses within our partner network. If you cannot find the course you need in the yDiv curriculum, it is likely that it is offered by one of our partners:

- Transferrable skills courses offered by the graduate academies [ral](#), [InGrA](#) and [JGA](#)
- Courses of our partnering graduate school [HIGRADE](#) and research training groups [AquaDiva](#), [TreeDi](#) and other graduate schools / training groups within the consortium universities, if places are free
- Courses organised at the consortium universities with slots offered to us directly by iDiv scientists

It is easy to compensate for the CP earned on external courses by sending your course certificate to the yDiv coordination team. Sometimes, additional information, such as course website or detailed course programme is needed for evaluating the correct number of CP.

## 5.1 Gaining credit points for activities under the yDiv curriculum

Under the activities module, most activities will earn you credit points depending on the number of hours spent (minimum of 25–30 hours = 1 CP). For example, if you act as a teaching assistant on a course, you should report this to yDiv coordination (using a form available on our [website](#)) stating clearly the hours spent on the planning of the course, teaching, and checking exams etc. Note that you can combine different activities to form a credit point.

**For example:**

- 10 hours in organising a symposium
  - + 5 hours of participating in an iDiv scientific event
  - + 15 hours assisting the supervision of a B.Sc. student
- 
- = 1 credit point (CP)

Note that you do not need to fill a form for yDiv activities. For example, if you participate in the yDiv retreat, yDiv coordination will automatically grant you 0.25 CP.

## 5.2 Events and networking

The **yDiv annual retreat** is an overnight event where you get together to meet other yDiv doctoral researchers and learn about a commonly agreed, important topic related to science.

You are also invited to participate in regular **iDiv events**, including the 'How to / iPerform' workshops and the Sommerfest and Christmas party. You will find out more about these events via the yDiv newsletter, the iDiv mailing lists and the iDiv intranet and internet pages.

A particularly valuable and unique opportunity offered by yDiv is the participation in **sDiv working group meetings**. sDiv, the Synthesis Centre of iDiv, brings together researchers from different projects and disciplines globally and creates conditions that promote a creative scientific process. You can apply for a place in these meetings (at least one place for a doctoral researcher is reserved in each meeting) by sending a brief cover letter to the sDiv coordinator (cc yDiv coordination). A list of the sDiv working group meetings is available on the [sDiv website](#).

## 6 Stay abroad

A stay abroad up to three months is a highly recommended part of the yDiv programme and will allow you to draw on more experience and support the development of your professional network.

### **Definition**

The stay abroad should have clear objectives that fit the overall aims of the PhD project (for example, conducting analyses and co-authoring a paper with colleagues abroad) and your career plans.

Summer school, conference participation or field work alone do not count as a stay abroad. However, field trips can be accepted as part of the stay abroad, if scientific exchange with international partners is organised and the general purpose of a stay abroad regarding to the above-named definition is given.

### **Duration**

The stay abroad can be done in one or several parts and should last up to three months in total.

### **Planning**

The stay abroad is roughly planned and scheduled in the first or second meeting of the PhD advisory board. It should be described in the project plan.

### **Funding**

(1) For flexpool funded doctoral researchers: yDiv will fund the stay abroad with a maximum amount of EUR 3,500. The PI will have to apply for this funding with the coordination office.

(2) For all other yDiv doctoral researchers: Please apply for half-funding of your stay abroad (forms available on the [yDiv website](#) or ask the coordination team), which provides half of the costs of the stay, up to the total sum of EUR 1,500. However, note that the availability of this funding cannot be guaranteed – please contact the yDiv coordination office for advise on other grants that you can apply to cover your costs.

## Other funding opportunities

The DAAD admits grants for doctoral researchers for 1–6 or 6–12 month-long research stays abroad. The amount and application deadline of these grants depend on the host country.

More information can be found on the [DAAD website](#).

Note that although these grants are available for German doctoral researchers, also foreign doctoral researchers who are settled in the country can apply.

There are also some foundations which fund stays abroad for the purpose of research and/or internships. For options, please see the ELFI database via Leipzig University's internal network.

## How to plan the stay abroad

### At least 12 weeks before you go:

- Set the dates for your stay abroad
- Fill out a travel application form (please ask the yDiv coordination office for the applicable form)
- Fill in the yDiv application form for non-flexpool doctoral researchers
- Get an official invitation from your hosting institution
- Note that the money comes from the yDiv budget and we reimburse only the following:
  - Travel costs (Halle/Leipzig/Jena to destination and back, if needed costs to airport and back)
  - Accommodation
  - Additional costs that are needed for the trip (e.g. visa costs)
  - **Please note:** Daily allowance will not be paid!
- Consider requesting an advance payment from yDiv if you have to pay for travel or accommodation upfront :
  - Fill in the respective paragraph of the travel application form
  - Add a calculation (simple Excel table as an attachment) with a rough estimation of the costs that you are going to pay
  - **Please note that the money will be transferred to your account not earlier than one week before your trip starts.**
- Please book your accommodation as soon as possible. Consider that your host may have information on affordable housing options (e.g. university housing)

### At least 8 weeks before you leave, send us the following information:

- Dates of your stay (as precise as possible)
- Address of accommodation
- Your mobile telephone number
- Your German social security number
- Address and telephone number of your office/institution
- Name and email address of your contact person at the office/institution
- Name and address of your German health insurance

This information is required by the personnel department for requesting an "Entsendung" (sending) for the purposes of your health insurance. The health insurance will be informed of your stay abroad and will continue covering any issues connected to your work. This also means that you will need a private travel health insurance depending on where you are going. The costs for the travel health insurance are not covered by yDiv.

- If you are flying long distance: Book a flight at least 8 weeks before you leave. yDiv will help you with booking the tickets and we try to take over the costs directly.

See also our "Stay abroad" **checklist** at the end of this guide!

# 7 Funding and costs

Questions related to funding are one of the most frequent themes that the yDiv coordination team is contacted about. We have tried to collect useful information under this chapter; however, we ask you to note that this information may change periodically.

## 7.1 Travel costs to courses

yDiv is in most cases able to cover the costs of travelling for yDiv doctoral researchers to courses organised as part of the yDiv curriculum (see [yDiv course list](#)). For example, if you live in Jena, and you come for a yDiv course to Leipzig, we can compensate your travel costs according to the cheapest option of public transport. Please contact the yDiv office before your trip.

Furthermore, in the case that travelling to a further destination is part of a yDiv course (e.g. field work or excursion), yDiv typically covers your costs. The costs of the annual yDiv retreat are also currently fully covered by yDiv.

yDiv cannot fund travel or participation costs towards external courses (including courses offered by the graduate academies and other graduate schools locally, summer schools abroad etc.). However, note that some summer schools offer funded positions. Also, if you have an allocated travel budget as part of your project budget, you can probably use some of this money to pay for courses that are relevant to your project.

## 7.2 Travel costs to conferences and meetings abroad

yDiv cannot pay any costs of your participation to conferences or meetings abroad. Typically, some money towards travel to conferences and meetings would be included in your project budget or scholarship grant.

There are also further opportunities to apply for funding, some of which are briefly summarised below. Please note that to apply for funding you usually need to actively contribute to the conference programme (i.e. hold an oral talk or present a poster).

### 1 Funding through the Research Academy Leipzig

Note that this only applies to those doctoral researchers who are registered at the Leipzig University (you also need to be registered at the Research Academy database – ask the yDiv administrative assistant for more information about the registration).

More details and relevant forms can be found [here](#).

Note that this grant is not necessarily a full reimbursement of your costs (depending on the amount). Also note that you can use this fund to cover the costs of courses and summer schools – ask the graduate centre for more information.

### 2 Funding via the DAAD

The DAAD funding for conference trips covers travel and accommodation costs. Note that you need to apply for this funding at least four months prior to the conference: [DAAD funding](#).

### 3 FAZIT foundation

Some **foundations**, such as the *FAZIT-Stiftung*, also grant travel subsidies for conferences and other short research trips abroad.

- ➔ Please note: The funding will only be granted if the applicant cannot afford the costs otherwise (financial distress)
- ➔ The application to the *FAZIT-Stiftung* has to be submitted in German.

For more information see the [website](#) (only in German).

## 7.3 iDiv female career fund

All female yDiv doctoral researchers are entitled to apply for grants from the Female Scientist Fund. The primary aim of the fund is to promote careers of female scientists by increasing their scientific network and visibility in their field of research. It also funds various activities that young female scientists can participate. These activities include lectures, lunches with female scientists, soft skills courses and free-time activities. Look out for the call via the iDiv mailing lists.

## 8 Supervision and the PhD Advisory Committee (PAC)

All doctoral projects in yDiv are supervised and mentored by supervision teams, also called PhD advisory committees (PAC). A PAC is composed of your Principal Investigator (PI), another iDiv scientist and at least one other postdoc or senior scientist. To ensure intellectual exchange, at least two PAC members should belong to different research groups (have a look at the iDiv groups [here](#)). In order to find suitable PAC members you can also check the [iDiv skills](#) database. If you need more advice on how to choose your PAC team, contact the yDiv coordination office.

You are required to organise regular meetings with your PAC (minimum once per year). The aim of these meetings is to monitor your work progress and advise you regarding the development of the research project. In addition, the PAC is also requested to assist you in all aspects of career planning and networking.

### How the PAC process works:

- 1 Form your PAC** – You should form your PAC in consultation with your PI within three months of joining yDiv. The supervisory agreement must be signed by all members of the PAC and submitted to the yDiv coordinator. Please download the supervisory agreement from our website.
- 2 Kick off your PAC** – Within three months of joining yDiv, you should convene your PAC team and the yDiv coordinator for the initial “kick-off” meeting. You should prepare for this meeting by filling in the yDiv project plan document (also available on the [yDiv website](#)), and sending it to your PAC team and yDiv coordination about a week before the meeting. At the meeting, you can hold a short presentation of your work, and go through the main contents of the project plan document. Following the “kick-off” meeting, you should update the project plan document based on the discussions at the meeting, and when your PAC team agrees on the content, submit it to the yDiv coordination.

- 3 Regular PAC meetings** – Within one year of joining yDiv, you should convene your PAC team for a meeting to assess the progress made. Prior to the meeting, you should again send a report to your PAC team, using the yDiv “progress report” form. This document is discussed at the meeting, updated following the meeting, and submitted to the yDiv coordinator. Please note that the progress meeting occurs annually, i.e. three times within a three-year PhD project.

You find all necessary PAC-documents on our website.

See also our “PAC” **checklist** at the end of this guide!

## 9 Publishing and affiliations

We ask all yDiv doctoral researchers to refer to the support from yDiv in all outreach activities (conferences, scientific papers and other publications) with the following text that can usually be included in the acknowledgements:

*"X.Y. gratefully acknowledges the support of the German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig funded by the German Research Foundation (FZT 118)"*

Doctoral researchers funded by the iDiv Flexpool should also add:

*"This project has been conducted in the framework of the iDiv Flexpool – the internal funding mechanism of iDiv."*

iDiv has also published general guidelines for affiliations and acknowledgements for all staff and members. The guidelines are available via the intranet (General information ► Publications ► [Publication Guidelines](#)).

## 10 Data management

Data preservation and sharing is a priority at iDiv. iDiv hosts a specific unit, the [Biodiversity Informatics Unit \(BDU\)](#), which has developed iDiv's Biodiversity Data Portal (iBDP), an infrastructure for data management. The main aim of the portal is to help the researchers and scientists at iDiv to organise, store, access, visualise, share and publish biodiversity data.

As a doctoral researcher at yDiv, you are expected to store and share all of your research data on the data portal, along with well-defined metadata, while adhering to the data sharing and portal usage policy. Training and support on the use of the data portal are provided regularly, and for further details you can contact Dr Jitendra Gaikwad, Head of the BDU ([jitendra.gaikwad@uni-jena.de](mailto:jitendra.gaikwad@uni-jena.de)).

# 11 Contact

If you have any problems, questions, or requests, do not hesitate to contact the responsible person. For general inquiries send an email to [ydiv@idiv.de](mailto:ydiv@idiv.de).

## yDiv Coordinator

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# 12 Finding support

Mediation in cases of conflict between doctoral researchers and their supervisors:

- iDiv counsellors: [Dr Nicole Sachmerda-Schulz](#) and [Dr Marten Winter](#)

In cases of suspected misconduct (including conflicts with your supervisor) and safeguarding ethics in science and research you can also contact the “Ombudspersons” confidentially

- [Branch Office of the Ombuds-Commission Leipzig University](#)
- [Ombudsperson at Graduate Academy Jena](#)
- [Ombudsperson at Martin Luther University Halle-Wittenberg](#) (website in German only)
- [The German Research Ombudsman](#) (here you can find ombudspersons outside your institution)

PhD Candidates’ Councils

- [Leipzig University](#)
- [Friedrich Schiller University Jena](#)
- [Martin Luther University Halle-Wittenberg](#) (Website in German only)

The universities in Leipzig, Halle and Jena also offer psychological counselling:

- [Leipzig University](#) (German and English)
- [Friedrich Schiller University Jena](#) (German and English)
- [Martin Luther University Halle-Wittenberg](#) (Website in German)



## Checklists

## Registration in the doctorate list

- Application form / online portal login  
(see website of the respective faculty)
- Supervision agreement (will be prepared by the yDiv office)
- Curriculum vitae
- Certified copies of your graduation certificates  
(BA/MA/Diploma + transcripts of records)

**Please note:** *In case your certificates and transcripts of records are not written in German or English, you need to include authorised translations of the respective documents.*

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## Enrolment at one of the universities (Halle, Jena, Leipzig)

### Generally required documents:

- Application form of the respective university
- Certified copies of your graduation certificates  
(BA/MA/Diploma + transcript of records)  
*Please note: In case your certificates and transcripts of records are not written in German or English, you need to include authorised translations of the respective documents.*
- Proof of a valid health insurance
- Supervision confirmation provided by yDiv
- yDiv letter (in case you are employed by another university)
- Copy of confirmation letter of registration as a doctoral researcher  
(can be handed in later)
- Passport photo for your student ID card

### International students additionally have to hand in:

- Copy of visa or residence permit
- Copy of your passport
- Curriculum vitae

# The stay abroad (part 1)

## At least 12 weeks before you go

- Set the dates for your stay abroad
- Fill in a travel application form (ask the yDiv coordination office)
- Note that the money comes from the yDiv budget and we reimburse only the following:
  - Travel costs (Halle / Leipzig / Jena to destination and back, if needed costs to airport and back)
  - Accommodation
  - Additional costs that are needed for the trip (e.g. visa costs)  
**Please note:** *We do not pay a daily allowance and the maximum sum that can be paid for the 3 months is limited to 3500 EUR. Be aware that this is only valid for core students (Flexpool). If you are an external, please check with the coordination office if a partial funding is possible.*
  - Consider requesting an advance (you most likely have to pay your accommodation yourself first) – the reimbursement can only be done after your return and it can take up to six months):
    - Fill in paragraph 11 of the travel application form
    - Add a calculation (simple Excel table as an attachment) with a rough estimation of the costs that you are going to pay
  - **Please note that the money will be transferred to your account not earlier than one week before your trip starts.**
- Please book your accommodation as soon as possible. Consider that your host may have information on affordable housing options (e.g. university housing)

## The stay abroad (part 2)

**At least 8 weeks before you leave, send us the following information:**

- Dates of your stay (as precise as possible)
- Address of accommodation
- Your mobile telephone number
- Your German social security number
- Address and telephone number of your office/institution
- Name and email address of your contact person at the office/institution
- Name and address of your German health insurance  
*This information is required by the personnel department for requesting an "Entsendung" (sending) for the purposes of your health insurance. The health insurance will be informed of your stay abroad and will continue covering any issues connected to your work. This also means that you will need a private travel health insurance depending on where you are going. The costs for the travel health insurance are not covered by yDiv.*
- If you are flying long distance: **Book a flight at least 8 weeks before you leave.**  
yDiv will help you with booking the tickets and we try to take over the costs directly.

## PAC process

- Within **one month** after joining yDiv: Form your PhD advisory committee (PAC)
  - Prompt all supervisors to sign the supervisory agreement
  - Submit supervisory agreement to the yDiv coordinator
  
- Within **three months** after joining yDiv: Convene your PAC team and the yDiv coordinator for initial “kick-off” meeting
  - Fix a date for the kick-off meeting with the PAC team and invite yDiv coordinator
  - Prepare meeting by filling the project plan
  - Update project plan after meeting
  - If PAC team agrees on updated content: submit project plan to yDiv coordinator
  - Date for kick-off meeting: \_\_\_\_-\_\_\_\_-\_\_\_\_\_
  
- Within **one year** of joining yDiv: Convene your PAC team for a meeting to assess the progress made
  - Fix a date for the progress meeting with the PAC team
  - Prepare meeting by filling the progress report
  - Update progress report after meeting
  - Submit progress report to yDiv coordinator
  - Date for 1st PAC meeting: \_\_\_\_-\_\_\_\_-\_\_\_\_\_
  
- Second progress report meeting **within the second year** of joining yDiv
  - Date for 2nd PAC meeting: \_\_\_\_-\_\_\_\_-\_\_\_\_\_
  
- Third and last progress report meeting **within the third year** of joining yDiv
  - Date for 3rd PAC meeting: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Supervisory agreement, project plan and progress report documents can be downloaded on the [yDiv website](#).



# iDiv

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iDiv is a central facility of Leipzig University within the meaning of Section 92 (1) of the Act on Academic Freedom in Higher Education in Saxony (Sächsisches Hochschulfreiheitsgesetz, SächsHSFG). It is run together with the Martin Luther University Halle-Wittenberg and the Friedrich Schiller University Jena, as well as in cooperation with the Helmholtz Centre for Environmental Research – UFZ.

The following non-university research institutions are involved as cooperation partners: the Helmholtz Centre for Environmental Research – UFZ, the Max Planck Institute for Biogeochemistry (MPI BGC), the Max Planck Institute for Chemical Ecology (MPI CE), the Max Planck Institute for Evolutionary Anthropology (MPI EVA), the Leibniz Institute DSMZ – German Collection of Microorganisms and Cell Cultures, the Leibniz Institute of Plant Biochemistry (IPB), the Leibniz Institute of Plant Genetics and Crop Plant Research (IPK) and the Leibniz Institute Senckenberg Museum of Natural History Görlitz (SMNG).