

Guidelines for the doctoral service system for doctoral candidates

What is the doctoral service system (PSS)?

The doctoral service system (PSS) allows doctoral candidates and everyone administratively involved in doctoral degree procedures to communicate directly with one another in a system-based manner.

Staff in the schools and graduate schools record data in the PSS (including personal data, past and future achievements in structured doctoral programmes, status of the doctoral degree procedure), which can be checked by the doctoral candidates themselves. In this way, doctoral candidates have access to all data related to their doctoral degree procedure at any time.

In addition, doctoral candidates can enter additional independent achievements (e.g. attending graduate school or graduate academy workshops) into the system and have a corresponding certificate of completion issued.

Who does what?

People	Activities
Employees in the schools' administration offices, who record the doctoral degree procedure data	Recording and regularly checking and updating doctoral degree procedure data
Employees in institutions that guide and support doctoral candidates in structured doctoral degree procedures (management of the 3GO and OLTECH Graduate Schools as well as doctoral degree programme coordinators)	Supporting doctoral candidates of structured doctoral studies Providing support for early career researchers and helping with their qualifications
Doctoral candidates	Checking the data entered Recording achievements in structured doctoral projects
IT services	Developing and operating the software Operating the servers
Academics involved in doctoral degree procedures	Viewing and checking the data entered

What data are collected?

Personal data: First and last name, address, nationality/nationalities, also employee or student ID number depending on status.

Organisational assignment data: School, institute, doctoral subject, possibly degree programme, doctoral programme, home university, location of doctorate, partner university

Data on the doctorate: Reviewers, supervisors, committee members

Data on the course of the doctorate: Status, last degree, title sought, application date, date of application for admission, date of initiation of the procedure, type of thesis, date of thesis defence, consent to publication of the topic, thesis title

Data on the completion of the doctorate: Date of completion of the doctorate, grades, number of semesters, date of entry of the doctoral degree

Further data: Date of the supervision agreement, data on the first university, data on the final examination which entitles the candidate to a doctorate

Data on courses taken and self-registered courses: Name, module title, semester and, if applicable, location of the courses taken

Most of this information has to be recorded by the university and is merely presented here. The data under the tabs “Data/assignment”, “Reviewers”, “Progression/completion”, “3GO/OLTECH” and “Other data” is either entered by the graduate schools or the responsible employees in the schools. If there are any mistakes or discrepancies, please contact one of the people listed below.

How do I find my account as a doctoral candidate?

All data can be accessed under Stud.IP. All doctoral candidates enrolled or employed at the UOL and admitted to doctoral studies receive functions in Stud.IP in their already existing account via the role “Doctoral Candidate” to view the doctoral process, e.g. data fields on the doctorate, title of the doctorate, documents on the doctoral degree procedure.

Doctoral administration: Courses in Sommersemester 2021

Select semester: Sommersemester 2021

Reference text: This is just an overview of the occupied or deposited Events for your promotion. The import or discharge takes place as usual over the navigation point study or teaching

Actions: Add new course, Privacy statement, DS PND database, Export course overview

Each assigned event must have exactly one module assignment. The assignment is done via the icon ⊕ right behind each event.

No.	Course title	Type	Semester	CPs	Modultitle
3GO.21.99	Testworkshop	Workshop	Sommersemester 2021	5.0	<ul style="list-style-type: none"> arow1 - Verbreiterung und Vertiefung von Fachwissen l3bm1 - Verbreiterung und Vertiefung von Fachwissen spur1 - Verbreiterung und Vertiefung von Fachwissen telis1 - Verbreiterung und Vertiefung von Fachwissen una1 - Verbreiterung und Vertiefung von Fachwissen Verbreiterung und Vertiefung von Fachwissen

Course title	event venue	Semester	Date	CPs	Modultitle
Summer school	Miami	Sommersemester 2021	27/06/21 to 29/06/21	2.0	olt502 Conference
Gute wissenschaftliche Praxis	online	Sommersemester 2021	25/06/21 to 25/06/21	1.0	olt264 - Scientific publishing
Seute Deern	Schiff	Sommersemester 2021	04/05/21 to 04/05/21	1.5	olt601 Workshop

The “Doctorate” tab does not become visible until a supervision agreement has been signed and the person concerned has been entered into the doctorate database by the school employees.

If you still cannot see the “Doctorate” tab, please contact the administration office of the relevant school or of the relevant doctorate committee. They can establish the link with the status “Doctoral candidate” via SAP.

Those who wish to initially do a doctorate as a guest (i.e. without being enrolled and/or having a position), first need a “Doctoral candidate” type guest account, which the supervisor requests.

Why can I not use the doctoral service system at all or only to a limited extent?

People who are not enrolled or employed at the UOL and do not want a guest account or do not activate their account will have no access to the PSS.

People who leave or do not re-register retain the role “Doctoral candidate” provided that the account is active (up to one year after leaving) and the doctoral degree programme has not been terminated or discontinued. However, the accounts only have limited rights (no EDUROAM outside of campus, no complete rights in the library, no software downloads).

Why is enrolment important for the Stud.IP doctoral service system?

Enrolment is a prerequisite for using any of the UOL services for doctoral candidates, including the PSS.

The student ID number enables unambiguous allocation of the data from the SAP and doctoral candidate database. This prevents any mix-ups with people of the same name.

I have two email addresses, what do I do? Which one do I use?

For the PSS, please do not use the email you received as an employee (lecturer account). Please use the email you received as a student or doctoral candidate (tutor account). You can forward your emails from your student account to your employee account:

<https://uol.de/itdienste/services/groupware-e-mail-kalender-kontakte-aufgaben/e-mails-in-outlook-im-web-anzeigen-und-posteingangsregeln-festlegen>

How can I assign my courses to modules?

Under “Doctorate” and then in the taskbar below under “Courses”, you can find all the internal and external courses you have completed. You will find an icon for module assignment behind each course. Click on the icon and then either select your doctoral programme in the left-hand column (click on the title, not on the arrow!) and then the relevant category **or** select your doctoral degree programme in the right-hand column under “Study modules” and proceed accordingly.

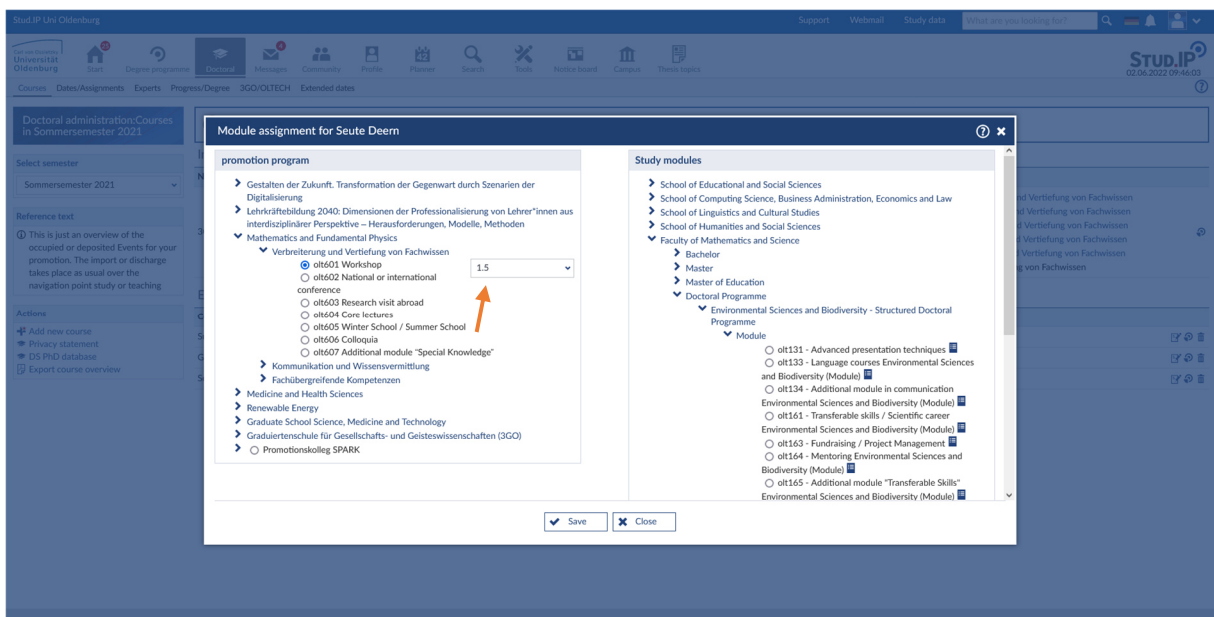
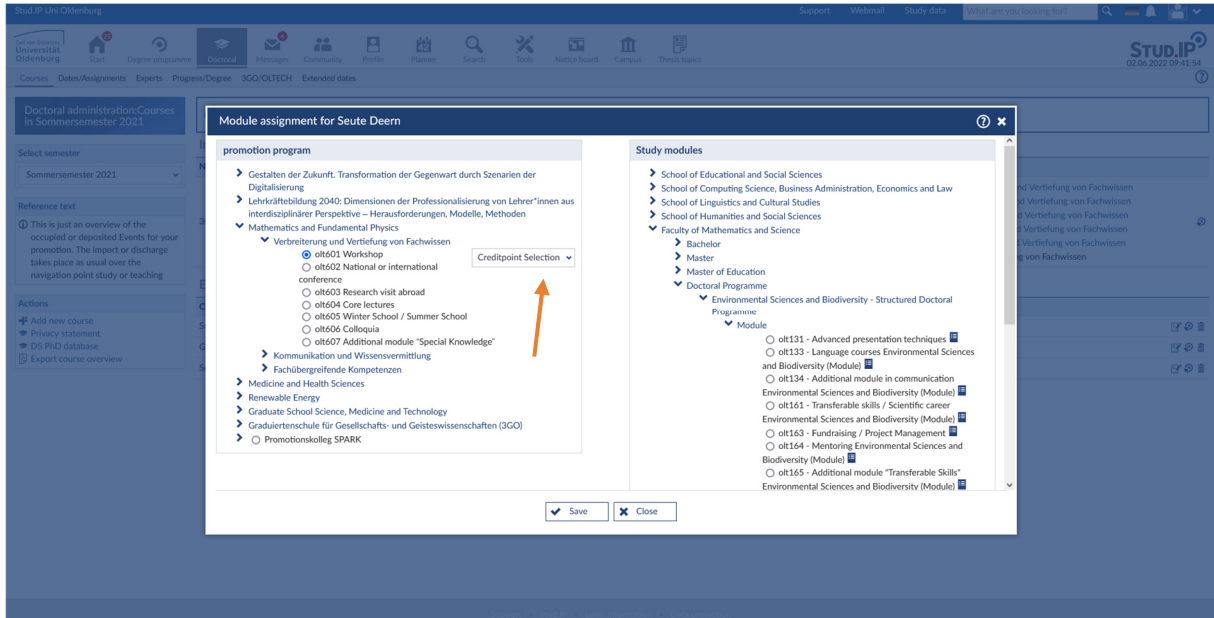
The screenshot shows the Stud.IP interface with a dialog box titled "Module assignment for Seute Deern". The dialog is divided into two main sections: "promotion program" and "Study modules".

- promotion program:** A tree view shows the following structure:
 - Gestalten der Zukunft, Transformation der Gegenwart durch Szenarien der Digitalisierung
 - Lehrkräftebildung 2040: Dimensionen der Professionalisierung von Lehrer*innen aus interdisziplinärer Perspektive – Herausforderungen, Modelle, Methoden
 - Mathematics and Fundamental Physics (expanded)
 - Verbreiterung und Vertiefung von Fachwissen (expanded)
 - 0lt601 Workshop** (selected, with a value of 1.5)
 - 0lt602 National or international conference
 - 0lt603 Research visit abroad
 - 0lt604 Core lectures
 - 0lt605 Winter School / Summer School
 - 0lt606 Colloquia
 - 0lt607 Additional module "Special Knowledge"
 - Kommunikation und Wissensvermittlung
 - Fachübergreifende Kompetenzen
 - Medicine and Health Sciences
 - Renewable Energy
 - Graduate School Science, Medicine and Technology
 - Graduiertenschule für Gesellschafts- und Geisteswissenschaften (SGO)
 - Promotionskolleg SPARK

- Study modules:** A tree view shows the following structure:
- School of Educational and Social Sciences
- School of Computing Science, Business Administration, Economics and Law
- School of Linguistics and Cultural Studies
- School of Humanities and Social Sciences
- Faculty of Mathematics and Science (expanded)
 - Bachelor
 - Master
 - Master of Education
 - Doctoral Programme (expanded)
 - Environmental Sciences and Biodiversity - Structured Doctoral Programme
 - Molecular and Nanoscale Science - Structured Doctoral Programme
 - Neurosensory Science and Systems - Structured Doctoral Programme (expanded)
 - Module (expanded)
 - 0lt133 - Language courses Neurosensory Science and Systems (Module)
 - 0lt134 - Additional module in communication Neurosensory Science and Systems (Module)** (selected)
 - 0lt161 - Transferable skills / Scientific career Neurosensory Science and Systems (Module)
 - 0lt164 - Mentoring Neurosensory Science and Systems (Module)
 - 0lt165 - Additional module "Transferable Skills" Neurosensory Science and Systems (Module)

How can I assign ECTS credits?

Once you have made your selection in the “Doctoral programmes” or “Study modules” columns, a drop-down window “CP selection” will appear. The maximum number of credit points for each module will appear. Click on the appropriate number.



Then save and close.

If you do not know how many credit points you can earn for a specific achievement, please ask the responsible coordinator of your doctoral degree programme or your graduate school.

What should I do if the module for assignment is unavailable or cannot be selected?

If this is the case, please contact the organiser of the relevant module, i.e. the coordinator of the appropriate doctoral programme, appropriate graduate school or graduate academy. You will find a list of people to contact further down this page.

How can I create/assign external courses?

Once you have clicked on the “Doctorate” tab and on “Courses” in the taskbar below, you will find the option “Add new course” in the left-hand column under “Actions”.

Each assigned event must have exactly one module assignment. The assignment is done via the icon right behind each event.

No.	Course title	Type	Semester	CPs	Modultitle
3GO.21.99	Testworkshop	Workshop	Sommersemester 2021	5.0	<ul style="list-style-type: none"> arow1 - Verbreiterung und Vertiefung von Fachwissen ibm1 - Verbreiterung und Vertiefung von Fachwissen spur1 - Verbreiterung und Vertiefung von Fachwissen telis1 - Verbreiterung und Vertiefung von Fachwissen uns1 - Verbreiterung und Vertiefung von Fachwissen Verbreiterung und Vertiefung von Fachwissen

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Seute Deern	Schiff	Sommersemester 2021	04/05/21 to 04/05/21	1.5	ot601 Workshop

A form where you can enter all information will open in a new window.

Create a new external course

Course Type:

Semester:

title of the event:

Place of the event:

Start of the course:

End of the course:

Performed performance:

Description:

Then save and close. The course will then appear in the “External courses” list and you can assign modules and allocate ECTS points.

How can I see a complete overview of the courses I have taken?

Once you have clicked on the “Doctorate” tab and on “Courses” in the taskbar below, you have to click on “All semesters” under “Select semesters”. You will then see all the courses you have taken.

The screenshot shows the Stud.IP interface for a doctorate program. The main content area displays a table of internal events (Interne Veranstaltungen) with the following columns: No., Course title, Type, Semester, CPs, and Modultitle. An orange arrow points to the 'No.' column header. The table lists three events:

No.	Course title	Type	Semester	CPs	Modultitle
3GO.21.99	Testworkshop	Workshop	Sommersemester 2021	5.0	<ul style="list-style-type: none"> arowi1 - Verbreiterung und Vertiefung von Fachwissen zbrn1 - Verbreiterung und Vertiefung von Fachwissen spur1 - Verbreiterung und Vertiefung von Fachwissen selis1 - Verbreiterung und Vertiefung von Fachwissen una5 - Verbreiterung und Vertiefung von Fachwissen Verbreiterung und Vertiefung von Fachwissen
3GO.20.20	Grounded Theory	Workshop	Wintersemester 2020/2021	3.0	<ul style="list-style-type: none"> arowi1 - Verbreiterung und Vertiefung von Fachwissen zbrn1 - Verbreiterung und Vertiefung von Fachwissen spur1 - Verbreiterung und Vertiefung von Fachwissen selis1 - Verbreiterung und Vertiefung von Fachwissen una5 - Verbreiterung und Vertiefung von Fachwissen Promotionskolloq SPARK Verbreiterung und Vertiefung von Fachwissen Verbreiterung und Vertiefung von Fachwissen Verbreiterung und Vertiefung von Fachwissen
57.01.210	Advanced presentation techniques - Fortgeschrittene Präsentationstechniken	Seminar	Wintersemester 2019/2020	2.0	<ul style="list-style-type: none"> olt131 - Advanced presentation techniques olt231 - Advanced presentation techniques Interdisziplinäre Veranstaltungen / Interdisciplinary courses olt131 Advanced presentation techniques olt131 Advanced presentation techniques

How do I get my certificate of participation or certificate of completion?

The individual certificates of participation are issued by the organising unit; certificates of completion of accumulated achievements are issued by the graduate schools. Please contact the coordinator of your doctoral programme and/or the appropriate graduate school in good time before completion of your doctorate/thesis defence so that necessary arrangements can be made and to enable your certificate of completion to be issued before your Stud.IP access is deactivated.

People to contact

If you have any questions that are not answered in this description or in the FAQs, feel free to contact the following people:

In the schools

School I - School of Educational and Social Sciences	Ingeborg Gerdes-Wiehebrink	+49 (0)441 798-4663 ingeborg.gerdes.wiehebrink@uol.de
School II - School of Computing Science, Business Administration, Economics, and Law – Department of Computing Science	Anna Schlünzen	+49 (0)441 798-4727 anna.schlunzen@uol.de
School II - School of Computing Science, Business Administration, Economics, and Law – Department of	Heide Elsner	+49 (0)441 798-4138 heide.elsner@uol.de

Business Administration, Economics, and Law		
School III - School of Linguistics and Cultural Studies – Cultural Studies	Sabina Pleye	+49 (0)441 – 798-4625 promotionen.kultur.fk3@uni-oldenburg.de
School III - School of Linguistics and Cultural Studies – Philological Studies	Anja Glaser	+49 (0)441 798-4892 anja.glaser@uni-oldenburg.de
School IV - School of Humanities and Social Sciences	Eva Bey	+49 (0)441 798-2041 promotion-fk4@uni-oldenburg.de
School V - School of Mathematics and Science – IBU	Dagmar Latzel	+49 (0)441 798-3941 fk5.promotionen@uol.de
School V - School of Mathematics and Science – ICBM	Julia Wembacher	+49 (0)441 798-3650 fk5.promotionen@uol.de
School VI - School of Medicine and Health Sciences	Sonja Gellermann	+49 (0)441 798-3447 akademische-verfahren-fkvi@uol.de

In the graduate schools

Graduate School 3GO	Rea Kodalle	+49 (0)441 798-5481 3GO@uol.de
Graduate School OLTECH	Dr Ferdinand Esser and Christine Steinseifer-Jeske	+49 (0)441 – 798-3648/ -3649 oltech@uol.de

In the structured doctoral degree programmes and doctoral programmes

Contact persons for the	These pages contain lists	Please select your programme or
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structured doctoral programmes and degree programmes at OLTECH Contact persons for the structured doctoral programmes and degree programmes at 3GO	of the currently available doctoral programmes and doctoral degree programmes.	degree programme and contact the designated contact person.
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Promotion of junior researchers in the Department for Research and Technology Transfer

Advisor for early career researchers	Dr Julia Anna Matz	+49 (0)441 – 798-4286 julia.anna.matz@uol.de
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IT services

Technical support Stud.IP	IT services team	+49 (0)441 – 798-5555 servicedesk@uni-oldenburg.de
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