**Advisory Service for International Doctoral Students (International Office JLU)**

Dr. Imke Neumann-Fatia  
Justus Liebig University Giessen  
International Office  
Goethestrasse 58, ground floor, room 21  
35390 Giessen

**Contact Information:**  
Phone: 0(049) 641 99 12167/-72  
Fax: 0(049) 641 99 12179

**Office Hours:**  
Mon and Wed 10 am-12 pm  
and by appointment

**Student Assistants:**  
Daniela M. Schulz  
Michelle Blum  
Biljana Mikić

**Email:**  
promotionsstudium-international@uni-giessen.de

**General Information:**  
www.uni-giessen.de/phd

---

**Events Winter Semester 2019/20**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue, Oct 8</td>
<td>9am-5pm</td>
<td>Workshop: Getting a Job in the Private Sector – the Transition from Academia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please register until Sep 15, 12 pm via email: <a href="mailto:promotionsstudium-international@uni-giessen.de">promotionsstudium-international@uni-giessen.de</a></td>
</tr>
<tr>
<td>Thu, Oct 10</td>
<td>5 pm</td>
<td>President’s Reception at Lokal International, Eichendorffring 111, final stop of Bus 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use this event to make your first contacts!</td>
</tr>
<tr>
<td>Mon, Oct 14</td>
<td>4pm-6pm</td>
<td>Introduction to the Library System (in English)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Universitätsbibliothek (UB), Philosophikum I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please register until Friday, Oct 11, 12 pm, via email to: <a href="mailto:studium-international@uni-giessen.de">studium-international@uni-giessen.de</a></td>
</tr>
<tr>
<td>Tue, Oct 15</td>
<td>6 pm</td>
<td>Placement Test for German Language Courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Campus Recht &amp; Wirtschaft, Lecture Hall 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online registration until Thursday, Oct 10, 1 pm!</td>
</tr>
<tr>
<td>Tue, Oct 22</td>
<td>9:30am-5:30pm</td>
<td>Workshop: How To Fund Your PhD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecturer: Teona Micevska</td>
</tr>
<tr>
<td>Tue, Nov 12</td>
<td>4pm-8pm</td>
<td>Workshop: Job Interview Preparation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecturer: Simon Chaplin</td>
</tr>
<tr>
<td>Thu, Nov 21</td>
<td></td>
<td>PhD Christmas Party</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lokal International, Eichendorffring 111, final stop of Bus 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>You will receive further information via email.</td>
</tr>
<tr>
<td>Wed, Dec 4</td>
<td>4pm-8pm</td>
<td>Workshop: How To Do Your PhD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecturer: Dr. Matthias Schwarzkopf</td>
</tr>
<tr>
<td>Thu, Dec 5</td>
<td>9am-5pm</td>
<td>Workshop: After Your PhD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecturer: Dr. Matthias Schwarzkopf</td>
</tr>
</tbody>
</table>

Throughout the semester mini-workshops on different topics concerning doing your PhD in Germany will be offered by the International Office. Place, date and time to be announced.
The Support Services for International Doctoral Students will be happy to assist you during all phases of your doctoral studies: from the first steps, such as finding a supervisor, up to your thesis defence. We can be reached via email, phone and of course in person for a confidential consultation. Do not hesitate to contact us if you have any questions.

We provide information on:
- finding a supervisor for your PhD project and approaching possible supervisors
- getting enrolled as a doctoral student
- submitting applications at the faculties’ doctorate committees and examination offices, as well as graduate centres
- semester contributions and rematriculation
- other administrative issues

Our counselling includes advice on:
- legal and financial aspects: visa and resident permits, scholarships, funding, living and working in Germany
- health insurance
- finding and changing accommodation
- language courses
- social and individual issues

Our student mentors will also accompany you to appointments with the Immigration Office and on similar occasions, such as meetings with prospective flat mates and landlords.

We organise workshops and lectures to help you develop your competences and complete your doctoral degree.

Our workshops cover numerous topics:
- applying for scholarships and other possibilities of acquiring funding
- finding a job and preparing for job interviews – both during and at the end of your studies
- applying and preparing for international conferences
- presenting in English
- improving your intercultural competence
- dealing with stress and sustaining a healthy work-life balance

... and many more!

We organise events for socialising and networking, such as our monthly Round Table for international doctoral candidates. This event is ideal if you are new to the university and have not made any contacts yet. Here you can meet likeminded people both from your own and different disciplines for a chat in a relaxing atmosphere. Ideal for recovering from a long day at the desk or in the lab! We also organise trips to the theatre, museums and local sports events.

To find out more about these events, please send us an email:

promotionsstudium-international@uni-giessen.de

The Round Tables for international PhD students and their families take place Wednesdays at 7:30 pm
- Oct 16
- Nov 13
- Dec 11
- Jan 15
at Lokal International:
Eichendorffring 111, 35394 Giessen
(final bus stop of bus no. 2)

www.lokal-international.de
www.facebook.com/Lokal.International

Foto: colourbox.de/6903
Foto: colourbox.de/question mark