Welcome to Bayreuth
Index

BEFORE COMING TO BAYREUTH .................................................. 3

YOUR ARRIVAL IN BAYREUTH ................................................ 7

HOW TO GET STARTED AT BIGSAS ....................................... 15

BEING A JUNIOR FELLOW OF BIGSAS ................................. 20

BEING A CLUSTER DOCTORAL RESEARCHER AND BIGSAS JUNIOR FELLOW ................................................. 23

KEYWORD INDEX ........................................................................ 26
Before coming to Bayreuth

**Entering Germany/Visa**
Information on entry requirements for can be found via the following links:

- Research in Germany: Entry and Residence
- Germany’s Federal Foreign Office: Visa regulations

**Health Insurance**
Before you travel to Germany, take out a health insurance policy that at least covers your travel to Germany and your first few weeks in the country.

International doctoral researchers, postdocs, and other international guests will find more information on the homepage of EURAXESS.

Please ensure that you have a valid health insurance policy upon arrival and during the first few weeks in Germany.

**Funding your Research**

**Employment at the University of Bayreuth:** Since some doctoral projects are closely related to specific research e.g. in the Africa Multiple Cluster of Excellence, some research groups employ their doctoral candidates within this framework. This is usually initiated by the chair or the project leader and confirmed by an official letter. Such letter should also be submitted to the embassy when applying for the correct visa. Please note that an employment contract in Germany can only be signed with a valid visa that allows for gainful employment!

Details regarding employment should always be discussed with the relevant chair or project leader.

**Scholarship:** It is also possible to finance the doctoral project with a scholarship. Since scholarship applications often have a few months' lead time it is advisable to find out about various possibilities and send applications at a very early stage.

The central German scholarship database can be found on the DAAD website.

BIGSAS does also provide a list of possible scholarship institutions: German Scholarship Providers (PDF).
The website Research in Germany provides a more detailed overview of the above-mentioned possibilities as well as other useful information on financing a doctoral project in Germany.

**How do I find accommodation?**

Here are some tips on where to search: **University of Bayreuth: Accomodation.**

We recommend you to also get in touch with the Welcome Services of the International Office of the University of Bayreuth before coming to Bayreuth, as they may be able to assist you. **Welcome Services** provides support and advice in almost all matters before, during and after the stay of international doctoral candidates and scholars at the University of Bayreuth - be it assistance in finding accommodations, extending their residence permit or finding suitable childcare. Therefore, it is requested to register at the Welcome Services Database (WelSe).

But you are still advised to start searching on your own!

The Studentenwerk Oberfranken (SWO) provides a limited number of student dorms for international students. Tenancy agreements and rental contracts are only offered at the beginning of a semester, meaning they begin 1 April or 1 October of a year. **Self-registration** via https://www.studentenwerk-oberfranken.de/wohnen/wohnheimbewerbung/wohnheimantrag.html is a prerequisite.

Please be aware that if you plan to bring your child with you, it will probably not be possible to stay at the student dorms. The usual dorm room is not suitable for two and especially not for an adult and a child. However, the SWO does have a limited number (4) of Mother-Child-Apartments. Usually, the waiting list for these apartments is long and there is no guarantee for placement. Again, self-registration via https://www.studentenwerk-oberfranken.de/wohnen/wohnheimbewerbung/wohnheimantrag.html is a prerequisite. As soon as a Mother-Child-Apartment becomes available, the SWO informs the applicant directly via email. Furthermore, the SWO also needs the birth certificate of your child (preferable as a scan via email).

**I will bring my child with me and need to find a preschool/school**

The city of Bayreuth has a large number of day care facilities, primary schools and secondary schools to ensure that all families are adequately provided for.
In particular, for families that have just moved into the city, it can often be difficult to find suitable childcare at first. As of 2020, all families centrally register their children online (Little bird portal) for a childcare place in a nursery (KiTa/Kindergarten) or pre-school (Vorschule). This should be done at least three months before the desired starting date. Often there may be longer waiting periods, especially if the requested start date is during the current school year (beginning of September to the end of August the following year).

The university does also support parents with the programme *Familiengerechte Hochschule*. They have compiled important information on their website: [https://www.familiengerecht.unibayreuth.de/en/family-friendly-studying/index.html](https://www.familiengerecht.unibayreuth.de/en/family-friendly-studying/index.html). There you can find information on hourly childcare, day care and the university’s Parent-Child Office on campus.

Here is a list of suitable nurseries, especially for student parents:

**Studentenkinderkrippe „StuKi“**

In the *Kinderzentrum Frankengut des Diakonischen Werkes Bayreuth e.V.*
Frankengutstraße 20, 95447 Bayreuth
Phone: +49 921 / 63258 (Contact: Christina Cantürk)
Email: [stuki-frankengut@diakonie-bayreuth.de](mailto:stuki-frankengut@diakonie-bayreuth.de)
Homepage: [https://www.diakonie-bayreuth.de/einrichtungen/kita-stuki-studentenkrippe/](https://www.diakonie-bayreuth.de/einrichtungen/kita-stuki-studentenkrippe/)
Target group: Children of students at the UBT, age 1 (in exceptional cases 6 months) to 3 years

The StuKi has three locations in Bayreuth:

StuKi "Frankengut" (at Campus): [https://www.studentenwerk-oberfranken.de/kinderbetreuung/bayreuth/stuki-frankengut.html](https://www.studentenwerk-oberfranken.de/kinderbetreuung/bayreuth/stuki-frankengut.html)


StuKi "Hohlmühle" (at Campus): [https://www.studentenwerk-oberfranken.de/kinderbetreuung/bayreuth/stuki-hohlmuehle.html](https://www.studentenwerk-oberfranken.de/kinderbetreuung/bayreuth/stuki-hohlmuehle.html)

**Kinderzentrum Frankengut**
The StuKi and the nursery Knirps & Co are part of the Frankengut Children's Centre, which belongs to the Diakonisches Werk Bayreuth and is located in the immediate vicinity of the campus grounds. This children's centre also consists of the Frankengut Protestant Nursery (Evangelischer Kindergarten Frankengutstraße, age 3 to 7 years), a large kindergarten with an integrative group called Villa Sonnenschein, the Kinderinsel after-school care centre and the Birken primary school (grades 1-4).

Phone: +49 921 / 7542-0
Target group: Among others, children of students and employees of the UBT

**Evangelischer Kindergarten Birken**

Friedenstr. 1, 95447 Bayreuth
Phone: +49 921 / 61098
Email: kiga-birken@diakonie-bayreuth.de
Homepage: https://www.diakonie-bayreuth.de/angebote/ev-kindergarten-birken/
Target group: Among others, children of students and employees of the UBT

All children aged 6 to 15 are required to attend school in Germany. Up to the fourth grade, all children attend primary school, after which they are divided among the secondary schools. The primary school your child attends usually depends on your place of residence - some schools offer special programmes for children who do not yet have a strong command of German. You can find a list and description of the schools in Bayreuth here: Schools in Bayreuth.

In addition to the public primary schools, Bayreuth also has an international primary school that is particularly suitable for children who have little or no knowledge of German. As this is a private institution, the school does charge a fee. Further details are available on the school's website.
Your Arrival in Bayreuth

How to reach Bayreuth?
Bayreuth is easy to reach by train (Deutsche Bahn) from all major airports in Germany. You can find more information here: City of Bayreuth: Travel information.

Please be aware that administrative bodies are only open during the weekdays (Monday to Friday). Supermarkets and other stores in Bavaria are closed on Sundays and public holidays.

Update: Arrival in Bayreuth/Bavaria in times of COVID-19
Please keep in mind that Germany has strict entry restrictions and quarantine regulations at the moment. Keep yourself updated here: Entry restrictions by the Federal Foreign Office

Residence registration office
You are required to register your address with the town of Bayreuth at the city hall (Einwohnermeldeamt) within two weeks after your arrival in Bayreuth. Residence registration is not required if you are staying for less than 90 days.

Opening Hours:
Mon  07:30 – 12:00, 14:00 – 16:00
Tue  07:30 – 14:00
Wed  07:30 – 12:00, 14:00 – 18:00
Thu  07:30 – 14:00
Fri  07:30 – 12:00

In order to register at the city hall, you need your passport and your address in Bayreuth as well as a Wohnungsgeberbestätigung, a form for your landlord to confirm that you are living in his/her accommodations. The form (only in German) can be found on the website of the Residence Registration Office – unfortunately, the rental contract itself will not suffice.

If you live in one of the student dorms you do not need this form. You just need to go to the resident registration office with your passport and register (the dorm administration sends a list of all its tenants to the residence registration office to make this process easier).

You can make an appointment online to avoid lengthy waits (select –1– next to –Anmeldung–, then click –weiter–, and select a date/time from the available appointments). Please note: You do not need to make an
appointment. If you want to go without an appointment, we advise to go there right away in the morning to avoid lengthy waits.

**Update: Residence registration office in times of COVID-19**

Please note that you need an appointment to enter the town hall. You go to the town hall if you want to register in Bayreuth, need a registration card or a police clearance certificate among other things. Use the “Bürgerservice” whenever you can ([https://www.buergerserviceportal.de/bayern/bayreuth](https://www.buergerserviceportal.de/bayern/bayreuth)) and use the “Online-Terminreservierungsdienst” to schedule an appointment ([https://netappoint.de/ot/bayreuth/?company=bayreuth](https://netappoint.de/ot/bayreuth/?company=bayreuth)).

**Address:**
Einwohner- und Wahlamt
Neues Rathaus, 3rd floor
Luitpoldplatz 13
95444 Bayreuth

**Residence Permit**

*Residence permits for international students, scholars, and staff*

The type of residence permit you need depends on the purpose of your stay. The Foreigners Authority (**Ausländeramt/Ausländerbehörde**) can provide you with information about the different types of permits available. The four types of residence permit that usually come into question for members of the University of Bayreuth are as follows:

- for students
- for staff
- for researchers
- The EU Blue Card

Any visitor who is planning for an extended stay in Germany and who is not from an EU or EAA country or from Switzerland will need to apply for a residence permit.

**How to get your residence permit**

The application form to apply for a residence permit can be found in the **Formularcenter** provided by the Foreigners Authority. Fill out the form and prepare the necessary documents. The Welcome Services (**International Office**) is happy to provide a print-out of the application form for you as well.

**How to extend your residence permit?**

The application form to extend your residence permit can also be found in the Foreigner Authority’s **Formularcenter**. Fill out the form and prepare the necessary documents. The Welcome Services can also provide a print-out of the form.
What documents do I need?
The type of documents you will need to bring to the Foreigners Authority depends on the purpose of your stay. The most important documents are:

- confirmation of registration at the town of Bayreuth. You will not be able to make an appointment with the Foreigners Authority (Ausländeramt) until you have reported your address to Bayreuth’s Residence Registration Office (Einwohner- und Wahlamt).
- your passport
- a passport photo
- the residence permit form (already filled in)
- your rental agreement stating the size of the apartment in square metres (minimum size requirements: 12 m² for each adult, and 6 m² for each child)
- evidence of funds to cover your cost of living (a blocked account, scholarship award letter, employment agreement, etc.)
- the requisite health insurance coverage for your stay in Germany
- If applicable, a letter of acceptance or proof of enrolment provided by the University of Bayreuth

Please schedule an appointment with the responsible Foreigners Authority in advance by e-mail: Ausländeramt.

Opening a bank account
In order to receive your salary and scholarship payments or to pay rent you need to open a giro account at a bank. You can open a giro account by visiting a branch of any bank. You need to bring along your passport and evidence of having registered your address with the town of Bayreuth. Some banks also require you to show your residence permit.

The various banks offer similar packages but fees tend to vary. It is thus advisable to look up what the banks offer in advance. You will receive an EC (electronic cash) card/debit card once you open your account. Using this card, you will be able to withdraw cash free of charge from your home bank’s ATMs and for an additional fee from the ATMs at other banks. Most banks are open Monday to Friday, 08:30 to 16:00.

Transferring money
Transferring money from abroad can be expensive. It is therefore advisable to speak with your bank at home before coming to Germany to ask about the fees and to see whether they cooperate with any German banks.

Payment methods
Most shops, restaurants, and companies will accept cash or EC card payment; some accept credit cards. Cash is the preferred payment method when you are only spending a few euros, for example in a café.

**What is the Rundfunkbeitrag? Do I need to pay it?**

As soon as you have officially reported your address, your information will be forwarded to the contribution service of the German public service broadcasters (ARD ZDF Deutschlandradio Beitragsservice, formerly GEZ). More detailed information on the license fee (Rundfunkbeitrag) is available in several different languages.

Don’t ignore the letter you receive from Beitragsservice! If you have any questions, feel free to ask the Welcome Services.

**Language Courses**

There are several opportunities to learn German during your stay in Bayreuth, both at the University and at various external institutions. The Language Centre (Sprachenzentrum der Universität Bayreuth) offers both registered doctoral students and guest students the opportunity to learn German. Information on registration and courses can be found here and special information for guest students (i.e. all university members who are not enrolled as students and who would like to attend language courses) can be found here. The language courses are free of charge for enrolled students, guest students pay around €200 per semester.

Further weekly language courses are offered by the Adult Education Centre of Bayreuth, Volkshochschule Bayreuth. A more intensive programme is offered by the Institute for International Communication and Foreign Cultural Work.

**What do I do, if I get sick or have health problems?**

You are insured, so you simply pick the nearest general practitioner or maybe ask a friend which doctor they recommend and either make an appointment or simply go there (this way you may have a longer waiting time). In urgent cases please contact the medical hotline (phone: 116 117).

**Private liability insurance**

We strongly recommend a private liability insurance. More information here: The federal government: Private liability insurance.

It can be especially useful if you have kids who may easily cause damage, or in cases of accidents (e.g. riding your bike and hitting a car, dropping someone’s phone, etc.).

The limit of liability is covering damage at least up to EUR 5 million.
A list of some insurances (for more details and current information you could check out platforms such as check24.de to compare insurances):

<table>
<thead>
<tr>
<th>Insurance company</th>
<th>Rate</th>
<th>Insured sum</th>
<th>Own contribution</th>
<th>Annual premium</th>
<th>Additional info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barmenia</td>
<td>Basis</td>
<td>5 Mio.</td>
<td>---</td>
<td>44,92 €</td>
<td></td>
</tr>
<tr>
<td>BavariaDirekt</td>
<td>Komfort S</td>
<td>10 Mio.</td>
<td>---</td>
<td>40,50 €</td>
<td></td>
</tr>
<tr>
<td>DEVK</td>
<td>Aktiv</td>
<td>5 Mio.</td>
<td>150,00 €</td>
<td>37,20 €</td>
<td></td>
</tr>
<tr>
<td>HUK24</td>
<td>Basis</td>
<td>10 Mio.</td>
<td>---</td>
<td>40,75 €</td>
<td>Online insurance</td>
</tr>
<tr>
<td>Gothaer</td>
<td>Basis</td>
<td>10 Mio.</td>
<td>---</td>
<td>44,33 €</td>
<td></td>
</tr>
<tr>
<td>ONE</td>
<td>Compact</td>
<td>10 Mio.</td>
<td>---</td>
<td>29,76 €</td>
<td>Homepage in English + App, Online insurance</td>
</tr>
<tr>
<td>VHV</td>
<td>Klassik</td>
<td>10 Mio.</td>
<td>---</td>
<td>39,90 €</td>
<td></td>
</tr>
</tbody>
</table>

Where do I find the Bus timetables?
Here you may find all the timetables: Stadtwerke Bayreuth: Buslinien. If you have a smartphone you could also download the VGN App. There you can simply type in your current location and your desired destination and the app will suggest the best connection for you.

Enrolment and Student ID
Junior Fellows of BIGSAS may enrol as Promotionsstudierende at the Students’ Administration Registration Office (Studierendenkanzlei) of the University of Bayreuth. Enrolment for EU citizens is voluntary.

Update: At the moment, enrolment is not possible in person. Please send the relevant documents via mail.

Please note that you need an appointment to enter the town hall. You go to the

The BIGSAS office will provide you with the necessary documents beforehand:

- Admission letter of BIGSAS;
- Confirmation of admission to the University of Bayreuth (Zulassungsschreiben);
- Form “Direkte Annahme”: Direct acceptance up to three years; the conditional enrolment up to three years (based on the six semester period, Bavarian university law “BayHSchG”) is possible if the candidate has been officially accepted by BIGSAS according to the doctoral regulations;
- If applicable, an application form for a change of subject if you have already been enrolled as a doctoral student at a faculty.
The enrolment the Student’s Administration Office requires your school leaving and graduate degree certificates. Please do not forget to bring either the original documents or the certified copies. If the certificates are issued in any other language than German or English, you need to provide at least a certified English translation. Furthermore: your passport, two passport photos, a receipt of the payment of the semester fees and the confirmation of a valid health insurance.

Junior Fellows who are still or had been students of UBT can register and re-enrol via CAMPUSonline. Please note: If you are already enrolled as a doctoral student at UBT you need to apply for a change of subject (Studienfachwechsel) at the Student’s Administration Office in order to continue the doctorate under the Doctoral Regulations of BIGSAS. Please remember to inform the respective faculty about your transfer to BIGSAS in order to prevent doubling. This does not apply to students of the Faculty of Law, Business and Economics. If you are in Germany with a visa the change of subject has to be announced to the Foreigner’s Office as well. We or the Student’s Administration Office can provide you with the needed form.

Duration of Enrolment: Doctoral candidates will be removed from the enrolment register after completing their doctoral studies; at latest after completion of the sixth semester. Enrolment for more than six semesters requires special circumstances, which have to be approved by BIGSAS. Therefore, an informal email to BIGSAS requesting release for the next semester is necessary. To be clear: This process concerns the enrolment of doctoral candidates for doctoral studies, not the doctoral thesis itself.

All new students receive their student ID card from the administration office after enrolment. It is needed for public transportation, library use, user identification and it serves as money card for payments (mensa, uni shop, printing,...). The first card is free of charge. In case of loss or theft the cardholder should block the card. Such requests can be sent via email to chipkarte@uvw.uni-bayreuth.de. If the card is rendered unusable due to loss or negligence the student must cover the costs of replacement of EUR 20.00.
The area at the bottom is rewritable. You will have to validate your student ID card after reception. For each semester you have to renew the validation after paying the semester fees, so that the expiration date is always up to date. You also have to validate the card if you have booked university sports for one semester (information on the booking process). Terminals for validation are in the ZUV building (next to the Student Administration Office) and in the foyer of the main library.

**Semester ticket**

Your semester ticket is part of your student ID card. It can be used in the valid timeframe. If you enrol before the semester starts you have to be aware that, although you have a student ID card, you will not be able to use the bus for free until the card is officially valid.

With the semester ticket, students in Bayreuth can travel free on public transport (bus and train) and on many parts of the regional transport system. The free travel authorisation is valid up to and from the district (Landkreis) border. In the rail traffic of agilis Verkehrsgesellschaft is valid from and to Kulmbach, in the bus traffic of the OVF line 8354 or 378 from and to Thurnau.
Orientation on Campus
A map of the campus can be found here (and if you have a campus card/student ID card on the backside): Campus plan.

A list of the seminar rooms and lecture halls and where they are located can be found here: Rooms on campus.

Further information on locations on campus can be found here: Contact and maps.

On campus, there are several catering facilities: cafeteria, café (RW building), the mensa (Menu) Serving over 4,000 meals per day. You have the choice between three main courses, three desserts and lots of side dishes. If you love something special or are looking for a change, just take a few steps further into the Frischraum (Menu) by the lake of the Audimax.

You can either recharge your campus card/student ID card on campus at the terminals in the mensa or you can get “Autoload”. Please ask one of the cashiers for this option, they will give you the instructions and you log in, so you can set up your card to automatically recharge via direct debit payment.

Additional Services on Campus
The University of Bayreuth offers an extensive range of services for students, researchers and staff. These include the
- Writing Centre,
- psychological counselling,
- legal advice,
- the Equal Opportunities Department,
- and the Career Service.

The universities sports programme offers students, researchers, and employees a large selection of sports courses. Registration is required.

Update: Campus Life in times of COVID-19
The campus is not the same in these times. Please keep yourself updated by checking the page https://www.uni-bayreuth.de/en/university/press/corona/index.html and the Coronavirus Handbook which is updated regularly.
How to get started at BIGSAS

Welcome, you are now a Junior Fellow of BIGSAS!

Where can I find the BIGSAS office?
The offices are not located on campus. The address is:

Geschwister-Scholl-Platz 3
1st floor
95445 Bayreuth

The building is called GSP (short for Geschwister-Scholl-Platz). You can easily get there by bus (line 306). Please come by the office soon after your arrival, say hi, get a package with some information and if applicable, sign the photo permission. Each Junior Fellows has its own mail box in the general workstation at GSP. We will be happy to show it to you.

What are the office hours?
Tue – Fri, 11.15 am – 1 pm
Tue – Thu, 2 – 4 pm

How can I reach the BIGSAS office?
Please contact either our administration office (Mrs Anette Volk and Mrs Sabine Wagner)
bigsas@uni-bayreuth.de
0921 / 55-5101

or the coordinator of BIGSAS, Mrs Juliane Fender
juliane.fender@uni-bayreuth.de
0921 / 55-5110
How can I reach the dept. for Early Career & Equal Opportunity?
Please contact the coordinator of this department, Dr. Christine Scherer
christine.scherer@uni-bayreuth.de
0921 / 55-5100

Campus Card
As a Junior Fellows of BIGSAS you are in the lucky position to have access to two different bt-accounts and two ID cards:

a) The **above mentioned** regular student ID card and corresponding student account which you receive after your matriculation,

b) a second account which BIGSAS will arrange for you with another, very similar, card called Campus Card für Nichtbedienstete.

In case of employment at the University of Bayreuth (e.g. in a Cluster project) you will receive a Campus Card from your employer (Campus Card für Bedienstete).

Therefore, you will be in possession of two email accounts. It is recommended to set an automatic forwarding for one of the email accounts in order to be able to receive important emails from both accounts.

<table>
<thead>
<tr>
<th><strong>bt-account as a student</strong></th>
<th><strong>second bt-account</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Studierendenausweis</em> (student ID card)</td>
<td>Campus Card</td>
</tr>
<tr>
<td>Username usually starts with bt71xxxx</td>
<td>Username usually starts with bt30xxxx</td>
</tr>
<tr>
<td>Card is valid for the semester the student has enrolled for and therefore has to be validated at the beginning of every semester (after successful Rückmeldung).</td>
<td>Card is valid for a specific period of time. For first-time-users usually for three years. Requests for prolongation can be sent to BIGSAS. The Campus Cards for employees are valid until the end of the contract.</td>
</tr>
<tr>
<td>Recommended for use at mensa/cafeteria (reduced prices for students).</td>
<td>Regular prices for lunch.</td>
</tr>
<tr>
<td>Regular loan period of six weeks at the library.</td>
<td>Recommended for use at library (extended loan period of up to six months).</td>
</tr>
<tr>
<td>Recommended to use for public transport (semester ticket).</td>
<td>Cannot be used for public transport.</td>
</tr>
</tbody>
</table>

Your personal username (bt-account) is needed to login to all areas of the professional study world, e.g.
We are happy to provide you with further information on the functions of your student ID card on request (printing on campus, recharging, using the PC pools on campus, etc.) on request.

What do I need to do during the PhD programme? Is there an overview?
Yes, the BIGSAS website provides all information on the programme structure, courses and the status groups of BIGSAS.

Here you can find an overview of the structure of the programme.

**BIGSAS Doctoral Regulations**
After admission you are automatically doing your doctorate according to the Doctoral Regulations of BIGSAS (issued 15 February 2021) except for the students of the Faculty of Law, Business and Economics. In this case the Doctoral Regulations of the Faculty of Law, Business and Economics apply.

You have already been pursuing an individual doctorate at the University of Bayreuth?
Please inform the BIGSAS administration office immediately if you have been pursuing an individual doctorate at another faculty of the University of Bayreuth (except for the Faculty of Law, Business and Economics). You will be informed about the next steps you need to undertake.

**IRTP**
The Individual Research and Training Plan (IRTP) has to be submitted within the first three months after your admission to BIGSAS. Without the IRTP, you will not be able to submit any applications.
You may find the form here. Please discuss the content with your supervisor and fill in the necessary information. The IRTP needs be signed by your supervisor and yourself. The signed original must be submitted to the BIGSAS administration.

How do I find mentors?
The mentoring group consists of one assigned supervisor and two mentors. The mentors should preferably be from a different academic discipline. They must have a doctorate and should be authorised to examine doctoral students.

During the time to degree you should meet with each mentor or the whole mentoring group at least three times.

Maybe you have already somebody in mind who might be willing to take over mentorship? Please discuss this matter with your supervisor who will also be able to name possible mentors.

BIGSAS has also issued a statement concerning Doctoral Studies and Mentorship which you can download from our website: Codex of Doctoral Studies and Mentorship (PDF).

How is BIGSAS organised?
BIGSAS is headed by the Steering Committee (SC) which comprises the Dean and the Deputy Head, the Academic Coordinator of EC&EO and the BIGSAS Coordinator, three Senior Fellows representing the Members of BIGSAS, the Junior Fellow Representatives and the Director of the Gender and Diversity Office of the Africa Multiple Cluster of Excellence. The SC admits the doctoral researchers, verifies the progress of every Junior Fellow, takes the final decisions regarding the organisation of the Graduate School, the coordination of the training programme, the allocation of finances and appoints the doctoral commissions for the defence.

The execution of the decisions of the Steering Committee is carried out by the Executive Committee (EC), comprising the Dean, the Vice Dean, the Academic Coordinator EC&EO, the BIGSAS Coordinator and the Director of the Gender and Diversity Office of the Africa Multiple Cluster of Excellence.

BIGSAS is supported by an Advisory Board as an advisory body. It is made up of the Vice President for Research & Junior Scholars at the University of Bayreuth, the Director of the University of Bayreuth Graduate School (UBTGS), the spokesperson of the Institute of African Studies (IAS), and the Dean of the Africa Multiple Cluster of Excellence.
UBTGS
After the submission of your IRTP, you will also be able to become a member of the University of Bayreuth Graduate School (UBTGS). BIGSAS will take care of the registration. Afterwards, in order to register for courses and workshops of the UBTGS you will able to login to the online platform BayDOC with your bt-account and your password.

The UBTGS supports doctoral candidates on their way of becoming independent researchers. The UBTGS provides

- Financial support schemes;
- Professional development and training schemes (here are information on how to register for the qualification programme);
- Information and advice on general, content-independent issues;
- Information and advice on funding opportunities at the University of Bayreuth;

Please note that it is absolutely necessary for you to have participated in the Kick-Off seminar before you can take advantage of any offers of the UBTGS. The next date can be found in here.

The UBTGS reps are your direct link to the Scientific Convent and the University Senate and can be another contact if you have issues or questions during your PhD.
Being a Junior Fellow of BIGSAS

Documents for Travel Application
BIGSAS offers funding for one conference participation, one summer school participation and for field work indicated in the IRTP. The boards of BIGSAS will decide on each application individually. Application documents can be found here.

We strongly advise you to take part in the BIGSAS Admin Workshop which is offered each semester. You will learn about the formal requirements of an application and about how to do the final accounting afterwards.

BIGSAS Funding Scheme
BIGSAS offers short-term funding for specific cases. You can check whether you are eligible to apply here: BIGSAS funding scheme (PDF).

Which Courses can I take?
Participation in courses is not mandatory unless you agree on it with your supervisor. However, if you are doing your doctorate under the Doctoral Regulations of 15 February 2021 the participation in a competence training is mandatory.
You will find a collection of suitable courses here. Otherwise, all courses offered at the University of Bayreuth are included in CAMPUSonline.

I am in need of Business Cards.
Please contact bigsas@uni-bayreuth.de.

I am in need of a private work space.
BIGSAS offers ten individual workstations at GSP. Workstations are assigned to Junior Fellows who are in the final stages of their dissertation. Two people share one office each. Each workstation is equipped with a desk, an office chair and storage space for documents as well as Internet access. Only the two users have access to the workstation.

The access is granted for a period of three months upon application. Prolongation is possible. Information on how to apply is sent regularly.

What is a Work Groups how do I take part?
Work Groups should be initiated by Junior Fellows and meet their particular needs. A WG is meant to be a forum of discussion; its organisation is up to you. You choose the topics and the thematic or methodological orientation you want to give to your discussions - it all depends on your interests and needs. You choose the format: texts readings, round tables, mini
conferences and finally you determine the frequency of the meetings (special funds are available). Junior Fellows at any stage of their work, who are interested in a common topic may gather to exchange thoughts about it. The minimum number of participants in order to found a new WG is two Junior Fellows but participation is open to other (PhD) students of the UBT.

If you are doing your doctorate under the Doctoral Regulations of 15 September 2017 participation in at least one Work Groups is part of the requirements in order to be admitted to the doctoral examination procedure.

BIGSAS offers a guide which you can find here (PDF).

Here is a list of the current Work Groups.

I would like to know more about the Bayreuth University Library. The library offers access to the basic information and their catalogue here: homepage of the Bayreuth University Library. Moreover, you can benefit from a range of useful (online) courses, such as
- Reference management with Citavi, an introduction (as well as consultation hours for Citavi users)
- Advanced Citavi training
- Introduction to Zotero
- Webinars “Library Essentials”
- Basic knowledge journals - from the reference to the article
In case of special interests and individual appointments for training courses please contact Vera Butz or Franziska Göde.

Work booths for doctoral students: In the Central Library and the RW Departmental Library, work booths for doctoral students (carrels) are available to use for six months. The form with which you can apply for booths in the Central Library can be obtained at the information desk. For booths in the RW Departmental Library, please contact the circulation desk there.

How can I get in touch with other Junior Fellows?
To get in touch with other Junior Fellows or in case of questions you could contact the Junior Fellow Representatives.

Where can I meet international colleagues and their families?
The International Club of the University of Bayreuth is one of the oldest organisations of university life, and as a recognised and respected support organisation, works closely together with the university administration and the office for international students. Their members are women who are particularly close to the university. The founding principle in 1976 was to facilitate the integration of the wives and families of the
international guests and teachers of the university into life in the city of Bayreuth.

With more than 200 members today, the club has become an integral part of the everyday workings of the university. The programs offered are enthusiastically received and are well attended. Their objectives are:

- to facilitate international understanding as well as the Europeanization and internationalisation of the UBT;
- to organise social events to integrate the university’s international guests and their families;
- to assist international guests and their families through close cooperation with the university – especially with the INO, the Welcome-Centre of the University of Bayreuth, the IAS, and the BIGSAS.

The International Club and its members are at your side whenever you need help, information or just a friendly chat. You can find their current programme here: website of the International Club.

I would like to contribute to the BIGSAS World Blog. How to?

The BIGSAS World - a blog that portrays the academic and social life of the Junior Fellows while integrating alumni, BIGSAS staff and other supporters into the BIGSAS World – because: it takes all sorts to make a world! Junior Fellows have the possibility to present their current research in a variety of ways: linked to a thematic day or holiday, as a field work experience or through other creative articles, interviews or features.

If you are interested in the contribution, please have a look at this blog entry: https://bigsas.hypotheses.org/887.

I would like to engage in extra-curricular activities.

No problem, BIGSAS, the Cluster as well as the UBT are offering numerous possibilities:

- playing football in the BIGSAS FC;
- taking part in Afrika@school;
- engaging in the Model African Union Bayreuth e.V.;
- writing articles for the student newspaper Der Falter;
- creating and producing films for Campus TV;
- joining one of the religious student associations;
- or one of the 57 other students organisations.

Order of Events, Registration, Defence, Completion

You have nearly finished your thesis and are preparing to submit? Please have a look at this document (PDF) in order to learn about the doctoral examination process step by step.
Being a Cluster doctoral researcher and BIGSAS Junior Fellow

Where do Cluster doctoral researchers belong within the BIGSAS framework?
As a Cluster doctoral researcher you are an employee of the University of Bayreuth within a Cluster project, in the first place. Secondly and after applying successfully, you become a BIGSAS Junior Fellow once you get admission to BIGSAS.
BIGSAS is the umbrella that governs and regulates your doctoral studies. You are doing your doctorate according to the Doctoral Regulations of BIGSAS (except for the doctoral researchers belonging the Faculty of Law, Business and Economics). Thus, you are a BIGSAS Junior Fellow, in much the same way that you are a Cluster employee.

How are my privileges as an employee of the Cluster different from those of a BIGSAS Junior Fellow?
The only difference between Cluster doctoral researchers is that they are employed by the Cluster whereas other doctoral researchers in BIGSAS have other ways of funding. So, yes, the privilege is your salary. On top of that, you are a BIGSAS fellow, the privileges keep piling up.
While in BIGSAS, you have a right to all the above mentioned BIGSAS opportunities, except for funding for fieldwork. Thus, please discuss fieldwork funding within your Cluster project with your supervisor.

Where can I find the structure of the Cluster and its statutes?
For general information on the structure of the Cluster, see the website of the Africa Multiple Cluster of Excellence. To get insight into the different structures within the Cluster, please click on the various headings in the left-handed menu. The statutes of the Cluster can be accessed as well.

How do I get news on the Cluster?
News and relevant information on Cluster activities are found here: News & Views. If you would you like to subscribe to the latest news from the Cluster, then please enter your email address here: Newsletter registration. Then, click on the ‘subscribe / eintragen’ button. You will then receive a confirmation email with a link that you must activate within 48 hours to be successfully subscribed to the news distribution list. You can also cancel your subscription to this newsletter yourself by entering your email address again in the form on this page and clicking on the ‘sign out / austragen’ button.
What is the Knowledge Lab and can I take part?
Located at the centre of its research activities, the Knowledge Lab (KL) interlinks the Cluster’s three main research structures: The African Cluster Centres, the Academy, and the Research Sections. The KL offers a variety of meeting formats — from the ad hoc to the regular and formal — for Cluster Members and guests to come together and propel academic debates. As the locus of these meetings, the KL assembles scholars and their research projects in various venues to exchange ideas and methods and to engage in debate and systematic reflection. Coordinated by the Vice Dean (VD) of Research, the KL generates a thriving intellectual and interdisciplinary research environment that also includes non-academics, such as artists and activists, and stimulates transdisciplinary synergies and research.

The KL indeed is crucial in connecting the cluster’s theoretical, epistemological, and methodological issues. Accordingly, it is subdivided into three interlinked spaces for debate and exchange: The Theory Forum, the Reflexive African Studies Forum, and the Methodology Forum.

I have a conference I would like to attend that is not in my IRTP; do I get funded by my research project or BIGSAS?
We advise speaking to your supervisor about this. They should advise you on how to proceed.

How about childcare during field research or conference attendance?
The Africa Multiple Cluster of Excellence, through its Gender and Diversity Office (GDO), strives to create an environment where all members can fully participate in all research-related activities of the Cluster. In order to accommodate the needs of doctoral researchers with children, the GDO has put several measures in place to support parents with special childcare assistance needs. Childcare assistance is limited to minors living in the same household with the applicant and may come in two forms:
- during events at the University of Bayreuth, or
- during conference or research trips.

Please find further information here: [website of the GDO of the Cluster](#).

How can I apply for funding within the Cluster if I am not a ‘Cluster Member’?
Doctoral researchers are not ‘Cluster Members’. To become a member, you ought to hold a doctorate. Therefore, all forms of funding should be forwarded through your supervisor or BIGSAS.
Is there a possibility to work with a visiting fellow on a research project?
Yes, there is. Please contact Mr Robert Debusmann, Coordinator of the department of Research. He will advise you accordingly.

Is a collaboration with ACC possible? If so, how? Is there hope for an exchange program with the ACCs?
Yes. Discussions are already underway to make collaboration possibilities with the African Cluster Centres (ACC) more feasible. Please read about recent developments here: “Cluster intensifies research related cooperation with its international network partners” (article).
Keyword Index

A
Accommodation 4
African Cluster Centres 23

B
Bank 8
BIGSAS 16
BIGSAS Funding 18
BIGSAS office 13
BIGSAS World Blog 20
Business Cards 18

C
Campus 12
Campus Card 14
childcare 22
Cluster 21
Courses 18

D
Doctoral Regulations 15

E
Early Career & Equal Opportunity 14
Eduroam 15
Enrolment 10
extra-curricular activities 20

F
Funding 3

H
health 9
Health Insurance 3

I
International Club 19
IRTP 15

J
Junior Fellow Representatives 19

K
Knowledge Lab 22

L
Language Courses 9
Library 19

M
mentors 16

O
Order of Events 20

P
PhD programme 15
preschool/school 4
Private liability insurance 9
Public transportation 10
R
Residence Permit 7
Residence registration 6
Rückmeldung 14
Rundfunkbeitrag 8
S
Scholarship 3
Semester fees 10
Semester ticket 12
Student ID 10
Studentenwerk Oberfranken 4
T
Travel 18
U
UBTGS 17
University sports 11
V
Visa 3
W
Work booth 19
Work Groups 18
workstations 18