



DOING A DOCTORATE AT THE TU ILMENAU

th
TECHNISCHE UNIVERSITÄT
ILMENAU


GRADUATE
CENTER
TU ILMENAU

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Legal notice

This information brochure does not claim to be complete. The individual sections are subject to constant legal changes and innovations that cannot be included in detail. All information is current as of December 2021. Changes, e.g. in contact persons, after this date have not been taken into account. The duty to inform lies with the readers. The Graduate Center and the TU Ilmenau accept no liability for incomplete or incorrect information nor for the content of external websites

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Foreword

Dear readers,

Have you already decided to do a doctorate at TU Ilmenau or are you still in the decision-making process? This guide offers you guidance and a systematic overview of doctoral studies at our university.

As a research-oriented university, TU Ilmenau offers national and international young scientists comprehensive job opportunities and far-reaching career prospects. Research is conducted in around 100 subject areas and six affiliated institutes. The three pillars of research - Functional Materials and Technologies, Intelligent Sensors and Precision Measurement Technology, and Complex Systems and Data-Intensive Engineering - span the spectrum from basic research to application in the form of products and processes.

The support of young researchers is a central concern of the university. With the establishment of the Graduate Centre in 2019, an institution for the promotion of young researchers was created, which is, among other things, the contact point for all those interested in doctoral studies and doctoral candidates.

As Vice President for Research and Young Academics, it is my personal concern to support and promote our young academics in the best possible way and in a variety of ways. As doctoral researchers, you make an important contribution to successful research and to our visibility in the national and international scientific landscape.

This handbook is intended as a guide for you and gives you insight into funding programmes designed especially for you, which you can take advantage of during your doctorate at TU Ilmenau. Take advantage of your diverse research opportunities, the interdisciplinary offers of the Graduate Center and, above all, the opportunities for exchange with us and your fellow researchers from all disciplines! We hope you enjoy our handbook and wish you all the best on your way to a successful doctorate!



Prof. Dr. Stefan Sinzinger
Vice President Research and Young Scientists



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Introduction

Dear doctoral candidates, dear doctoral students,

With this handbook we would like to make it easier for you to get started at the TU Ilmenau, answer basic questions and show you the numerous offers that await you. If you have already studied at TU Ilmenau, some of the information will certainly already be familiar to you. We have designed the handbook to accompany you from the first considerations to the successful completion of your doctorate, i.e. you will receive an overview of all procedures, regulations, requirements as well as programmes and services for doctoral students. In addition to basic information, you will also find tips and advice as well as the contact persons for further advice or information (e.g. when applying for scholarships).

The first chapter deals with basic information as well as the admission requirements and forms of doctoral studies at the TU Ilmenau.

Chapter 2 informs you about the three pillars of the doctorate: subject, supervision and funding. In addition, formal steps are explained and information on social and health insurance is given.

The following chapter deals with the topics of academic networks, interdisciplinary further education, funding programmes for research stays and the compatibility of family and career.

Chapter 4 deals with the completion of the doctorate and the points that need to be considered here.

In the appendix you will find all contact persons at a glance.

Of course, we are always there for you personally. Please contact us if you have any questions or suggestions. We will be happy to advise you on your project!

We wish you a stimulating read and much success.
Graduate Center Team



Technische Universität Ilmenau

Ilmenau University of Technology is a research-strong university with a modern campus, intercultural diversity and a family environment. Students, researchers and employees find a cosmopolitan campus family at the university with numerous opportunities for participation, co-design and personal development.

In about 100 departments in five faculties at TU Ilmenau, scientists conduct innovative basic and applied research at the highest level in the fields of engineering sciences, information technologies, economics and media sciences, mathematics and natural sciences.

Together we work on solutions for socially relevant future topics such as sustainable energy supply, artificial intelligence or mobility. The interdisciplinary cooperation in six cross-faculty institutes and with renowned national and international partners from science and industry makes the TU Ilmenau the innovation driver for the region and promotes the transfer of knowledge and technology to society.

To sustainably secure its research competence, innovative ability and educational quality, the TU Ilmenau especially supports young scientists in their individual career planning. The central contact point for all doctoral students, postdocs, junior, and tenure-track professors is the Graduate Center, which offers personal advice and a transferable skills programme.



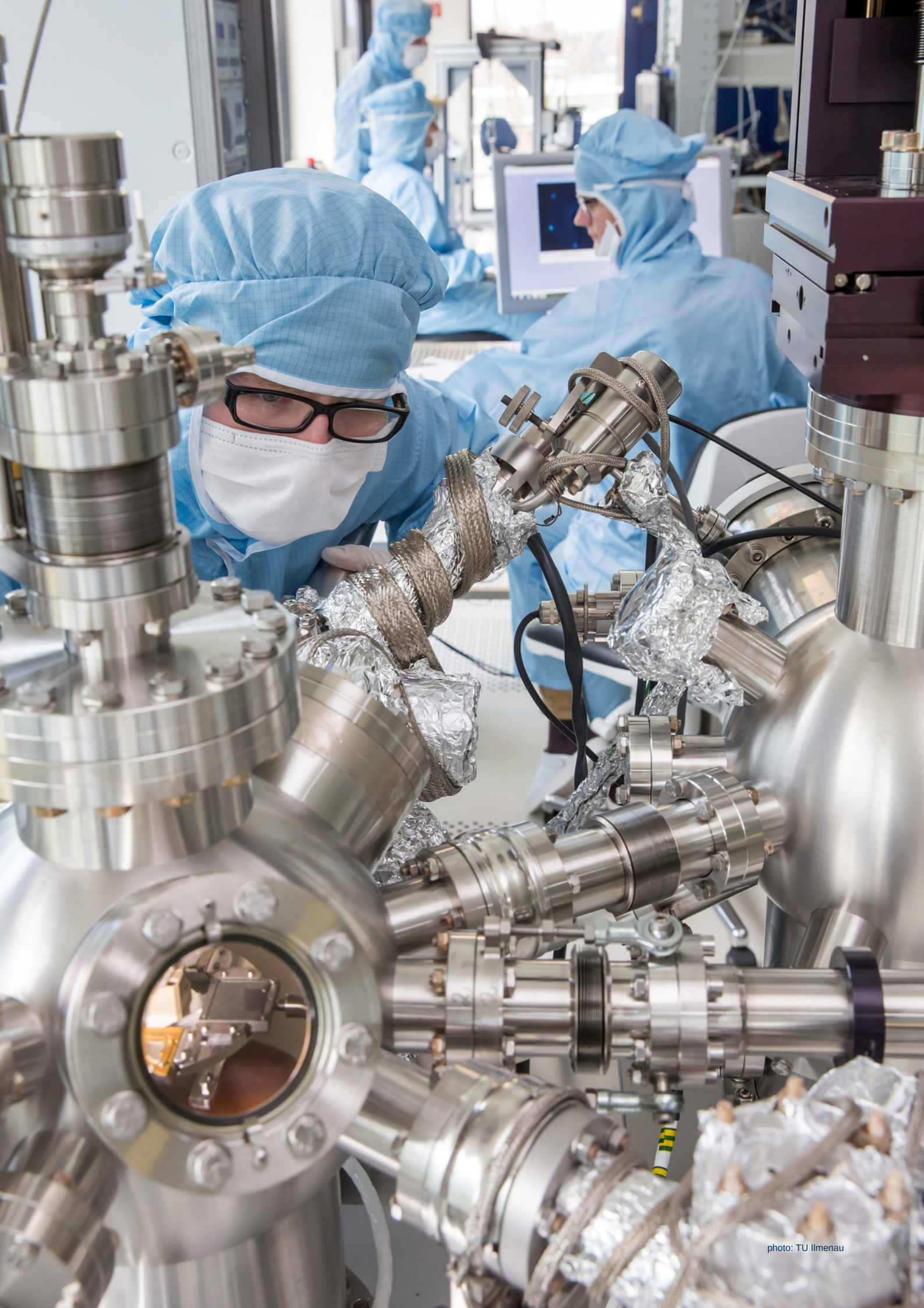


photo: TU Ilmenau

Fundamentals of doctoral studies



In chapter 1 you will learn:

- how you can do a doctorate,
- where you can do your doctorate,
- which admission requirements you must meet,
- what the doctoral regulations of the TU Ilmenau contain.

A doctorate serves to demonstrate the ability to conduct independent and original scientific research. The completion of a dissertation - and thus the independent research performance - should contribute significantly to the scientific progress of the respective discipline. It can take two to six years to obtain a doctorate, depending on the discipline, the topic of the thesis and personal commitment. In addition to the formal requirements, a Diploma, Master's or Magister examination at a university, an equivalent state examination or a Master's examination at a university of applied sciences, you should also have great interest in your topic, as well as good stamina. As a junior researcher, you are an "early stage researcher" at our university, even if you enrolled as a doctoral student. Therefore, a high degree of independence and personal responsibility is expected, also based on good scientific practice.

Information on doctoral studies in Germany is also provided on the [Research in Germany](#) page of the Federal Ministry of Education and Research.

A doctorate involves writing a dissertation. This represents the knowledge you have gained. At TU Ilmenau, the monographic dissertation is the rule. The length of the dissertation depends on the internal faculty guidelines. In addition to monographs, there are also cumulative dissertations. In this special form, a fixed number of publications are submitted in specialist publications and finally combined in a dissertation with an introductory and concluding section. In any case please ask the dean's office before you make a decision.

After completion of the dissertation, the application for admission to the doctoral procedure must be submitted in writing to the relevant faculty. The dean of the faculty examines the doctoral application. When all requirements are met, he/she then submits the doctoral application to the Faculty Council for deliberation and decision. At least two reviewers assess the dissertation.

The oral examination consists of a non-public part and a public part. After passing the oral examination, the dissertation is published. The doctoral procedure is completed with the publication of the dissertation and the award of the doctoral certificate. Only now may the doctoral degree be used.

The legal framework for the doctorate is the [doctoral regulations of the TU Ilmenau](#). Here you will find all binding information, including admission and examination modalities.

1.1 Paths to a doctorate

At TU Ilmenau you can take different paths to your doctorate. Depending on the path, you will receive different funding during the doctoral period. The supervision situation also depends on the choice of doctoral path. Therefore, you should weigh up your decision carefully. Ask friends, fellow students or your own family about their experiences. At the same time, however, the choice also depends on the university's current calls for applications and the funding possibilities of the department. You can pursue the following doctoral paths:

Individual doctorate

- You are directly linked to the department in which you would like to do your doctorate.
- Professors advertise and award vacant positions are advertised and awarded by the professors.
- In most cases, funding is provided by budget or third party funds.
- This means that you usually work as a research assistant at the institute.
- Your supervising professor is also your superior.

PhD scholarship

- Programmes and foundations offer scholarships.
- You must apply to these programmes in order to receive a scholarship.
- A full scholarship usually includes monthly financial support, although the amount varies greatly depending on the scholarship provider.
- You will need to take out your own health insurance.

Doctoral programme

- Doctoral programmes are, for example, graduate schools and colleges.
- They differ from individual doctoral programmes in their tailor-made qualification and supervision concept.
- Supervision is usually provided by a team of supervisors, with whom current research progress and the individual qualification plan are discussed in regular meetings.
- In addition, the programmes promote early networking, internationalization and interdisciplinary cooperation among doctoral researchers.
- Due to the international orientation of many doctoral programmes, seminars and supervision often take place in English.
- At the TU Ilmenau there is the [NanoFab Research Training Group](#).

External promotion

- Regardless of the form of doctorate, doctoral students can also conduct research in non-university research institutions and private-sector companies (industrial doctorate).
- They are then usually employed directly by the research institution or company.
- Depending on the agreement, the dissertation is written during or alongside working hours.
- With an industrial doctorate, you usually work and research directly in the company. You gain practical and professional experience already during the doctorate.
- Due to the physical distance from the university, contact with the supervisors at the faculty, integration into the working group and access to the scientific network may be limited.
- An agreement must be in place or drawn up between the respective company and the TU Ilmenau.
- In any case, before you start your doctorate, clarify with the company that you can publish the results of your dissertation without conditions.

Double doctorate

- The requirements for a doctoral procedure conducted jointly with a foreign university or faculty are governed by § 17 of the doctoral regulations.
- In principle, the same requirements apply for the implementation of a double doctorate as for any other doctorate.
- You need a university degree (Master's or Diploma) that is recognised in Germany.
- In addition, you need a supervisor at TU Ilmenau and one at the respective partner university.
- You will conclude a contract individually tailored to your doctoral project.
- Advice on the double doctorate and a sample contract are available from the [International Office at TU Ilmenau](#).

Cooperative doctorate

- Equal supervision during a cooperative doctorate is provided by a supervisor at a university of applied sciences and a university.
- The workplace is often located at the university of applied sciences.
- The degree is awarded by the cooperating university.
- The prerequisite is an agreement between the universities and/or a subject-related cooperation with departments of the TU Ilmenau.



photo: TU Ilmenau

1.2 Places of doctorate

There are five faculties at the TU Ilmenau where you can do your doctorate.

- Department of Electrical Engineering and Information Technology
- Department of Computer Science and Automation
- Department of Mechanical Engineering
- Department of Mathematics and Natural Sciences
- Department of Economic Sciences and Media

The disciplines range from engineering and natural sciences to economics and social sciences. The executive officers of the faculty in question can answer any questions about the faculty-specific doctoral process and the specifics of the subject culture.

Contact persons

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1.3 Admission requirements

According to the [Thüringer Hochschulgesetz](#) § 61 Para. 5, the general admission requirement for doctoral studies is, as a rule, the successful completion of a university degree. In addition, § 4 of the doctoral regulations of the TU Ilmenau stipulates that those who have passed an equivalent state examination or a master's examination at a university of applied sciences may also be admitted to doctoral studies.

In individual cases, the Faculty Council may determine special admission conditions, which are laid down in the doctoral regulations (§ 4, Para. 3). Special admission conditions are usually additional certificates of achievement that must be acquired by the time the doctoral procedure is opened.

1.4 Doctorate Regulations

According to the [Thüringer Hochschulgesetz](#) (ThürHG, § 61), universities conduct doctoral procedures based on doctoral regulations. Doctoral regulations provide the legal framework and define the requirements and regulations, including those for obtaining the doctoral degree, at the respective faculty.

- These concern:
 - the admission requirements,
 - acceptance as a doctoral candidate,
 - the doctoral procedure,
 - the academic debate,
 - the type of publication of the dissertation,
 - any (study) achievements to be made within the framework of the doctorate
 - the completion of the doctorate

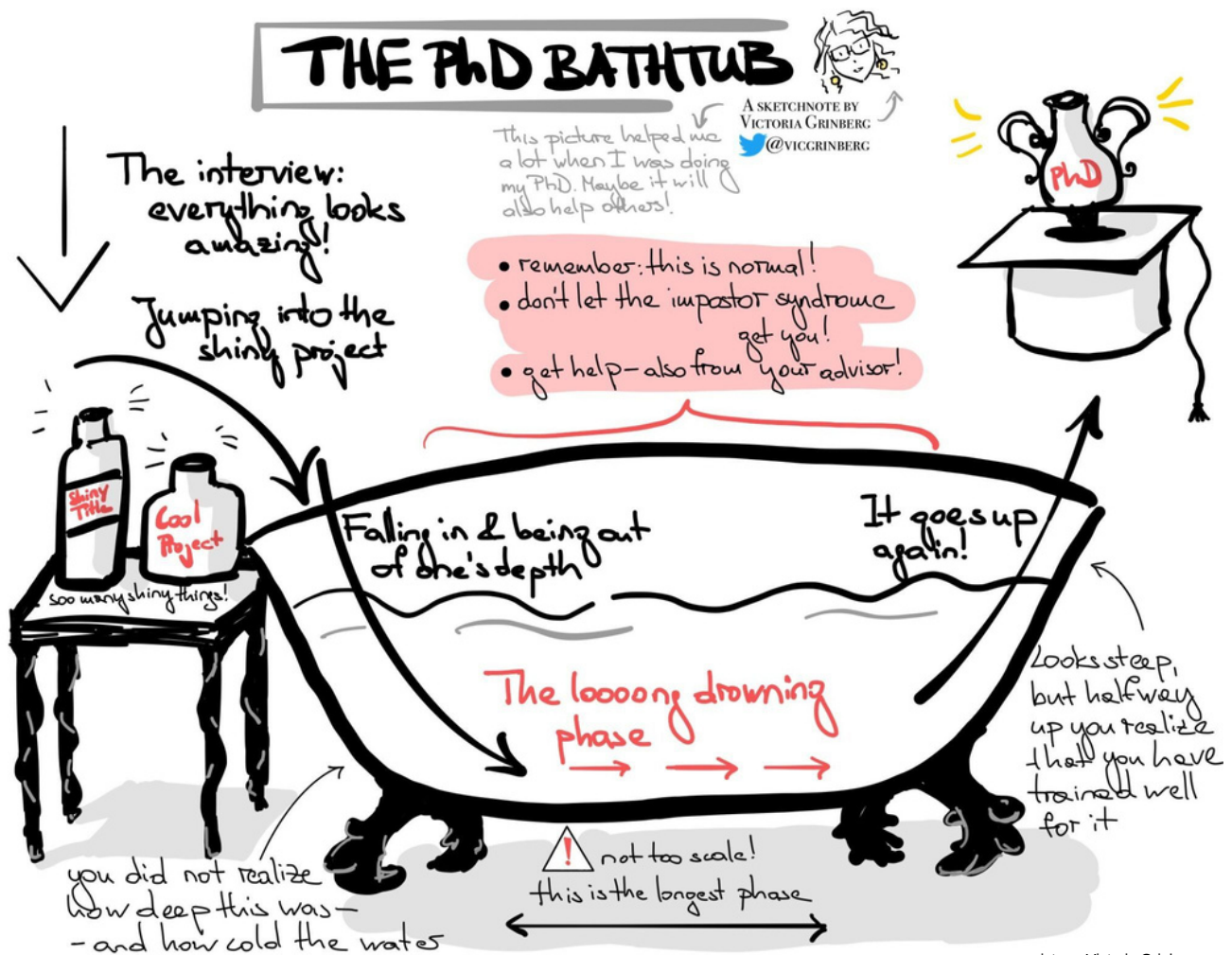
Doctorate Regulations

In principle:

You must meet all admission requirements.

According to § 26, the Tenth Amendment to the Doctoral Regulations applies to all doctoral applications received as of this date and to procedures already in progress that have not yet been opened in accordance with § 7. Check whether there are any supplementary regulations, which are usually published together with the doctoral regulations on the respective faculty website together with the doctoral regulations.

1.5 Personal decision



You now know all the facts. Now you have to decide for or against a doctorate and thus the start of a possible academic career. Do not make this decision lightly. Be sure to include the following preliminary considerations:

- What goal am I pursuing with a doctorate?
- Is the topic chosen in such a way that it will excite me for three or even six years?
- Do I have a good command of the facts and methods of my subject (and related subjects)?
- Can I develop questions that contribute to opening up new fields of research?
- Am I able to work continuously and persistently on a research topic over a longer period of time without losing the thread?
- Am I resilient enough to deal with setbacks?

If you would like to take a closer look at the topic of doctoral studies, we recommend the [Zeit Campus Guide to Doctoral Studies](#) (in cooperation with the Klaus Tschira Foundation).



photo: Philipp P. Vieweg

"When I started studying, I could not imagine earning a PhD, but the fascination of science grabbed me and the desire to put it into practice became more and more evident the closer I got to my Master's degree. In my particular case, I am conducting numerical studies on thermal convection, which in its particularity is only possible thanks to the enormous growth in the availability of computing power. Our university not only has its own computing cluster, but we also have access to supercomputers.

For me, the doctorate is a combination of scientific contribution, self-knowledge and competence enhancement as well as qualification for future challenges. It is the thrill of answering unanswered questions and the sense of achievement when other researchers show interest in one's own results that drives you forward."

Philipp P. Vieweg

PhD student since 2020, TU Ilmenau, Department of Mechanical Engineering, Institute of Thermodynamics and Fluid Mechanics, Fluid Mechanics Group headed by Professor Jörg Schumacher

(Before) Starting the doctorate

In chapter 2 you will learn:

- how to find your topic,
- what you need to bear in mind when writing your exposé and timetable,
- how to organise your supervisory relationship,
- how to finance your doctorate,
- which administrative steps you have to take.

2.1 Research subject

In principle, it is the doctoral candidate's task to look for the dissertation topic themselves and to formulate a question or thesis. There are many ways to find a suitable topic:

- From previous research projects, the Master's or diploma thesis
- A suggestion from your supervisor
- Research topic is already given, e.g. as a job advertisement
- Concrete topic is found in the context of a position in the department

When choosing a topic, you should ensure that:

- the topic corresponds to your research interest,
- the topic is scientifically relevant and promises novel insights,
- the material and the necessary infrastructure (laboratory, workshop) that you need to work on the research topic are available and accessible,
- the chosen topic can be worked on within a reasonable period of time.

2.2 Exposé and timetable

With an exposé or research concept, you draw up a project plan at the beginning of your doctorate, which serves as a valuable orientation for both you and your supervisors before and during the doctorate. Often, both an exposé and a time schedule are required for a scholarship application. In a synopsis, you summarize the problem or question and the objective of the dissertation, describe the status of the research and define your methodological approach. It also contains a timetable and a bibliography.

On average, a doctorate takes between three and five years, depending on the subject area. With such a time span, it is essential to divide the work into manageable sections that are fixed in a project plan. This should always include the beginning and end of the project, all work steps and the planned duration.

When drawing up the plan, pay particular attention to the following points:

- **Set interim targets**
Define work packages and arrange them chronologically.
- **Realistic planning**
If you are unsure how much time a certain step will take, calculate the time required generously.
- **Time reserves**
Plan time for conferences and publications as well as for the unexpected, but also for recreation and holidays.
- **Status quo**
Regularly review your time, work schedule, and adjust it to the status quo.



2.3 Supervision

You have now made the decision to do a doctorate. You have also thought about your research topic. At this point you should start looking for a supervisor for you and your doctorate. The supervisor will accompany and advise you during your doctorate and will be your first contact person for all matters concerning your doctorate. The supervisory relationship can be regulated very differently depending on the subject culture and the doctoral path (see chapter 1, 1.1).

In order to be accepted as a doctoral candidate, all faculties require a confirmation of supervision from a member of the university with doctoral authorization. Doctoral authorization is regulated in the doctoral regulations. It is important for the supervisory relationship to determine the mutual rights and obligations at the beginning of the doctorate. The [supervision agreement](#) serves this purpose.

According to the doctoral regulations § 5 Paragraph 3, supervisors can be:

- Professors,
- Junior professors or research assistants in a legally equivalent position to these,
- university lecturers or private lecturers,
- non-scheduled professors,
- retired professors or
- Honorary professors with a doctorate.

When looking for a university member who is authorized to supervise your doctorate, you should make sure that the communication between you is good, in addition to professional competence. Bear in mind that the supervisor will make a significant contribution to the success of your doctorate: they will determine the topic together with you, accompany you during your research work and evaluate both your dissertation and your examination performance.

Address by a university member (entitled to a doctorate)

Some Master's or diploma students are asked directly whether they would like to do a doctorate, e.g. if the university teacher has already supervised the thesis.

Job and scholarship announcements

If job advertisements state "The possibility of doing a doctorate is given" or similar, a doctorate is desired and promoted within the framework of the position. In this case, the supervisors often also supervise the doctorate. In the case of scholarships and job advertisements within doctoral programmes, you will be assigned a supervisory team suitable for your topic after a successful application.

2.4 Financing

At the TU Ilmenau there are various ways to finance a doctorate. The majority of doctoral students finance themselves through a part-time or full-time position as a research assistant. External doctoral researchers finance themselves through their employment in a company. There is also the possibility of applying for a scholarship.

Rarely is funding for the entire duration of the doctorate already fixed at the beginning. Scholarships and employment contracts may also expire before the doctorate is completed. Keep this in mind and look for transitional or continued funding in good time. In this case, be proactive and talk to your supervisor about the possibilities of further funding.

Financing your doctorate from various sources is quite common. Very few doctoral researchers in Germany receive only one type of funding for the entire duration of their doctorate. It is therefore important to know the different options and to weigh their advantages and disadvantages.

Employment or scholarship?

Both financing models offer advantages and disadvantages that you have to weigh individually. The differences lie in the social and labour law protection and in how much (working) time you have available for your doctorate.

If you are in an **employment** relationship, you have better social security than with a scholarship. You pay into health, social and pension insurance and benefit from the statutory regulations for pregnancy and parental leave. You are entitled to paid holiday, continued payment in the event of illness and unemployment benefits after the end of the employment relationship. However, in an employment relationship, not all of the working time is usually available for the doctorate; there are usually other obligations such as teaching, administrative and organizational tasks that go along with it. Before signing the contract, discuss how much of your working time you can devote to your doctorate and how much you can devote to other tasks. Also bear in mind that in most cases, your supervisor will be your doctoral supervisor.

Scholarships are usually awarded to outstanding graduates and represent a special distinction. With a scholarship, you can usually focus primarily on your doctorate, which can lead to a shorter doctoral period. You have the best chance of receiving a scholarship if you apply in the first year of your doctorate. Few foundations fund advanced doctoral projects; final scholarships are almost non-existent. The amount of the scholarship is determined by the scholarship provider and is usually between 800 and 1,800 euros. Since doctoral scholarships serve to promote research, they are usually tax-exempt. Please note, however, that you must pay health and nursing care insurance contributions from a scholarship. The contributions for pension and unemployment insurance do not apply, but this also means that there is no entitlement to unemployment benefit after the end of the scholarship. Secondary employment, if any, is only permitted to a limited extent. As fellows are responsible for their own research, they are not entitled to holiday leave as they would be in an employment relationship.

2.4.1 Research assistant position

Academic staff usually take on additional (administrative) tasks alongside their own research work and support their supervisors in research and teaching, i.e. they have teaching duties, supervise students, correct exams and term papers, organize conferences, etc. They are also responsible for the administration of the university. In this way, academic staff are usually well integrated into the university structures and gain some comprehensive insight into the tasks of a university. These positions are usually paid according to TV-L E 13 ([Tarifvertrag der Länder](#)).

Depending on the subject area or institute, half to full employment contracts are assigned. Please note that academic staff contracts fall under the maximum fixed-term period of the Wissenschaftszeitvertragsgesetz ([WissZeitVG](#)).

Staff positions can be financed both by budget funds and by third-party funds. In the case of funding through grants, the duration of the contract often depends on that of the project in which you are employed. You can find more detailed regulations on this in the [Kodex für Gute Arbeitsbedingungen in der Wissenschaft an der TU Ilmenau](#).

It is also important to know that as a research assistant you are not obliged to take part in the working time registration. This gives you a certain amount of freedom. Nevertheless, you should keep an eye on your working hours.

If you have any questions about the employment relationship, you can contact the Department of Human Resources and Legal Affairs. Open job advertisements for doctoral students can be found on the TU Ilmenau [job portal](#).

Contact person

Dezernat Personal und Recht

Sachgebietsleiter für das wissenschaftliche Personal

Michael Braun

+49 3677 69-2541

braun.m@tu-ilmenau.de

2.4.2 External employment

Funding for doctoral positions in external (research) institutions and companies is also common. Research institutions usually pay according to TVöD. Companies pay individually. Since you have employee status in both a company and a research institution, you are automatically covered by social security.

You should make sure that you have enough time for your doctorate and that regular personal contact with your supervisors at TU Ilmenau is guaranteed.

2.4.3 Doctoral scholarships

Doctoral scholarships are awarded by the [state of Thuringia](#), by [doctoral programmes](#), the organizations for the promotion of gifted students as well as other external foundations. You can find a selection of doctoral scholarships on the [TU Ilmenau website](#) and in online scholarship databases, such as the [Stipendienlotse](#).

Some scholarship providers also offer their scholarship holders a framework programme as well as further funding in the form of flat-rate research grants, travel grants, further education and networking programmes, etc.

An exposé or research concept including a time and work plan is often required for the application. Furthermore, you usually need to have already been accepted for a doctorate by a faculty at the time of application. If you plan to pursue paid secondary employment in addition to the scholarship, please inform yourself in advance with the scholarship provider whether and to what temporal and financial extent this is possible without affecting the scholarship.



2.5 Administrative steps

The process for acceptance as a doctoral student at TU Ilmenau varies depending on the faculty, subject area and status. As a scholarship holder or staff member, you have to consider different things. To be on the safe side, you should consult your supervisor or the dean's office of the respective faculty. The Academic Service Centre (ASC) can also help you with your questions. In the case of a scholarship, you should contact the organisation to which you applied. In most cases, the requirements can be found on the homepage.

2.5.1 Acceptance as doctoral student

Those who fulfil the admission requirements for doctoral studies and intend to do so can apply for acceptance as a doctoral student in writing to the chairperson of the doctoral committee or the dean's office of the respective faculty (see respective doctoral regulations) (see contact persons under 1.2). The acceptance or rejection of the doctorate is the responsibility of the faculties of the TU Ilmenau. For the application for acceptance, you need, among other things, your preliminary topic and the confirmation of supervision by a member of the university who is entitled to award a doctorate. Which further documents have to be submitted can be found in the doctoral regulations of the respective faculty.

Department of Electrical Engineering and Information Technology

You can find all the necessary information on doctoral studies on the Faculty's website under [Doctoral Studies and Habilitation](#). Your contact person on site is Ms [Heike Rimmrott](#).

Department of Computer Science and Automation

You can find all the necessary information on doctoral studies on the Faculty's website under [Doctoral Studies and Habilitation](#). Your contact person on site is Ms [Jana Hedler](#).

Department of Mechanical Engineering

You can find all the necessary information on doctoral studies on the Faculty's website under [Doctoral Studies and Habilitation](#). Your contact person on site is [Dr. Sabine Nieland](#).

Department of Mathematics and Natural Sciences

You can find all the necessary information on doctoral studies on the Faculty's website under [Notes on doctorates and habilitations](#). Your contact person on site is Ms [Katjana Kuhnt](#).

Department of Economic Sciences and Media

You can find all the necessary information on doctoral studies on the Faculty's website under [Promotionen](#). Your contact person on site is Ms [Susanne Würfel](#).

2.5.2 Enrolment as a doctoral student

When you are accepted as a doctoral candidate, you can decide whether you would also like to enrol as a doctoral student. Regardless of your status, i.e. whether you are doing your doctorate as a research assistant, scholarship holder, etc., you have this option. By paying the corresponding tuition fees, you open the door to the numerous benefits of student status. These include the semester ticket and the discounted student price in our mensa.

Please note that enrolment as a doctoral student does not automatically equate to acceptance as a doctoral candidate at your faculty.

Once you have completed the above steps, submit your certificates via the TU Ilmenau [Campus Portal](#).

Among other things, you must upload the following documents as scans:

- Complete curriculum vitae
- Letter of motivation or meaningful description of the doctoral project
- School leaving certificate
- Certificate and transcript of records from a successfully completed Bachelor's degree programme
- Certificate and transcript of records from a successfully completed Master's programme (total Bachelor's + Master's = 300+ ECTS)

The evaluation of your documents will be sent to you and your future supervisor. You will also receive your individual admission to the doctoral programme from the Academic Service Centre (ASC).

2.5.3 Insurance

The insurance situation for you as a doctoral student essentially depends on whether you are employed or are doing your doctorate as a scholarship holder. Employees who earn more than 520 euros/month are automatically covered by their employer's social insurance. Scholarship holders must take care of their own social insurance. In this case, only health and long-term care insurance is obligatory.

More information on your rights and obligations in the area of social insurance can be found in the GEW guidebook "[Sozialversicherung für Promovierende](#)".



"After my mathematical master's thesis, I had a desire for more application. By chance, a statistical consulting position was created at the start of my doctorate, which has since offered me the varied application I was looking for. Despite short-term funding difficulties, I no longer want to miss the variety alongside my PhD and diverse insights into other research areas."

Stefan Heyder

PhD student, TU Ilmenau, Department of Mathematics and Natural Sciences, Stochastics group headed by Prof. Dr. rer. nat. Thomas Hotz

During the doctorate

In Chapter 3 you will learn:

- what Good Scientific Practice means,
- how to publish your research results,
- how to manage your research data,
- how to exploit your research results,
- how to organise your teaching,
- what support services are available for doctoral students.

3.1 Good Scientific Practice

In the preamble to the [Statutes for Ensuring Good Scientific Practice](#), TU Ilmenau commits itself to scientific integrity as the basis of its trustworthy research and educational activities and, to this end, to the rules of good scientific practice, which are binding for all academically active members and members of the university in research, teaching and training. In doing so, it relies on the quality requirements that it has imposed on itself as a self-obligation in its mission statement as well as on its basic regulations. The expression of its self-commitment is characterized by respectful interaction with each other, with other people, with animals, cultural assets as well as with the environment and nature, and is supported by the common goal of continually strengthening and promoting society's trust in science. The responsibility for safeguarding scientific integrity, which is inseparable from the constitutionally guaranteed freedom of science, is borne by the university and its members in accordance with their own field of activity. They ensure good scientific practice through their honest thinking and actions as well as the implementation of organizational and procedural regulations.

Scientific activity at the university must always be carried out *lege artis*, ensure transparency and honesty with regard to one's own rights as well as the rights of others, consistently question established results and allow, and encourage critical discourse.

Every academic person is responsible for ensuring that his or her own conduct and activities comply with the provisions of good academic practice.

Scientific activity at the university must comply with and implement the fundamental values and standards of scientific work. The teaching of these, taking into account the current standards of good scientific practice, is to be integrated into academic teaching. Every person working scientifically at the university must continuously dedicate himself or herself to acquiring up-to-date knowledge on the standards of good scientific practice and the state of science. For this purpose, they are in a mutual continuous learning and further education process at every qualification level.

In [Annex 1](#) of the Statutes for Ensuring Good Scientific Practice you will find the [regulations on good scientific practice](#).

In [Annex 2](#) of the Statutes for Ensuring Good Scientific Practice you will find the [regulations on continuous and research-related quality assurance](#).

In [Annex 3](#) of the Statutes for Ensuring Good Scientific Practice you will find the [regulations on scientific publication practice and archiving](#).

In [Annex 4](#) of the Statutes for Ensuring Good Scientific Practice you will find the [regulations on scientific misconduct](#).

Ombudsman and deputy ombudsman of the TU Ilmenau

Ombudsman

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Deputy Ombudsman

Prof. Dr. Erich Runge

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German Research Ombudsman of the Deutsche Forschungsgemeinschaft (DFG)

In the event of conflicts, especially with external institutions, the [DFG Ombudsman for Research](#) can also be consulted. This independent body supports and advises all scientists on issues of good scientific practice and its violation through scientific dishonesty.

Scientific misconduct may include:

- Misrepresentation
- Infringement of intellectual property
- Interfering with the research activities of others
- Contributing to the scientific misconduct of others.

3.2 Research-related services of the University Library

The University Library of the TU Ilmenau has a variety of support services in different formats and on different topics ready for you.

3.2.1 Publications

Already during the doctorate, publications in international and renowned journals are recommended in addition to conference papers. The rules of good scientific practice apply to all publications and research work (see 3.1). Furthermore, observe the protection regulations for the exploitation of copyright as well as the patenting of inventions. The Patent Centre Thuringia [PATON](#) can advise you on this.

TU Ilmenau explicitly supports publishing scientific work in the [Open Access way](#). Unlike publications under the traditional subscription or licensing model, OA publications are immediately freely available online without financial or other barriers. Such open, unrestricted access to scientific research results simplifies and accelerates scientific exchange and meets the information needs of researchers and students alike.

With [ilmedia](#), the University Library also offers members of the Ilmenau University of Technology the opportunity to publish texts, images or other electronic media objects in the Digital Library Thuringia (dbt), among other places.

3.2.3 Research Data Management

The TU Ilmenau is a partner of the [Thuringian Competence Network for Research Data Management](#). It advises all members of the TU Ilmenau on all aspects of handling data that arise during the research process.

You can find advice on the following topics here:

- Research data management-related support for funding/project applications
- Creation of a data management plan
- Locating and citing research data
- Publication of research data
- Licensing and persistent identification
- Securing and archiving research data

You can find all research-related services and the corresponding contact persons at the University Library at a glance at the [Information sheet 10](#).

3.3 Inventions and patents

Employees of the TU Ilmenau can obtain advice from the [PATON staff](#) on questions relating to patents and property rights. The services of the patent team include

- advice for inventors,
- advice on searches,
- supervised searches of one's own,
- organizing training events in the field of technical and patent information.

The [Division of Research Service and Technology Transfer](#) also supports you in the development of exploitation strategies in accordance with the guidelines of the university's own [transfer strategy](#).

3.4 Teaching and lectures

Doctoral students who are employed as research assistants at the TU Ilmenau must also take on so-called service tasks. These are usually teaching activities within the framework of seminars and exercises. Knowledge of university didactics is often based on one's own experiences as a student. Since these are not always positive, this can initially lead to feeling insecure in one's own teaching. To prevent insecurities, you have the opportunity to take advantage of the university didactic counselling and the university didactic further training courses of the [Central Institute for Education](#).



Contact person

Further Education

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3.5 Support services during the doctorate

Your doctorate will accompany you for at least three years and will determine a large part of not only your professional but also your private life. Therefore, it is inevitable that you will face one obstacle or another. In such a case, it is important not to hesitate too long and to seek support early. In case of technical questions or problems - for example, if planned experiments or equipment do not work or you do not achieve results for a long time - the first contact person should always be your supervisor. In the case of interdisciplinary hurdles, there are various support options, depending on the nature of the problem.

3.5.1 Psychological counselling

The [Psychological Contact Point](#) advises you in case of (interpersonal) conflicts, problems at work or in general life management and in threshold situations (changes in life) that lead to psychological impairment.

Contact:

Dipl.Psychologin Carolin Stotzka, carolin.stotzka@tu-ilmenau.de, +49 3677 69-3339

As a doctoral student, you can make use of the [Psychosocial Counselling Service](#) of the Studierendenwerk Thüringen free of charge if you feel the need to talk to a neutral person about yourself, your situation and your problems.

Contact:

Stefan Weniger, Sarah Loos, psb-ilmenau@stw-thueringen.de, +49 3677 - 693813

3.5.2 Reconciling family and career

As a member university, the TU Ilmenau has signed the Charta [Familie in der Hochschule](#). By signing the charta, the TU Ilmenau is making a voluntary commitment to promote the compatibility of family responsibilities with studying, teaching, research and science-supporting activities and to align its organizational and personnel development strategies accordingly. The standards set out in the charta are implemented independently and are developed further in the long term.

The [Campus Family Office](#) is the central advice centre on the topics of family, childcare and parenthood.

[Kita Studentenflöhe](#) (Daycare)

Manager

Diana Mock

kita-studentenfloehe@stw-thueringen.de

+49 3677 69-1904

Haus A, Max-Planck-Ring 7

Office hours by appointment

Flexible childcare

The Kita Studentenflöhe offers childcare after 5:00 pm until 9:00 pm. Please note that for flexible care after 5:00 p.m., timely registration at the day care centre is required. In case of justified need, children can also be looked after in the day care centre before 7:00 a.m. by prior arrangement.

Parent-child workstation with KidsBox

In the University Library and in the Kirchhoff Building (office) there is the possibility to rent a workstation with KidsBox. The KidsBox is quickly set up and has toys for children up to primary school age as well as a travel cot and a folding mattress.

- UB, intermediate floor, group study room 5: [registration](#)
- Kirchhoff Building: [registration](#)

3.5.3 Transferable qualification and networking

The acquisition and training of transferable skills can be helpful for academic work and further careers. PhD students at the TU Ilmenau have access to an extensive range of further education courses, including:

Zentralinstitut für Bildung

courses in Higher Education

Languages

Academic Writing, language courses

International Office

Soft skills for international researchers

Networking among each other

For quick and direct networking and exchange with like-minded people, we recommend the Discord channel of the PhD students' representation.

3.5.4 Doctoral Student Council

The doctoral student council represents the interests of doctoral students at TU Ilmenau. It provides advice on state and university policy issues that specifically affect doctoral students, and also on questions regarding working conditions and general conditions during the doctorate. Its members are elected for a term of office of one year. The doctoral student council may send representatives to all meetings of the university committees.

For a quick and easy exchange of ideas, it is best to use the Discord channel of the PhD student council. To join, you only have to accept the rules. In addition to general text and voice channels, there are also faculty- and topic-specific channels for quick and uncomplicated exchange.

Link to the Discord-Channel: <https://discord.gg/Gy6DtrFduD>



Contact

Doctoral Student Council

+49 3677 69-1914

promovvertretung@tu-ilmenau.de

3.5.5 Graduate Center

The [Graduate Center](#) of the TU Ilmenau covers the largest part of the interdisciplinary qualification. It is the service point for all questions concerning doctoral studies. You can find all offers at a glance on the [intranet](#).

Certificate "Leadership in Science"

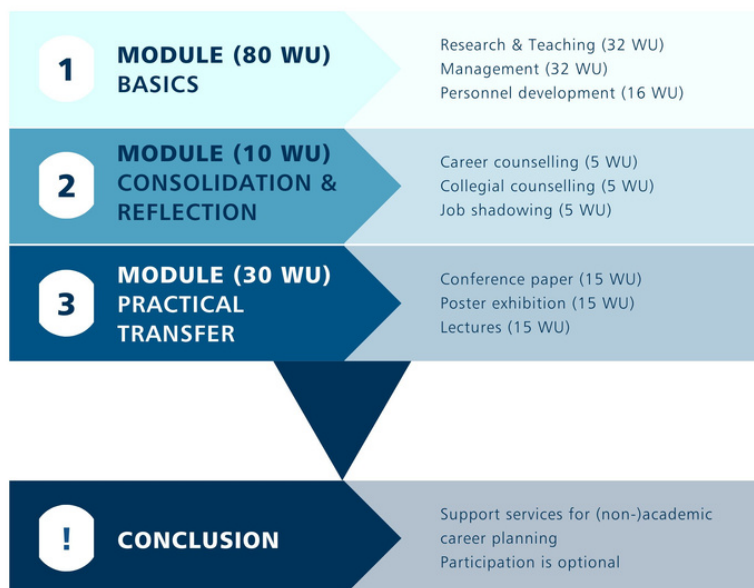
Young researchers have the opportunity to complete the ["Leadership in Science" certificate](#) during their time at TU Ilmenau. It supports you in your personal development and your interdisciplinary training and is thus both an instrument for promoting young researchers and for personnel development at the university. The certificate has a modular structure and offers a didactic-methodical combination of classroom events, collegial exchange, coaching sessions and practical transfer. Participation in the certificate programme is optional for all doctoral students. Individual courses can also be taken up as required. The certificate comprises a total of 120 work units (WU). No time frame is imposed for completion, but it should be completed within the doctoral period.

CERTIFICATE

LEADERSHIP IN SCIENCE for doctoral students and Postdocs at the TU Ilmenau

120 working units*

*1 working unit (WU) corresponds to 45 minutes.



Transferable skills programme

The Graduate Center offers doctoral students at the TU Ilmenau an [transferable skills programme](#) consisting of various continuing education formats. You can find the current courses in our [flyer](#). You can register for the courses on our registration platform [Turm II](#) under Research Service and Technology Transfer - Graduate Center subgroup. These are our [terms of participation](#).

Attended courses are creditable for the certificate programme "Leadership in Science".

Career counselling

The Graduate Centre also offers [career counselling](#) primarily at those who are unsure about which career path they want to take after their doctorate. Together with the advisor, you record your individual interests and competences, you define your personal values and goals with regard to your career and discuss initial implementation options.

Arrangement of coaching

The [coaching](#) offer provides you with the possibility of a time-limited accompaniment in the form of structured conversations that support you:

- in defining and pursuing goals
- to cope with challenges better than before
- to be able to design solutions for problems.

Coaching starts with the initial interview. It serves

- to clarify the concerns and expectations
- to clarify the time frame
- the matching of coach and coachee.

Depending on the concerns, three to five sessions are possible. Trained external coaches are available to accompany the process. The coaching is free of charge for you. Please do not hesitate to [contact us](#).

In addition, the Graduate Center is the contact point for all doctoral students with questions and challenges related to the doctorate. If the staff cannot help you, they will refer you to the right person.



Contact person

Alexandra Dalek
+49 3677 69-4792
graduate-center@tu-ilmenau.de

3.5.6 Advisory Compass

For all other counselling topics, such as health, equality, labour law, discrimination and threats, the [Division of Equal Opportunity, Diversity and Health](#) has created an [advisory compass](#) that makes it easier to find the relevant contact person.



The Graduate Center's certificate programme gave me the opportunity to develop personally and professionally parallel to my research work. I found the interdisciplinary training and the exchange and networking with other young researchers particularly valuable. The varied content of the certificate programme covered my activity profile as a doctoral student very well and supported me in many areas. The opportunity to individually reflect on one's abilities and goals provides great support on the career path.

Stefanie Freitag

PhD student, TU Ilmenau, Department of Computer Science and Automation, Institute of Biomedical Engineering and Computer Science

Completion of the doctorate

In chapter 4 you will learn:

- what a doctoral application is,
- how the doctoral procedure is to be opened,
- who examines the dissertation,
- how the scientific debate is conducted,
- how the dissertation is assessed,
- how the dissertation is published,
- how you receive the certificate.

The final stage of the doctoral period begins with the doctoral application, also called application for the opening of the doctoral procedure, which is usually submitted to the respective dean's office after completion of the dissertation. If the admission requirements are met, the faculty decides to open the doctoral procedure. The doctoral procedure includes the examination and review of the dissertation, an oral examination (scientific debate) and the publication of the dissertation. After the publication of the dissertation, the doctoral certificate is awarded. Now the doctorate has been completed and the doctoral degree may be used.

If you are unsure about the formal regulations, ask the responsible dean's office directly. Find out whether there are any supplementary regulations, such as format templates and guidelines for the application for admission. You can usually find these documents together with the doctoral regulations on the respective faculty website. (see contact persons p. 13)

4.1 Application for doctorate

According to § 6 of the [doctoral regulations](#), the application for admission to the doctoral procedure must be submitted in writing to the relevant faculty. The doctoral application must be accompanied by:

- a declaration that the applicant is aware of the applicable doctoral regulations,
- the documents required in accordance with § 4, Para. 2 and 3, if these are not already on file with the faculty,
- a curriculum vitae,
- a list of scientific publications,
- a scientific curriculum vitae (in particular lecturing activities, teaching and/or research activities),
- four typed or printed copies of the dissertation and an electronic version of the dissertation,
- the declaration in accordance with Appendix 1 to the doctoral regulations,
- proof of payment of the doctoral fee, currently 100.00 euros, in accordance with § 7 of the currently valid [scale of fees](#) of the TU Ilmenau.

Please note that you must have fulfilled any requirements you may have received after being accepted as a doctoral candidate by the faculty before opening the doctoral procedure.

4.2 Opening of the doctoral procedure

The opening of the doctoral procedure is regulated in the doctoral regulations, General Regulations of the TU Ilmenau and the applicable version of the doctoral regulations of the faculty, if applicable.

If the admission requirements are met, the dean of the respective faculty opens the doctoral procedure. If the Faculty Council approves the application for admission to the doctoral procedure, it appoints a doctoral committee. This consists of a chairperson, the reviewers and two further members (with at least a doctorate) or members of the Ilmenau University of Technology.

The Dean of the Faculty informs the doctoral candidate in writing of the opening of the doctoral procedure and informs him/her of the composition of the doctoral committee.

4.3 Assessment of the dissertation

The assessment of the dissertation and the continuation of the doctoral procedure are regulated in the doctoral regulations § 8.

At least two reviewers assess the dissertation. In written reviews, they assess individually and independently of each other whether the submitted dissertation can be recognised as a doctoral dissertation or not. When all reviewers have assessed the dissertation positively, the candidates have the opportunity to inspect the reviews when the date of the non-public part has been set. At least two weeks of public inspection of the dissertation and the setting of a date for the scientific debate follow. A minimum of two weeks' notice must be granted between the receipt of the final evaluation and the dates for the viva voce examination and the disputation.

After submission of all (positively evaluated) expert opinions, the following procedural steps follow, which are initiated and accompanied by the Dean's Office:

- Granting the candidate access to the expert reports,
- Granting the candidate at least two weeks of public access to the dissertation,
- scheduling the events of the scientific debate
- non-public part (viva voce)
- public part (disputation)

4.4 Academic debate

The oral examination at the end of the doctorate is governed by § 9 of the doctoral regulations. The academic debate consists of a non-public part and a public part and is usually held in German or English.

4.4.1 Non-public part (viva voce)

The term "viva voce" originates from a time when doctoral students also completed their studies with their doctorate. It corresponds to a final examination in which knowledge from two subject areas is usually tested. In this way, the doctoral candidate is supposed to demonstrate in-depth knowledge of the fundamentals related to the scientific field of the dissertation. The examination board consists of the chairperson of the doctoral examination board and the two members of the doctoral examination board who represent the subject areas to be examined. The non-public part of the scientific debate shall not exceed a duration of 30 minutes per subject area.

4.4.2 Public part (Disputation)

The "Disputation" comprises a scientific lecture on the dissertation and a subsequent discussion. The doctoral candidate should present the scientific problem, the methodological approach and the resulting conclusions and show that he or she is able to evaluate the problem and the results of the dissertation, to classify them in the assigned subject areas and to indicate further tasks. The prerequisite for admission to the public part is the completion of the non-public part with at least the grade *rite*. The discussion and presentation should not exceed 40 minutes. The disputation is open to the public and takes place in front of the members of the doctoral committee.

To prepare for the oral examination, the Graduate Center offers a workshop every year in spring or summer. Please check the annual programme for more information.

4.5 Total evaluation

The assessment of the (non-)public part is made immediately after its completion by the examination board according to the following scale:

- magna cum laude (very good)
- cum laude (good)
- rite (sufficient)
- non sufficient (not sufficient).

The reviewers assess the dissertation individually and independently of each other in their written reviews. The evaluation is based on the same scale as the (non)public part of the scientific debate.

The overall grade is composed of the grades of the dissertation and the oral examination. It is formed as a weighted average from the arithmetic mean of the assessments of the dissertation with a weighting factor of two and the arithmetic mean of the assessments of the scientific debate with a weighting factor of one. The second and all further places after the comma are deleted. In the overall evaluation, an "excellent" (*summa cum laude*) is possible in addition to the evaluations already mentioned, if all reviewers have evaluated the dissertation and the scientific debate with "magna cum laude".

The chairperson of the doctoral committee informs the candidates in writing about the overall result of the doctoral procedure, referring to any conditions imposed in connection with the obligation to publish.

4.6 Publication of the dissertation

The publication of the dissertation is the last step on the way to the doctoral degree. In all faculties, it must be published within one year of the oral examination. Please refer to the respective doctoral regulations § 13 to find out which form of publication is recognized by your faculty. Publication includes the free submission of the dissertation to the Ilmenau University Library.

At the TU Ilmenau you have the following [options for publication](#):

- [Electronic publication](#)
- [Ilmenau University Press](#)
- [Commercial publisher](#)
- [Self-printing](#)

Regardless of what you choose, the first step is always to [register](#) at the University Library.

Note for external doctoral candidates

Clarify the publication modalities of your dissertation with the company or institution where you are doing your doctorate in good time, especially with regard to any confidentiality clauses of your research results.

4.6.1 Publication at the University Library

The University Library offers a multi-layered publication service. All publications are made freely available on the internet in accordance with the requirements of open access to publicly funded research literature.

When publishing in electronic form, you benefit from the advantages of fast and free viewing and use via the internet. A faster completion of your doctorate, easy access (Open Access and therefore no formal and technical hurdles), integration in internet search engines as well as long-term citability through persistent identifiers (DOI: Digital Object Identifier and URN: Uniform Resource Name) are some of the advantages of this type of publication.

Furthermore, in addition to the electronic publication of the dissertation via the Library's open access portals, the university's own Ilmenau University Publishing House offers fast and trouble-free printing for the regular book trade. By publishing with the Ilmenau University Press, you receive printed author copies and promote knowledge transfer in the scientific community. You receive the combination of optimal visibility, dissemination and reception of your work and do not have to do without the user-friendly reading version in the form of a printed book. Here, the text published as a book is not only offered at a favourable price in bookshops, but is also published in parallel as an electronic document in open access via the Digitale Bibliothek Thüringen.

4.6.2 Further ways of publication

The advantages of a publication in a renowned specialist publishing house lie in the visibility and reputation that the dissertation receives within the scientific community. In addition, your work will be found in every well-stocked (specialist) library. The disadvantages are the considerable printing costs that have to be expected with the usually small print run and the long production time. Although special dissertation publishers ensure that your work is printed quickly, these publishers usually do not have the reputation of a specialist publisher; there is little or no advertising and the printing costs are sometimes very high, measured against the visibility in the scientific community.

Note on rights of use



Be careful not to grant exclusive rights of use to any publisher. These entitle the publisher to use the work to the exclusion of other persons, including the author.

4.6.3 Copyright exploitation

Regardless of where you publish your dissertation, you can register exploitation claims as an author with the relevant [Verwertungsgesellschaft VG WORT](#). A prerequisite for the field of science is appropriate distribution in academic libraries. For authors, participation is free of charge, but the royalties are taxable.

4.7 Receipt of the certificate and use of the doctoral degree

Once the dissertation has been published and the deposit copies have been handed in at the library, the doctoral certificate will be presented to you by the dean during the graduation ceremony. For this, you will need written proof from the university library that the dissertation has been published and confirmation that the deposit copies have been handed in. You may only use the doctoral degree after the certificate has been handed over.



Contact persons at a glance

Equal opportunities and diversity

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Research Service and Technology Transfer

[EU-Office, international funding consulting, TAB projects \(Thüringer Aufbaubank\)](#)

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[Collaborative and large-scale projects; networking and profile activities, transfer in research projects](#)

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Campus Family Office

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Good Scientific Practice

Ombudspersons for investigating allegations of scientific misconduct

Ombudsman

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Deputy Ombudsman

Herr Prof. Dr. Erich Runge

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Self-study courses at the University Library

Zitieren, aber richtig!

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Representation of Interests

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Staff Council

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Council for Disability Concerns

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International

International Office

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we4you student service

we4you-Team

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Welcome Center

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Further education and career

[Labour law and contracts](#)

[Head of Unit for the Scientific Staff](#)

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[Advice on non-specialist problems](#)

[Psychological contact point](#)

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[Coaching / Career counselling](#)

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[Transferable skills programme](#)

Graduate Center

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[Certificate programme "Leadership in Science"](#)

Graduate Center

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[Trainings in Higher education](#)

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