



Guide BIGSAS Work Groups

Last updated February 2021

BIGSAS Work Groups

As part of the BIGSAS Doctoral Regulations of 15 September 2017, doctoral students are required to participate in a Work Group (WG, see § 10 section 2.4) in order to be admitted to the doctoral examination procedure. Therefore, this guide will inform you about the formation, organisation and documentation of a Work Group.

What is a WG?

WGs should be initiated by Junior Fellows (JFs) and meet their particular research needs. A WG is meant to be a forum of discussion and exchange. Its organisation is up to you. You choose the **topics** and the thematic or methodological background. You choose the **format** (text readings, round tables, mini conferences, etc.) and finally you determine the **frequency** of the meetings. BIGSAS may provide funds to support guest invitations, workshops and conferences resulting from a WG. JFs at any stage of their work interested in

a common topic may gather to exchange thoughts about it.

You will find the current WGs on the BIGSAS website.

Formation of a WG

The minimum number of participants for the formation of a new WG is two JFs of BIGSAS. Other students and doctoral candidates of UBT may participate.

After the formation of your WG, the following information should be submitted to BIGSAS:

- A list of current members
- at least one contact person with a current email address
- an abstract of the contents for the BIGSAS website
- a two-year plan with details on e.g. planned workshops or conferences as well as guest invitations and other activities (if already available). If a WG is exclusively dedicated to text readings respective details shall be provided.

BIGSAS will circulate the information about your WG in order to inform other JFs who may be interested to participate.



Organisation of a WG

The work of a WG is individually designed by the participants and is based on the plan that has been submitted. (New) JFs may join active WGs at any time. The frequency of meetings is determined by the participants. WGs may rely on financial and organisational support from BIGSAS. Thus, applications can be made, e.g. to fund guests, workshops or other formats. In addition, WGs may use the organisational

structure and network of BIGSAS at any time, e.g. for the use of seminar rooms at GSP or the support of the organisation of guest visits.

Documentation of a WG

The activities of your WG shall be documented in a short annual report. For this purpose, the representatives of the WG are contacted at the end of a year and asked to submit their report. The report should contain information regarding

- Name(s) of contact person(s) with special emphasis on changes
- List of active WG members
- List of past activities (with dates)
- Information on future activities
- Change of abstract if applicable

Further options for the documentation of the activities of the WGs are available. Articles on WG activities are welcome any time and may be submitted to the editorial team of "The BIGSAS World". The blog offers a possibility to share past events, meetings or other achievements of members of BIGSAS and beyond.



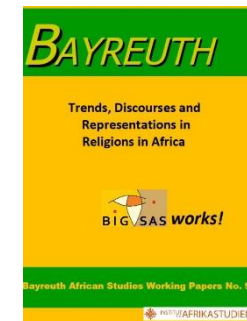
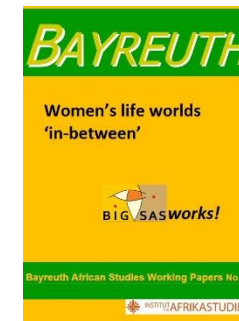
WG and possible publication

BIGSAS*works!* is an online journal within the working paper series of the Institute of African Studies (IAS). Part of the already published issues have emerged from the work of WGs.

This form of publication allows both the editor(s) and the authors to gain experience in collaboration, coordination and publication. For each issue of BIGSAS*works!* at least one editor is appointed as a contact person for the IAS. The final versions of the online journal are provided on the document and publication server of the University of Bayreuth, [EPub](#). One print-out of a new issue shall be submitted to BIGSAS.

In order to initiate a BIGSAS*works!* publication, please contact the editor in chief the **IAS working paper series**: Sabrina Maurus (sabrina.maurus@uni-bayreuth.de) who is also a BIGSAS Alumna. Templates and style sheets will be provided. By maintaining a close collaboration with the IAS a consistent design is guaranteed.

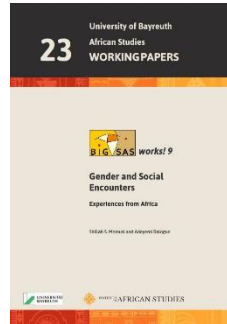
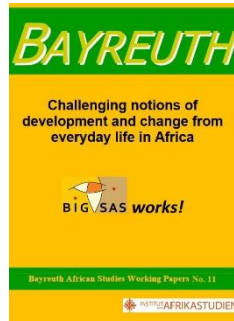
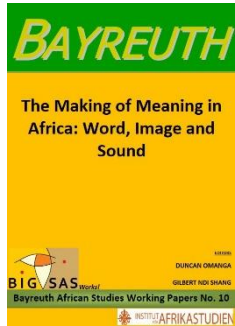
Published BIGSAS*works!* Issues



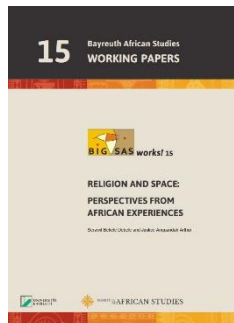
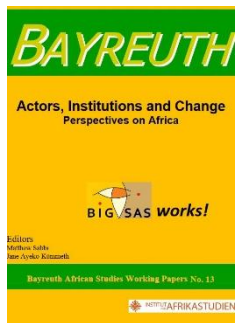


Guide BIGSAS Work Groups

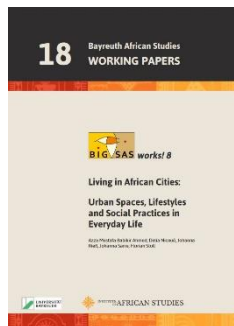
Last updated February 2021



Are you next?



If you have further questions on the process of forming, organising or documenting a WG, please do not hesitate to send an email to bigsas@uni-bayreuth.de



Contact Details

BIGSAS

Phone: +49 (0)921 55-5101

Email: bigsas@uni-bayreuth.de

Geschwister-Scholl-Platz 3

Musiktrakt, 1st floor

95445 Bayreuth