

Welcome to Your Doctoral Research at INM!

We welcome you to your Doctoral thesis at INM! With this document we would like to inform you about the different phases of your doctoral research at INM.

Getting ready for departure

Your employment contract at INM: You will initially receive a 3-year contract (60 % TVL-13 Level 1). After 1 year you will be promoted to level 2. After one year and upon acceptance of a peer-reviewed first-author paper from your doctoral research work, you can apply for an increase to 67 % TVL-13. Upon exceptional achievements (e.g., major awards or securing external funding) and after 2 years, a salary increase to 75 % TVL-13 is possible in agreement with your supervisor.

An extension to a 4th year is possible (TVL-13 level 3). The extension is decided by the supervisor and should be taken 6 months before the end of the 3-years contract. The contract extension should be coupled to a workplan to finalize the doctoral thesis and agreed on between the doctoral researcher and the supervisor. Extensions or upgrades beyond these criteria are possible but very rare. They must be justified by the group leader in written form, and they need approval by the Management Board.

Your move to SB

We will be happy to help with your move to Saarbrücken. For finding an accommodation it might be a good idea to contact your future group mates, they might know opportunities. Also, the personnel department may help you to find a spot in a guest house for getting started here and for looking for more long-term accommodation in place. Also, if you have any further questions regarding relocation, your future supervisor and the personnel department will be happy to help.



For more information,
please see:
[www.uni-saarland.de/
en/faculty/nt/research/
doctoral-procedure.html](http://www.uni-saarland.de/en/faculty/nt/research/doctoral-procedure.html)

Enrolment as a doctoral researcher at Saarland UniversityThe doctoral degree will be awarded by Saarland University and follows the regulations of the Faculty NT where you need to be enrolled. Also, you will profit from an academic mentor who needs to be chosen at this stage.

Getting started

Onboarding

In the onboarding events, you will be introduced to the INM, get to know the different contact persons in the administration as well as your future colleagues. You will receive information from the Doctoral Researcher Representatives about the INM Doctoral Researcher Network, the regular scientific events but also leisure activities (sports etc.) to get to know your colleagues.

Planning your first year of scientific training

Your direct supervisor is your main contact person for your scientific training. She/he will develop together with you a qualification plan for your doctoral thesis. This plan covers

- The supervision and career development structure in your scientific unit including the frequency and content of regular meetings.
- The structure of your research with scientific aims outlined for the first year and the overall perspective on the requirements of obtaining a doctoral degree.
- Handling of research data / Data Management Plan.
- Scientific and methodological qualification measures (see list below).

Performing your research work

At INM, you will profit from a collaborative spirit for performing research and accessing equipment across scientific units, from state-of-the-art infrastructure for performing your research, and from highly proficient core facilities and service groups.

Regular supervision and support in career development

You will periodically (at least once a year in the annual appraisal interview) update your qualification plan together with your supervisor. Especially in the second and third year, this will include

- Progress and aims required to complete your doctoral thesis.
- Writing your papers.
- Presenting your data at national and international conferences.
- Soft skill courses to prepare for your post-doctoral career (see list below).
- Career development advice to support you in reaching your future career aims.
- Optional prolongation of your contract by a fourth year.

Getting started

Preparing for defense

- Approx. 6 months before the end of your contract, your supervisor will develop together with you a schedule to write and defend your thesis.

Outboarding

- Store your data according to the INM guidelines and requirements by funders
- Discuss and document expectations regarding unpublished data and contributions with your supervisor

Congratulations!

You have done it and are now member of the evergrowing INM alumni network!

Please sign up to our INM Alumni Group on LinkedIn to stay connected and receive job opportunities!

[www.linkedin.com/
groups/13037070](https://www.linkedin.com/groups/13037070)



Need additional assistance?

Your supervisor will be happy to help! Additionally, your academic mentor, the doctoral researcher representatives (Zahra.Kafrashian@leibniz-inm.de & Kristela.Shehu@leibniz-inm.de), the INM Ombuds Person (Roland.Bennewitz@leibniz-inm.de & Lola.Gonzalez-Garcia@leibniz-inm.de), and the personnel department are here for advice and further assistance!

Training opportunities for doctoral researchers at INM

Obligatory courses to be taken within the first year

- Safety-related training
- Good Scientific Practice
- Design of Experiments and Statistical Data Analysis (in preparation)
- Data Management (in preparation)

Seminars

- INM Colloquium.
- Colloquia offered by Saarland University.
- If you come across interesting (online) seminars, please share them with your peers!

Presenting your research and attending conferences

- You will have the opportunity to present your research at INM-internal events (e.g., Internal INM Colloquium), or at the PhD days at Saarland University.
- Your supervisor will schedule together with you your participation in national and international conferences.
- If you come across interesting conferences, please talk to your supervisor!

Training courses according to your research project and background

- Courses offered by INM Core Facilities (e.g., "Light microscopy Imaging and Image Analysis").
- Soft skill courses offered by Saarland University (see GradUS)
- Soft skill courses offered by external institutions (e.g., Tres Academics)
- Further opportunities will be announced by email.
- Language courses by INM and Saarland University.
- If you come across interesting courses, please talk to your supervisor!

Working groups

INM has established self-organized collaborative working groups to generate creative and practical solutions for strategic challenges at the institute. All co-workers at INM are encouraged to join at least one of these working groups to gain skills beyond those specific to their research. Currently, INM hosts the following working groups:

- Digitalization
- Visibility
- Diversity, Equality, and Inclusion
- Energy Savings