

Welcome

to the



Graduate School of Geosciences

Induction meeting, Part A

Dr Karin Boessenkool

Friday, 24/07/2020 (10 a.m. – 12:30 p.m. CET)



Today's meeting

10:00 – 10:10 **Introductions**

10:10 – 10:55 **GSGS aims and basic rules**

Including time for answering fundamental questions about the GSGS

10:55 – 11:05 **Break**

11:05 – 11:35 **Supervisor / advisor, mentor, doctoral candidate expectations**

11:35 – 12:15 **Details of GSGS forms and procedures**

Including time for practical questions

12:15 – 12:30 **Time to discuss individual issues with the GSGS manager**



HOW GRAD SCHOOL IS JUST LIKE KINDERGARTEN

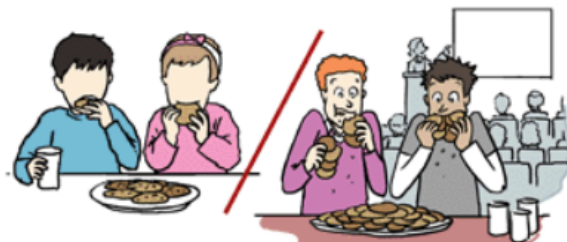
ALL DAY NAPPING IS ACCEPTABLE



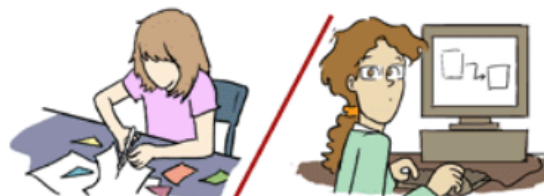
THERE IS CONSTANT ADULT SUPERVISION



YOU GET COOKIES FOR LUNCH



MOST COMMON ACTIVITY:
CUTTING AND PASTING



THERE ARE NO GRADES
(YOU JUST HAVE TO PLAY WELL WITH OTHERS)



CRYING FOR YOUR MOMMY IS NORMAL




JORGE CHAM © 2010

WWW.PHDCOMICS.COM

***footnote: Thanks to Stephanie from UCSB for this comic idea!*

Why a graduate school?

- Changes from “the old days”
- More and different challenges for doctoral candidates, such as
 - short time available (often 3 years)
 - publishing articles for a “thesis by publication”
 - more public attention to quality assurance
 - e.g., plagiarism, storage of primary data
 - need for “selling” your science
 - leadership and management skills
- Networking and support
- Certificated training and activities (-> CV)



The screenshot shows a CV for Norma Speckschneider, a member of the Graduate School of Geosciences at the University of Cologne. The CV is dated 05/01/2017 and is managed by Dr. Karin Roosenkoof. It lists various activities and achievements, including:

- Training:**
 - 25/05/2014: Navigating the review process: 1-day workshop 'Survival Guide to Peer Review' by Prof. Ulrike Müller
 - 08/09/2014: Presentation / teaching techniques / methods: 1-day workshop 'Voice and Body Coaching'
- Publications:**
 - 11/03/2013: Submission of first author publication: doi: 10.1117/1.365 (accepted 11/01/2014)
 - 15/05/2015: Submission of first author publication: doi:10.3390/ (accepted 17/07/2015)
 - 22/06/2015: Submission of first author publication: doi:10.3390/ (accepted 02/09/2015)
- Teaching and Conferences:**
 - 04/07/2014: Attendance GSGS Research Conference
 - 30/09/2014: Conference presentation: Oral, xxxx Technical Commission 8th Symposium, Istanbul
 - 16/03/2015: Conference presentation: Poster, xxxx Workshop / xxx Conference, Cologne
 - 11/01/2016: Attendance Cologne Geosciences Colloquium (9 times)
 - 18/07/2016: Conference presentation: Poster, XIII Congress of the International Society for a Boulder
 - 08/06/2016: Conference presentation: Oral, 13th International conference on xxx, St. Louis, USA
- Conferences and Seminars:**
 - 15/06/2015: 2-day GSGS induction module, including workshop on Good Scientific Practice
 - 15/01/2016: Doctoral Committee meetings held regularly
 - 15/01/2016: Progress reports submitted regularly
- Committee / Supervision:**
 - 24/04/2014: Active member of GSGS Student Council for 1 year from date to 06/07/2015
 - 18/03/2015: Organising conference/workshop/summer school: xxxx Workshop / xxx Conference, Cologne

This is to confirm that

Norma Speckschneider

was a member and fulfilled all requirements of the Graduate School of Geosciences at the University of Cologne.

Ms Speckschneider carried out a doctoral research project at the Institute of Geography, University of Cologne, under the guidance of Prof Dr Yolanda Schmincke (advisor), Prof Dr Harry Chiu and Dr André Rieu (co-advisors).

Specific activities are listed hereafter.

Training

- | | |
|------------|--|
| 25/05/2014 | Navigating the review process: 1-day workshop 'Survival Guide to Peer Review' by Prof. Ulrike Müller |
| 08/09/2014 | Presentation / teaching techniques / rhetorics: 1-day workshop 'Voice and Body Coaching' |

Publications

- | | |
|------------|--|
| 11/10/2013 | Submission of first-author publication: doi: 10.1117/1.JRS.(accepted 31/01/2014) |
| 15/05/2015 | Submission of first-author publication: doi:10.3390/ (accepted 17/07/2015) |
| 22/06/2015 | Submission of first-author publication: doi:10.3390/ (accepted 02/09/2015) |

Networking and Communications

- | | |
|------------|---|
| 04/07/2014 | Attendance GSGS Research Conference |
| 30/09/2014 | Conference presentation: Oral, xxxx Technical Commission Xith Symposium, Istanbul |
| 16/03/2015 | Conference presentation: Poster, xxxx Workshop / xxxx Conference, Cologne |
| 12/01/2016 | Attendance Cologne Geosciences Colloquium (9 times) |
| 19/07/2016 | Conference presentation: Poster, XXIII Congress of the International Society for x, Boulder |
| 03/08/2016 | Conference presentation: Oral, 13th international conference on xxx, St. Louis, USA |

| | |
|------------|---|
| 04/07/2014 | Attendance GSGS Research Conference |
| 30/09/2014 | Conference presentation: Oral, xxxx Technical Commission Xith Symposium, Istanbul |
| 16/03/2015 | Conference presentation: Poster, xxxx Workshop / xxxx Conference, Cologne |
| 12/01/2016 | Attendance Cologne Geosciences Colloquium (9 times) |
| 19/07/2016 | Conference presentation: Poster, XXIII Congress of the International Society for x, Boulder |
| 03/08/2016 | Conference presentation: Oral, 13th international conference on xxx, St. Louis, USA |

Compulsory Activities

| | |
|------------|---|
| 15/06/2015 | 2-day GSGS induction module, including workshop on Good Scientific Practice |
| 15/01/2016 | Doctoral Committee meetings held regularly |
| 15/01/2016 | Progress reports submitted regularly |

Community Service

| | |
|------------|--|
| 24/04/2014 | Active member of GSGS Student Council for 1 year from date to 06/07/2015 |
| 18/03/2015 | Organising conference/workshop/summer school: xxxxx Workshop / xxx Conference, Cologne |

Cologne, 05/01/2017

*Dr Karin Boessenkool
GSGS manager*

Document No. GSGS - 2017 - 72

University of Cologne
Department of Geosciences

Institute

Institute

Institute

Sarah Luft
(WG Kraas)

Katrin Schwaiger
Abe (WG Braun)

Linus Kalvelage
(WG Revilla Diez)



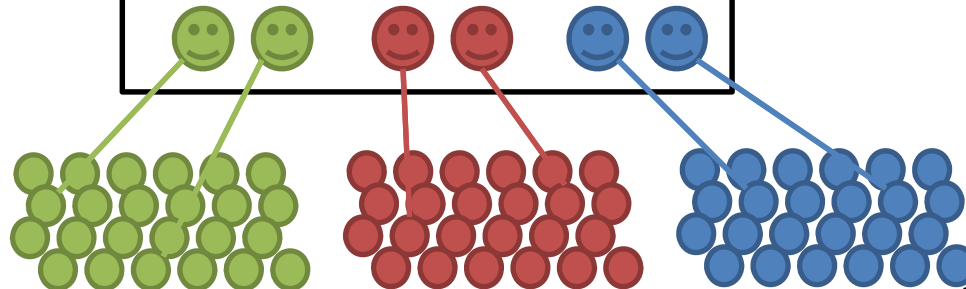
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Bárbara Blanco
(WG Tezkan)

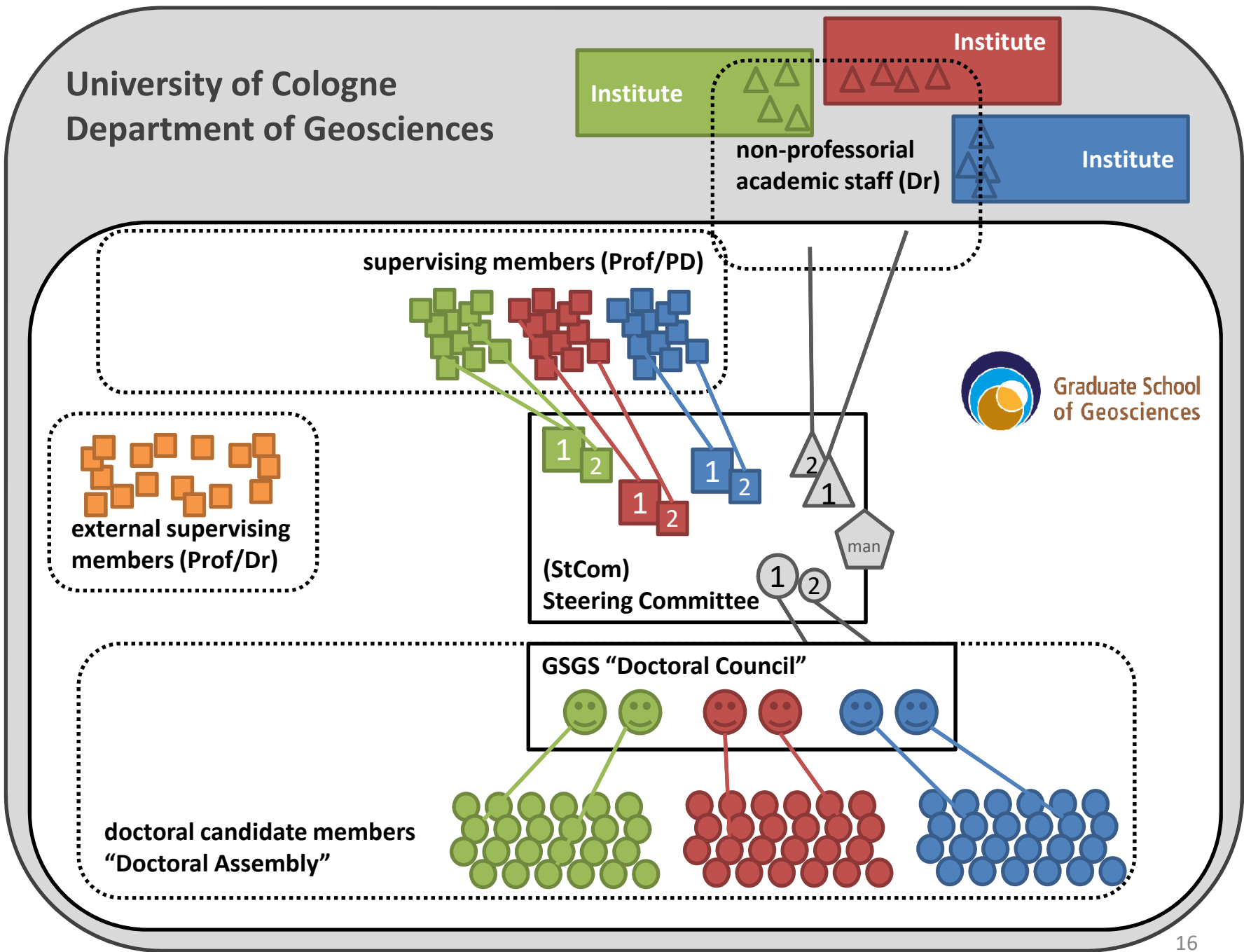
Stephan Schlegel
(WG Saur)

doctoral candidate members
"Doctoral Assembly"

GSGS "Doctoral Council"



University of Cologne
Department of Geosciences





Prof Dr Boris Braun *Spokesperson*



Prof Dr Tim Mansfeldt



Prof Dr Joachim Saur



Prof Dr Roel Neggers



Prof Dr Bernd Wagner



Prof Dr Patrick Grunert

Professors

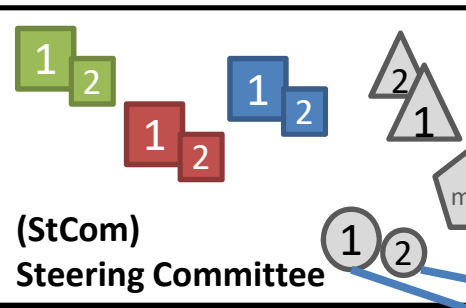
non-professorial academic staff (Dr)



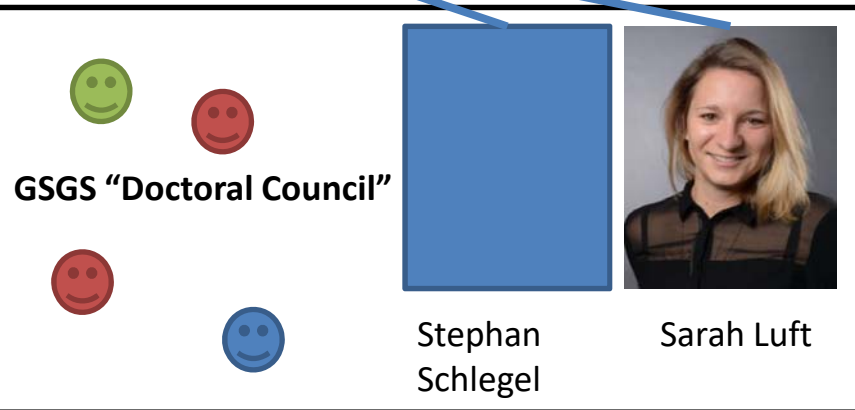
Dr Alexandre Wennmacher



Dr Kerstin Ebell



Dr Karin Boessenkool
(Manager GSGS)



Goals

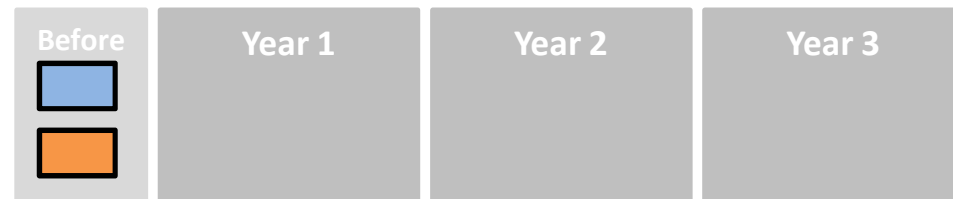
- to offer a **framework for structured graduate education within** the Department of **Geosciences** that closely cooperates with the ***Albertus Magnus Center for Early Career Researchers***
- to secure and foster **3rd party funding**, and attract **external scholarships**
- to establish **regional** (Geoverbund ABC/J) and **international cooperation** in graduate education and research with selected partners (e.g., KU Leuven, University of Colorado)
- to develop and foster **excellent doctoral research** by providing special benefits, and attracting promising candidates from abroad
- Support YOU during your doctoral phase
- Support initiatives by GSGS members

GSGS membership (1)

- Advisor / DC interaction
- Deadline at GSGS office

GSGS doctoral project time line

Find advisor, topic and funding
Enroll at Dean's Office



Step 1 – Registration at the Doctoral Office and on Docfile

The GSGS manager co-signs on the form “Application for admission as a doctoral student” in one of the Geosciences with the Doctoral Office of the Faculty of Mathematics and Natural Sciences (Math.-Nat. Fak.)

<https://mathnat.uni-koeln.de/en/doctoral-candidates/doctoral-procedure>

Register online through the “Docfile” portal:

<https://portal.uni-koeln.de/en/doctoral-candidates/doctoral-candidates/docfile-online-registration-for-doctoral-candidates-at-the-university-of-cologne>

GSGS membershi

Find advisor, topic and funding

Enroll at Dean's Office

Step 1 – Registration at the Doctoral Office

The GSGS manager co-signs on the form “A student” in one of the Geosciences with the Mathematics and Natural Sciences (Math.-

<https://mathnat.uni-koeln.de/en/doctoral->

Register online through the “Docfile” porta

<https://portal.uni-koeln.de/en/doctoral-ca>

[online-registration-for-doctoral-candidates](https://portal.uni-koeln.de/en/doctoral-ca)



Graduate School
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Antrag auf Zulassung als Doktorand/in der Math.-Nat. Fakultät, Universität zu Köln gemäß der Promotionsordnung vom 12. März 2020 Application for Admission as a PhD Student of the Faculty of Mathematics and Natural Sciences of the University of Cologne According to the Doctoral Regulations of 12. March 2020

1. Docfile Aktenzeichen / registration number

Eine der Voraussetzungen für die Zulassung als Doktorandin/Doktorand ist die vollständige Registrierung im Promovierenden-Registrierungssystem „Docfile“ der Universität zu Köln. Kopien der Hochschulzugangsberechtigung, aller Zeugnisse und Urkunden des Studiums, Transkripte und/oder eine Studienverlaufsbescheinigung sowie sonstige Nachweise sind in „Docfile“ als PDF-Dateien hochzuladen. <https://mathnat.uni-koeln.de/promovierende/verlauf-der-promotion>
One of the requirements for admission as a doctoral student is full registration in the doctoral registration system “Docfile” at the University of Cologne. Copies of the university entrance qualification, of all certificates and diplomas, of transcripts and/or a certificate of study progress as well as other evidence must be uploaded in “Docfile” as PDF files. <https://mathnat.uni-koeln.de/en/doctoral-candidates>.

2. Angaben zur Person / Personal data

Name / last name Vorname(n) / first name(s)
Geburtsdatum / date of birth, Geburtsort / place of birth (city and state) Staatsangehörigkeit / nationality Geschlecht / gender
private Anschrift / private address
Telefon (privat u. dienstlich) / phone numbers (private and official) Email (privat u. dienstlich) / email (private and official)

3. Studium / Course of studies

Für die Promotion qualifizierender Studienabschluss / academic degree qualifying for PhD
z.B. Master of Science in Fachrichtung / e.g. Master of Science in field Abschlussdatum / completion date
Hochschule / university Ort, Land / city and state

4. Angaben zum Promotionsvorhaben / information on the doctoral project

4.1 Allgemeines / general data

Thema (Arbeitstitel) / topic (working title)
Promotionsfach / field of the doctoral project Datum des Beginns / actual start date
Betreuer/in (Titel Vor- u. Nachname) / advisor (title first and last name) Email / email Telefon / phone number
*Arbeitsgruppe und Abteilung / research group and research unit *Institut bzw. Forschungseinrichtung / research institution
*Anschrift des Instituts bzw. der Forschungseinrichtung / full address of the research institution

*Einzutragen ist wo das Promotionsprojekt durchgeführt wird, d.h. die Arbeitsgruppe und
(a) das Institut und Department der Math.-Nat. Fakultät (auch An-Institute),
oder (b) das Institut und die Fakultät der Universität zu Köln (sofern nicht Math.-Nat. Fakultät)
oder (c) die außeruniversitäre Forschungseinrichtung (hierzu zählen: Forschungszentrum caesar, Forschungszentrum Jülich, MPI für Biologie des Alters, MPI für Kohlenforschung, MPI für Stoffwechselforschung, MPI für Pflanzenzüchtungsforschung, MPI für Radioastronomie).
oder (d) andere Forschungseinrichtungen (hierzu ist ein Antrag gem. § 5 Abs. 4 der Promotionsordnung als Anlage beizufügen, der von dem/der Promotionsbetreuer/in befürwortet ist).

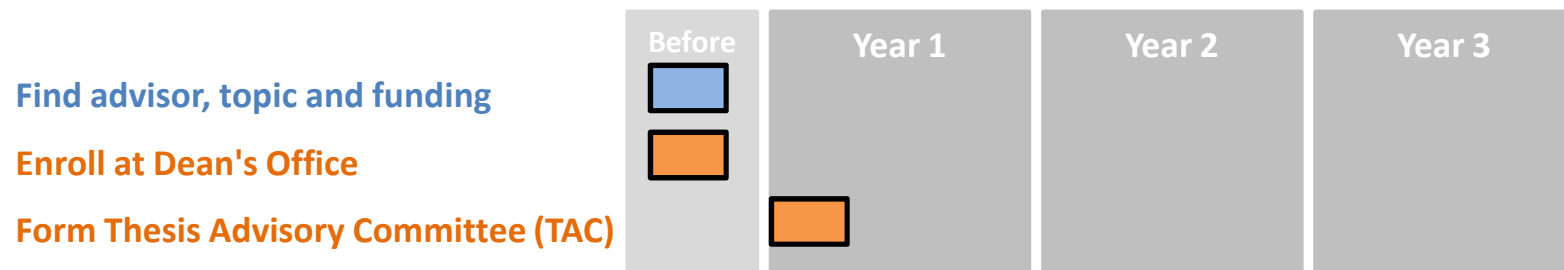
*Enter where the doctoral project will be carried out, i.e. the research group and
(a) the Institute and Department of the Faculty of Mathematics and Natural Sciences (also affiliated institutes),
or (b) the Institute and Faculty of the University of Cologne (except Faculty of Mathematics and Natural Sciences)
or (c) the non-university research institution (this includes Research Centre caesar, Research Centre Jülich, MPI for Biology of Ageing, MPI for Coal Research, MPI for Metabolism Research, MPI for Plant Breeding Research, MPI for Radio Astronomy).
or (d) other research institutions (For this purpose, an application according to § 5 of the doctoral regulations must be attached, which must be approved by the doctoral advisor).



GSGS membership (2)

- Advisor / DC interaction
- Deadline at GSGS office

GSGS doctoral project time line



Step 2 – Form your Thesis Advisory Committee (TAC) (was: Doctoral Committee, DC) during first 3 months

Talk to you principal supervisor (advisor) about who could be on your TAC

GSGS membership (3)

- Advisor / DC interaction
- Deadline at GSGS office

GSGS doctoral project time line

- Find advisor, topic and funding
- Enroll at Dean's Office
- Form Thesis Advisory Committee (TAC)
- Supervision Agreement



Step 3 – Supervision agreement (during first 3 months)

- Prepare a draft version with your day-to-day supervisor
- send the draft to the co-advisor(s) for comments.

GSGS membership (4)

...

Step 3 – Supervision agreement (cont'd)

It can be helpful to discuss certain parts of the agreement face to face with all parties involved.

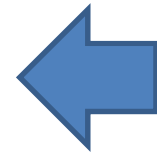
-> Arrange a (video) meeting or teleconference

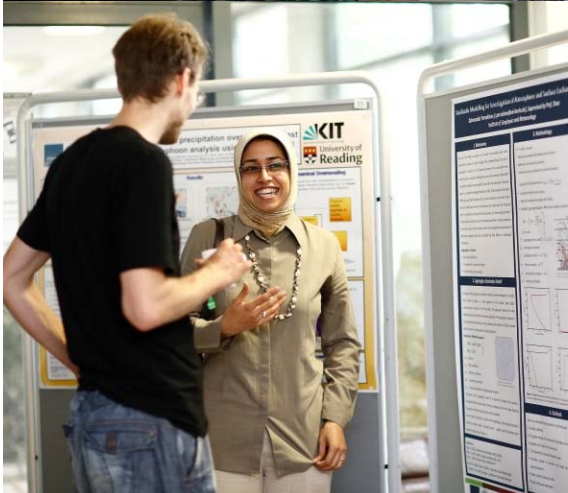
If you encounter any serious obstacles, send an email to gradschool-geosci@uni-koeln.de to apply for an extension.



Compulsory items for GSGS members

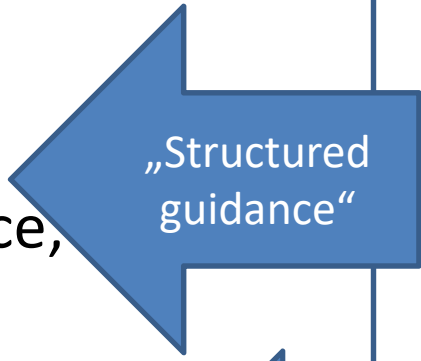
1. Form a **thesis advisory committee** (TAC);
2. Sign a **supervision agreement**;
3. **Report** regularly to your TAC and the GSGS office;
4. **Meet** frequently with your TAC members;
5. Participate in the GSGS **induction module**;
6. Present a **poster at a GSGS Research Conference**





Compulsory items for GSGS members

1. Form a **thesis advisory committee** (TAC);
2. Sign a **supervision agreement**;
3. **Report** regularly to your TAC and the GSGS office,
4. **Meet** frequently with your TAC members;
5. Participate in the GSGS **induction module (Part A, B, C)**;
6. Present a **poster at a GSGS Research Conference**



„Structured guidance“

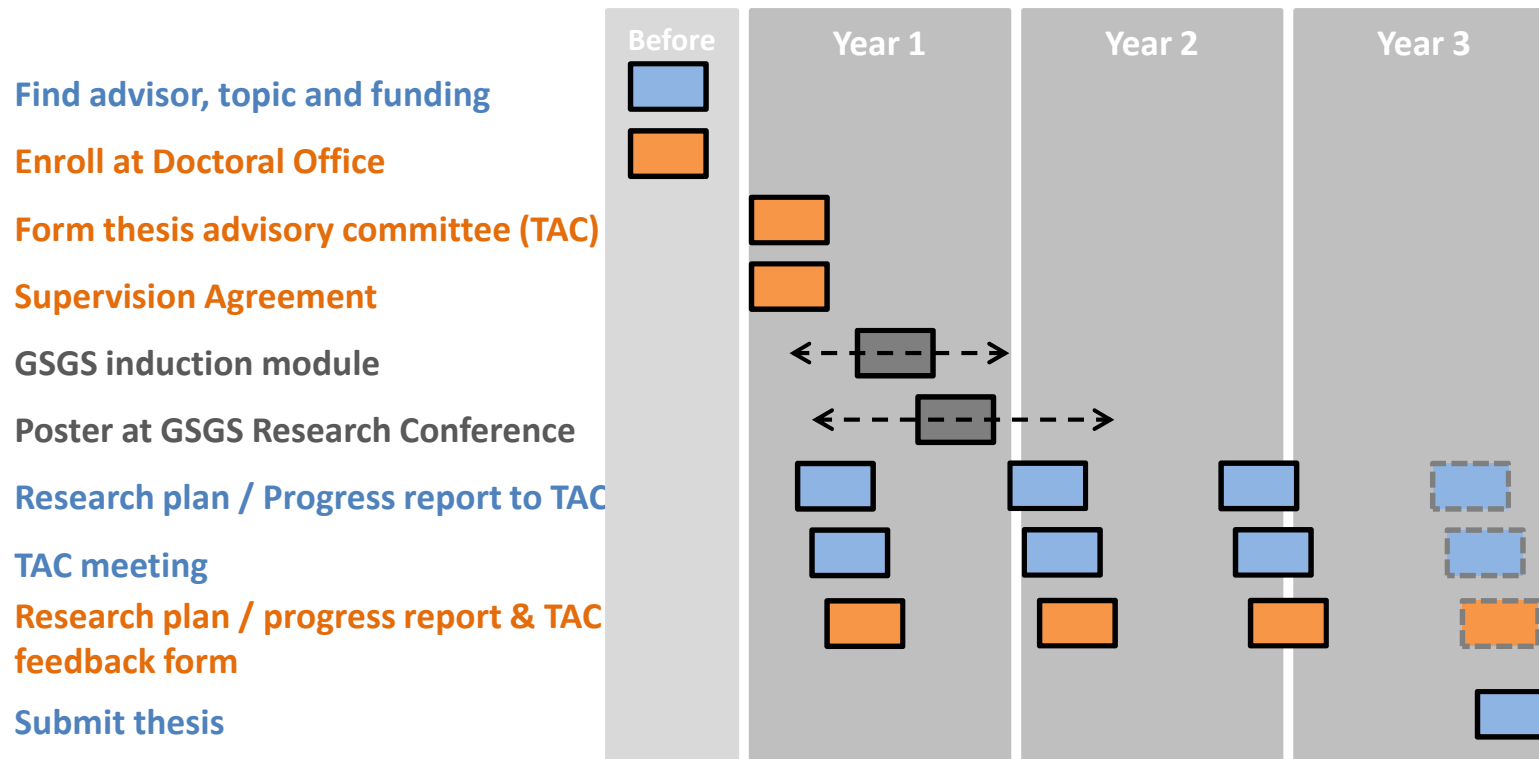
Next Research Conference: probably **15 January 2021, very likely online**
!! We are still looking for people to join the Organizing Committee!!



Structured guidance??!

- Advisor / DC interaction
- Deadline at GSGS office
- Compulsory GSGS activity

GSGS doctoral project time line

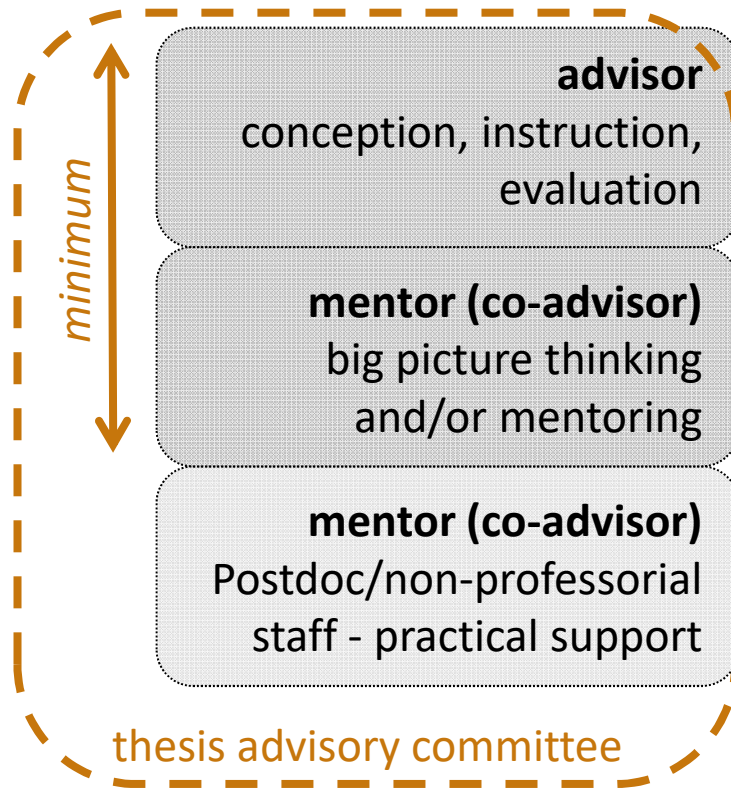


Why structured guidance?

- Help you structure your work
 - and finish in time...
- Help your supervisor help you
- Get fresh input/views into your project
- Stimulate information exchange you ↔ your supervisor



Thesis Advisory Committee



Requirements:

Professor or **Privatdozent** legally entitled to supervise doctoral candidates in Math-Nat. Faculty, UoC

Doctorate or **PhD** degree,
Different working group,
Independent of advisor

Doctorate or **PhD** degree

Committee member are not necessarily the assessors of your thesis.



Examples Thesis Advisory Committee composition

| | Principal supervisor / advisor | Mentor (Co-advisor) | Mentor (Co-advisor) |
|-----------|----------------------------------|---|---|
| Example 1 | Prof @ Math-Nat Faculty, Cologne | Academic staff member (Dr), same WG | Dr @ other univ. or in industry, independent of advisor |
| Example 2 | PD @ Math-Nat Faculty, Cologne | Prof @ Math-Nat Faculty, Cologne (other WG) | |
| Example 3 | Prof @ Math-Nat Faculty, Cologne | Prof @ other university | Academic staff member (Dr), same WG as advisor |

necessary (red arrow pointing to the third column header)

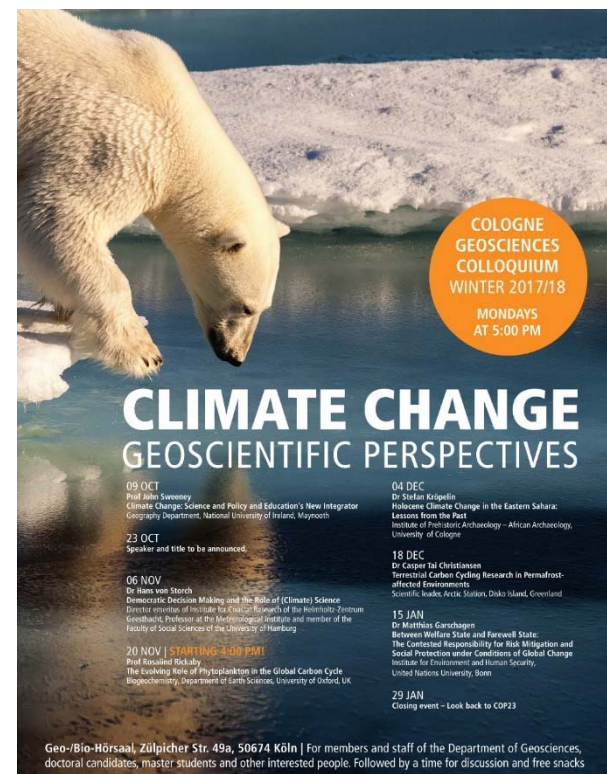
optional (red arrow pointing to the third column content)



GSGS opportunities and benefits

(for the larger part “members only”)

- [Training](#) (also check “training by others”)
- Networking with
 - Fellow doctoral candidates
 - People in the Department
- International activities, e.g. invited speakers
- Financial support
- <https://wiki.uni-koeln.de/!gsgs/>
- Structured guidance



Contact
Dr Karin Boessenkoel
kboessen@uni-koeln.de | Phone: 470 5925
geosciences.uni-koeln.de/colloquium.html



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GSGS Points

Collecting [GSGS points](#) is important to qualify for certain benefits offered by the GSGS, especially:

GSGS Travel Grants: ≥ 5 GSGS points per semester (on average)

NB: You can be a GSGS member and participate in any activities without collecting GSGS points.



General tips

- Read and follow guidelines
- Keep to deadlines and appointments (and use a diary)
- Register for activities, if necessary (> we will count on you attending!)
- Let us know as soon as possible if you cannot make it after all
- Set up a holiday message when you are absent (e.g. for more than 4 days)
- Keep a record of your activities
- Write minutes or a short list of things you agreed on in meetings with your supervisor and send it to them for comments
- Be pro-active, especially towards your supervisor
- Contact your representative on the “Doctoral Council” if you have any suggestions for the GSGS
- Contact the GSGS office if you have any questions (or problems).

GSGS alumni questionnaire: “What advice would you give doctoral candidates at the beginning of their project?”

Improve writing skills from very beginning of your PhD.

Have concrete goals.

Start publishing as early as possible and do not set your sights too high.

Doing your PhD is like climbing a high mountain. But in contrast to mountain climbing, don't look up, only focus on your next steps and stop once in a while to look back at what you already accomplished.

It is helpful to be a member of GSGS (...) All workshops (...) were very helpful for me. Particularly related to time management, writing and presentation skills (...)

Keep note of all the papers you read at the start of the project and keep a list of these papers with a few key points.

I would also say don't be afraid to ask for help when stuck on something.

GSGS contact

Website

www.geosciences.uni-koeln.de/gsgs

Newsletter to „gsgs-students“ mailing list

Contact your representatives (GSGS Doctoral Council) for ideas, feedback, and initiatives:

gsgs-council@uni-koeln.de

Karin Boessenkool

gradschool-geosci@uni-koeln.de

Phone +49 (0)221 - 470 5925

English / German



What else...

10:55 – 11:05 Break

11:05 – 11:35 **Supervisor / advisor, mentor, doctoral candidate expectations**

11:35 – 12:15 **Details of GSGS forms and procedures**
Including time for practical questions

12:15 – 12:30 **Time to discuss individual issues with the GSGS manager**

The perfect supervisor

- empathy/understanding for students and their problems
- being involved in the project: regular meetings, conversation and not just report, but not tell what to do in too much detail,
- being available/approachable
- sharing experiences in working practice/life, working with you on your drafts, helping on your journey
- good knowledge on the topic (and open to new topics /input)
- open to recommend other experts
- easy communication
- constructive feedback
- organized and informed



The perfect doctoral candidate

- Patient
- Reliable (attend meetings)
- Pro-active and independent
- Open for suggestions and feedback
- Critical thinking
- See yourself as part of team and research field
- Developing personal skills (attending workshops etc.)
- Not expect perfection