Handbook for Doctoral Students at the GIGA German Institute of Global and Area Studies
Welcome to the GIGA!

We are very happy to welcome you to the GIGA German Institute of Global and Area Studies! The GIGA, is the largest European research institute for area and comparative area studies. Research here is focused on political, economic and social developments in Africa, Asia, Latin America, and the Middle East, as well as global issues. As a member of the Leibniz Association, we are committed to the Leibniz principle of “theoria cum praxi”: science for the benefit of society.

The GIGA endeavours to impart on young scholars the tools they need to make meaningful impacts in their areas of research. The expertise of researchers at the institute serves to help train doctoral students toward this goal. Established in 2004, the Doctoral Programme (DP) provides a platform for all doctoral students working within one of the GIGA’s regional institutes to pursue their research and academic goals.

The city of Hamburg has a rich history of diversity with its port as a gateway to the world, and the GIGA doctoral students mirror that diversity. Many of these students coming from around Germany and the world find funding through fellowships from academic foundations or the German Academic Exchange Service (DAAD). Others are working on third party–funded projects. We provide a stimulating academic environment in which innovative research topics can be developed and discussed among a community of like-minded senior and junior researchers. The GIGA DP aspires to offer the best possible academic environment for your doctoral research, and to ensure that you have the support you need to successfully complete your dissertation. This doctoral student guide provides you with the information you will need as you start your research at the GIGA.

This handbook has been totally revised in 2017 and I would like to thank everyone involved in this and previous versions for all of your work, effort and contributions.

Dr. Miriam Prys-Hansen

Academic Director of the GIGA Doctoral Programme
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1. Getting Organised

This section offers practical information on moving to Hamburg and adjusting to life as a student here. We understand that each student has different needs and have therefore tried to make this advice as comprehensive as possible. If you require additional information, please contact the GIGA Doctoral Programme (DP) coordinator, who may also be able to put you in contact with previous doctoral students. All contact information can be found at the end of this document.

1.1 Before Arrival

1.1.1 Visa (non-EU citizens)

It is your responsibility to find out whether you require a visa, what kind of visa you require, and to comply with these immigration requirements. You may speak directly to the Human Resources Department for further information. As visa regulations are subject to frequent amendment, you should also check the Federal Foreign Office website:

- www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03_Visabestimmungen/Visabestimmungen_node.html

The doctoral examination procedure may take several months. Please consider this in your personal schedule and in your visa requirements.

The following sites also prove information on visa related issues:

- Home country’s embassy
- Home country’s consulate in Hamburg (if existent)
- German Academic Exchange Service (Deutscher Akademischer Austauschdienst, DAAD): www.daad.de/deutschland/en
- Studying in Germany: www.studying-in-germany.org/visa-phd-studies-germany/
- City of Hamburg: www.hamburg.de
- Hamburg Welcome Center: http://english.welcome.hamburg.de
- University of Hamburg, Department of International Affairs, PIASTA: www.uni-hamburg.de/piasta/beratung_e.html
- Facebook communities from your home country

In general, we recommend a student visa for doctoral students. It offers the most advantages in terms of the right of residence and allows you to work 120 days per year. Activities that are directly related to your dissertation (for example, employment as a research fellow at the GIGA) are not restricted.

1.1.2 Health Insurance

Health insurance coverage is mandatory for all foreign doctoral students studying in Germany. General information regarding health insurance for students is available on the following website:

1.1.3 Accommodation

It is generally possible to find accommodation in Hamburg without using an estate agent. Regardless of whether or not you use an estate agent, you will be required to pay a deposit of two or three months rent. Below is a list of popular websites you can use to search for apartments and individual rooms. But be ware of internet scams! Do not make any payment without having signed a contract. Visiting the flat and talking directly to the owner is highly recommended!

- www.immonet.de/
- www.immobilienscout24.de/de/finden/wohnen/index.jsp
- http://studenten-wg.de/
- www.wg-gesucht.de/

Additionally, advertisements may be found in the property section of the *Hamburger Abendblatt*:

- http://immonet.abendblatt.de/

There is also the possibility to rent an apartment at a commercial apartment house for students, e.g.:

- https://www.smartments-student.de/en/feel-at-home/

General information on student accommodation can be found on the DAAD website:

- www.study-in.de/en/plan-your-stay/accommodation/

1.1.4 Fees and Living Costs

Below is an estimate of the expenses one will incur as a doctoral candidate living in Hamburg:

- Semester fees at the University of Hamburg: EUR 313 per semester (this includes your public transport pass)
- Rent: EUR 350–500 per month for a room in shared accommodation (*Wohngemeinschaft, WG*) not including the deposit
- Other costs: EUR 500–600 per month

Further information on budgeting can be found on the DAAD website:


1.2 After Arrival

1.2.1 Registration in Germany

Within seven days of your arrival in Germany, you are required to register at one of the Citizen’s Office (*Bürgeramt/Bezirksamt*). It is advisable to make an appointment well in advance prior to your arrival in Hamburg. You will need to bring a valid ID card/passport and the rental contract for your accommodation. Non-EU citizens must also apply for a residence permit (*Aufenthaltsgenehmigung*). A list of Citizen’s Offices in Hamburg can be found at:

- www.hamburg.de/bezirke/

Non-EU citizens and non-German EU citizens can also register and organise residency permits at the Hamburg Welcome Center:

- http://english.welcome.hamburg.de/third-countries-citizens/
1.2.2 Bank Account

It is advisable to open a German bank account. Most banks require a proof of residency in Germany in order to open an account.

1.2.3 Matriculation at the University of Hamburg

As a non-university research institute, the GIGA cannot award the doctoral degree but cooperates closely with different universities. Our doctoral students are enrolled at a university according to the affiliation of their supervisor. GIGA’s major partner is the University of Hamburg.

According to the regulations (Promotionsordnung) of the Faculty of Economics and Social Sciences at the University of Hamburg (also called the WiSo-Fakultät), all doctoral students have to enroll at the beginning of their studies and remain enrolled until the completion of their oral defence. As a doctoral student you will receive a public transport pass (Semesterticket) and have access to the university libraries.

Details regarding enrolment at the University of Hamburg and the costs involved can be found here:

www.uni-hamburg.de/forschung/nachwuchs/promotion_e.html

After paying your semester fees, you will automatically receive a semester ticket from the HVV (Hamburg Public Transportation Association). Further information can be found here:

- If you are going to enroll at one of the GIGA’s other partner universities, please check the information provided in the GIGA-Wiki “EGON” (--> 3.5 EGON).

1.2.4 Information Centre and Libraries

GIGA doctoral students have access to a multitude of information resources provided by the various libraries in Hamburg.

GIGA Information Centre (IZ)

The library of choice for doctoral students should be the GIGA Information Centre with its specialised libraries. The GIGA libraries create their collections according to the special focuses of the research institutes and programmes within the GIGA. Highly skilled librarians are at your disposal and provide advice and practical help. As a doctoral student or GIGA staff member, you will enjoy special lending privileges. For an introduction to the library, please contact the librarians. A guided tour for doctoral students is also provided during the Welcome Week.

Do not hesitate to ask the IZ staff about the acquisition of literature and for more information about the IZ services.

Location: Neuer Jungfernstieg 21, 4th floor, Entrance: room 441
Journals: room 446
Asia: Rothenbaumchaussee 32
Opening hours: Tuesday-Thursday 10 a.m.-5 p.m.; Friday 10 a.m. - 4 p.m.
University of Hamburg Libraries
The University of Hamburg offers a library card that is valid in the main library (Staats- und Universitätsbibliothek) and various faculty libraries. Of greatest relevance for GIGA doctoral students are the libraries of the Social Science Department (Fachbibliothek Sozialwissenschaften, Allende-Platz 1, 3rd floor) and the Economics Department (Fachbibliothek Wirtschaftswissenschaften, Von-Melle-Park 5, Aufgang A, 1st floor). Faculty libraries are usually reference libraries, meaning that you cannot take the books home except on weekends. As a special service, faculty libraries offer extended loans to doctoral students attending the university. The application form for these extended loans is available at the relevant faculty. Additionally the main library provides access to licensed electronic resources.

- http://www.sub.uni-hamburg.de/ (website)
- https://libcard.rrz.uni-hamburg.de/sub/edit.php?lang=de&finishURL=register.php?lang=@lang@&cancelURL=index.php?lang=@lang@&cancelURL=index.php?lang=@lang@ (applying for a library card)

German National Library of Economics (ZBW)
The German National Library of Economics (ZBW) is the world’s largest specialised library for economics and business studies. A guided tour for doctoral students is provided during the Welcome Week. GIGA doctoral students are entitled to a user card, which includes some privileges at no cost.

Location: Neuer Jungfernstieg 21
Opening hours: Monday to Friday 9 a.m. - 8 p.m.

- http://zbw.eu (website), http://econis.eu (online catalogue)
- www.zbw.eu/e_services/e_borrowing/e_user_card.htm (applying for a library card)

1.2.5 German Language Courses
It is advisable that non-German speakers attempt to learn some German. This will help both your integration into the GIGA and your navigation of everyday life in Hamburg. Unfortunately, language classes in Germany can be quite expensive. The Hamburg Welcome Center website provides information on courses and prices: http://english.hamburg.de/nofl/118690/start.html

- The University of Hamburg also offers several German language courses: www.uni-hamburg.de/sprachenzentrum_e.html
- Goethe Institut
  www.goethe.de/ins/de/envkur/ort/ham/kur.html
The GIGA supports the efforts of foreign students to learn German, and may offer financial assistance for German classes. Please contact the DP coordinator for further information.

### 1.2.6 Sport activities

For doctoral students registered at the University of Hamburg:
- [www.hochschulsport-hamburg.de](http://www.hochschulsport-hamburg.de/)
  - Huge choice for a very moderate price:
- [www.sportpass.de](http://www.sportpass.de)

### 2. Structure of the Doctoral Programme and of the GIGA

It is important that you integrate yourself into the GIGA. We therefore highly recommend that you actively participate in the various research activities at the institute. As the sheer size of opportunities at the GIGA might be overwhelming initially, here is some information to help you get oriented.

#### 2.1 Structure of the GIGA Doctoral Programme

The GIGA Doctoral Programme is a three-year structured programme. The academic curriculum (→ 6. Doctoral Training) comprises regular seminars and workshops on research designs and methods, area and comparative area studies, and soft skills (all with ECTS value). The GIGA provides a support structure as a framework to guide doctoral students through their individual studies. The student body is composed of talented young researchers from all over the world and from different disciplinary backgrounds. Fellows are full-time doctoral students, whereas associates work on externally funded projects at the GIGA while simultaneously pursuing their doctoral degrees. Both groups are fully integrated into the GIGA DP; however, this distinction does have organisation and administrative implications. All GIGA doctoral students are eligible to participate in the annual general assembly of the doctoral student body, where they elect two to three representatives. The student representatives liaise with the academic staff of the GIGA Doctoral Programme and other GIGA committees. The academic staff – consisting of the academic director, the coordinator, and a student assistant – are responsible for administering and developing the programme as well as supporting doctoral students in successfully accomplishing their research projects and developing their prospects for a career in academia.

Another central body of the GIGA Doctoral Programme is the council of supervisors (Betreuungsausschuss). It meets at least twice a year to discuss the overall direction and structure of the programme, the curriculum and other important issues relevant to the GIGA DP.
2.2 Admission

To become a fellow of the GIGA DP, you have to officially apply for admission to the programme. Fellows join the GIGA DP on 1 October of each year and the yearly call for applications for these positions is usually published by the end of the previous year. Associates are admitted at the request of the head of the respective third-party project throughout the year. All doctoral students are registered with the DP coordinator.

2.3 Support Structure

The GIGA DP aspires to support you during your doctoral studies in various ways:

1. All members of the GIGA DP sign the “Agreement between Doctoral Students and the GIGA” (The Agreement), which describes the specific rights and obligations of both the GIGA and the students throughout the course of their studies.

2. Key to the success of your dissertation is a professional relationship between your doctoral supervisor and yourself. This is ensured through a formal supervision agreement, regular consultations with regard to your research proposal, the submission of interim reports and recommendations regarding your career development (see section 4.1 for more information).

Within the German system, the first supervisor is generally also the first reviewer. The role and responsibility of the second supervisor may vary from university to university. Please make sure to consult your first supervisor or the university staff on this issue.

3. The GIGA DP supports you in completing your dissertation with specific theoretical and methodological courses, which are supplemented by soft-skills seminars.

4. Indirect monitoring through presentations to the doctoral colloquium ensures the regular evaluation of your individual progress via the input of other supervisors and doctoral students. Be advised that the person ultimately responsible for your supervision is your supervisor. The doctoral programme’s courses support you in developing specific skills, but they are not a substitute for good supervision.
2.4 Structure of the GIGA

As part of your academic life at the GIGA, you are invited and expected to actively participate in our various research activities. The research conducted at the GIGA takes place within a matrix structure consisting of four regional institutes and four research programmes. The GIGA's four regional institutes carry out individual case studies as well as comparative intraregional research. The GIGA's academics specialise in particular regions and are based within regionally specific research institutes as well as one of four thematically overarching research programmes.

It is important that you understand the structure of the GIGA in order to find your way within the matrix. As a doctoral student, you will be a member of the regional institute and the research programme that best suits your research topic; you will also participate in a research team of your choice.

Regional Institutes:

- Institute of African Affairs (IAA)
- Institute of Asian Studies (IAS)
- Institute of Latin American Studies (ILAS)
- Institute of Middle East Studies (IMES)

Research Programmes (Forschungsschwerpunkte, RP/FSP):

- Accountability and Participation
- Peace and Security
- Growth and Development
- Power and Ideas

The research programmes complement regional specialisation and encourage more systematic cross-regional and cross-country research across regional institutes. Within the research programmes, various research teams (Forschungsteams, RT/FT) have been established. They form the nucleus of the overarching research activities within the GIGA, as they bring together a small group of researchers interested in similar topics. They are perhaps most comparable to the research colloquia at universities. In these research teams, you will have the opportunity to discuss manuscripts for articles and initial drafts for third-party research funding. Descriptions of all research programmes and research teams can be found on the GIGA website. If you are interested in joining a particular team, please contact the respective head as indicated on the website.

3. Office, Communication and IT

Some of the following practical information in this handbook will be less relevant to those attached to the Institute of Asian Studies, as it is located in a different building.
3.1 Office and Post Box

The GIGA provides all doctoral students with office space. Fellows are located in the doctoral students’ office on the ground floor. Associates are located within the offices of the projects they are working on. Please ask the DP coordinator about where to pick up the keys to your office. You will find the general GIGA DP post box in the secretariat on the 5th floor (room 542).

3.2 Your Work Station

The GIGA will supply you with a laptop or computer that is equipped with Microsoft Office and Zotero. If you want to install additional software or if you experience computer trouble, please call the IT hotline: 777.

3.3 GIGA Profile

The GIGA website lists the profiles of all doctoral students. Please provide your information in both German and English to the Public Relations Department. Templates in German and English are available on EGON. For questions related to the DP website, please contact the coordinator.

3.4 Computer Access and Email

You will receive access to the GIGA’s servers as well as a GIGA email address upon arrival at the GIGA. The GIGA has several internal email lists. These include GIGA-ALLE (all members of the GIGA including administrative staff); GIGA-WISS (researchers only); GIGA-DP (members of the doctoral programme); GIGA-FSP1, GIGA-FSP2, GIGA-FSP3 and GIGA-FSP4 (members of the research programmes); and GIGA-IAS, GIGA-ILAS, GIGA-IAA and GIGA-IMES (members of the regional institutes). As a doctoral student you should be included in GIGA-ALLE, GIGA-DP, GIGA-WISS and any other research programme of which you are a member, as well as the relevant regional institute list.

You can access your GIGA email from outside the GIGA and from an external devices via https://mail.giga-hamburg.de/owa/redir.aspx?C=QX_E1R_4dc8JGvdNHC96L-z7suEQ5-zuCT1b9A6KW1Q3G9c5FTUCA..&URL=https%3a%2f%2fmail.giga-hamburg.de.

3.5 EGON

EGON is a wiki on the GIGA’s intranet. It is intended to serve as a guide for working and researching at the GIGA: http://egon.giga.netz/

EGON provides information and details concerning various GIGA-related subject areas. You will find information on all work units and the respective contact persons as well as important documents and guidelines, FAQs, and more. Anyone at the GIGA can view, edit and add content with a view to promoting communication at the institute. Doctoral students can find information about fieldwork, funding opportunities, and many other important issues.
4. **Responsibilities**

As a doctoral student, you are responsible for complying with the rules and regulations of the GIGA. This section outlines the most important regulations pertaining to the GIGA's doctoral students. Given that there are distinct groups of doctoral students, as mentioned above, your situation may differ from that of other doctoral students, so please read the following information carefully. All the documents and templates mentioned below can be accessed via EGON.

### 4.1 Supervision Agreement (Betreuungsvereinbarung)

In line with the guidelines proposed by the Leibniz Association, the GIGA asks all doctoral students to fill out and sign an agreement with their supervisor within six months of their acceptance into the GIGA DP. The agreement binds both parties to supervision/participation in the GIGA DP. By clarifying the rights and duties of both supervisor and candidate, it aims to avoid loose, ad hoc supervision. The agreement includes the working title of your dissertation, the concrete steps and deadlines for your work, a meeting schedule with your supervisor, and guidelines for integration into the GIGA research programmes and teams. Family situations may also be incorporated.

Please read the document carefully before meeting with your supervisor, then fill it out and sign it. You can find a printable version of the agreement on EGON.

### 4.2 Interim Reports (Zwischenberichte)

Every six months, all GIGA doctoral students and their supervisors are asked to jointly submit an interim report (Zwischenbericht) on the quality and quantity of supervision and the progress of the dissertation. The template can be found on EGON. A copy of these interim reports should be sent to the GIGA DP coordinator.

Should you need to add any confidential information regarding your supervision, such as a problem with your supervisor, there is a separate form for doctoral students that you may send to the GIGA DP coordinator, who will be able to intervene in the event of a serious complaint, or when several doctoral students voice the same concern.

Please ensure that each of the following people receive a copy of the agreement: the GIGA DP coordinator, your supervisor, and yourself.

Please also note that the progress of a fellow’s dissertation is evaluated twice throughout the course of his/her doctoral studies by the Doctoral Board (see for more details 5.2). It is the doctoral student’s responsibility to organise the Doctoral Board meetings.

### 4.3 Presence at the GIGA and Attendance of Meetings

To help with your integration into the GIGA, to facilitate scientific exchange and to ensure the quality of research, we ask doctoral students to live in Hamburg and to be present regularly at the institute (exceptions apply). Please discuss your individual working hours with your supervisor and/or project.
leader. You are required to attend the meetings of your research programme and research team as well as your regional institute’s jour fixe (a regular meeting held to discuss items of interest to participants of a particular regional group). Research programme and research team meetings take place approximately every four weeks, with the purpose of discussing relevant research topics within the group.

4.4 Erhebungstool

All GIGA researchers, also doctoral students with scholarships, are requested to use the Erhebungstool. For staff members who are employed by the GIGA (including third-party funded, doctoral students) entering the information into the ET is mandatory. You should enter any scholarly “output” you have produced (all publications, lectures, press interviews, political consultations, etc.) into the ET as soon as possible. To access the ET, please click or copy this link: http://et.giga-hamburg.de (username and password are the same as those for the GIGA computers/e-mail).

4.5 Contract

The following three subchapters only concern those doctoral students who have an employment contract with the GIGA. These doctoral students are paid monthly and must meet their tax obligations in accordance with German tax law. Taxes are automatically deducted from your salary. The GIGA will pay half the social security and health insurance of employed doctoral students and automatically deduct the other half from your gross salary. Doctoral students who receive a fellowship from a foundation must comply with the regulations of their funding institution. Please check with the Human Resources Department for more information.

International students can apply for a refund of their social security contributions when they leave Germany permanently. This is particularly relevant for those students who don’t have the possibility of receiving money from the pension system at the time of retirement. Please feel free to ask our Human Resources Department for assistance if this applies to you.

There is a Works Council (Betriebsrat) at the GIGA that represents the interests of all GIGA employees and takes part in employee-related decisions taken by the board. If you have any questions or queries regarding your contractual situation, you may contact them through their current chairperson. Further information regarding the institute’s labour agreements (Betriebsvereinbarungen) and a copy of the Hamburg general agreement on labour relations in public institutions (Tarifvertrag ÖffentlicherDienst, TV-AVH) can be found on EGON. If you work within an externally funded research project, some of these regulations and procedures may be particularly relevant to you – for instance, the personal goal and performance agreements (Ziel- und Leistungsvereinbarungen). Please have your project leader explain these to you if necessary.

4.6 Time-recording System (Zeiterfassung/Kostenleistungsrechnung)

GIGA employees are obliged to keep a record of their working hours using the time recording system (Zeiterfassung/Kostenleistungsrechnung, KLR). The time-recording system is an internal
instrument used to calculate the costs of the GIGA’s scientific output; it is not an instrument used to control your actual work hours. The data have to be entered once a month by the 15th of the following month (e.g. data for May has to be entered by 15 June).

The system can be found on the GIGA intranet at http://klr.giga.netz/. If you have any questions, please contact the Controlling Department.

4.7 **Holiday Entitlement**

Doctoral students contracted to the GIGA receive a certain amount of paid annual leave each year. Please contact the Human Resources Department for more information. To apply for leave, students must fill out the application-for-leave form available in EGON. The form must be signed by either the academic director or the director of your regional institute. Please be sure to always inform your supervisor/s about any periods of absence.

5. **Benchmarks**

5.1 **Course of Your Dissertation**

During their first academic year, doctoral students and their supervisors are required to sign a supervision agreement. In accordance with the degree regulations (*Promotionsordnung*) of their respective university, doctoral students generally complete their dissertation projects either as monographs or as article-based theses.

- **Monograph**: During the first year at the GIGA, students are expected to complete an extended and highly detailed research proposal and a complete literature review. They should also prepare their preliminary introduction and a first draft of their theoretical and methodological chapters.
- **Article-based thesis**: By the end of the first nine months, students are expected to complete an extended literature review and a draft of the first article they would like to submit.
- **Students in both tracks are required to present their proposals at the colloquium.**

During their second academic year, all doctoral students are expected to revise their timetables and have them approved by their supervisors in order to ensure that their theses are completed in draft form by the end of the third year. Students conducting field research are required to present their reflections at the colloquium.

- **Monograph**: Students are expected to conduct substantive research (including field research, if applicable) and develop a clear and detailed model to facilitate the writing of their empirical chapters. Students are required to draft at least two more chapters of their thesis and to provide consolidated theory and methods chapters by the end of the year.
- **Article-based thesis**: Students are required to submit at least one article to an international peer-reviewed journal during the second year.

By the end of the second year, students in both tracks should have completed the majority of credit points by participating in the term programme; attending and presenting at the research
colloquium; and attending conferences, summer schools, workshops, soft-skills seminars, inter alia.

During their third academic year, all students are required to revise and complete the chapters of their theses and to complete the required number of credit points.

- Monograph: Students are expected to submit their theses at the end of the third year.
- Article-based: Students are expected to submit their original articles and the additional chapters required in accordance with the degree regulations of their respective university.

5.2 DOCTORAL BOARD MEETING

All Doctoral Programme fellows are evaluated by the Doctoral Board at least twice during the course of writing their dissertation. The Doctoral Board consists of at least one supervisor and at least one external evaluator (this could be another GIGA senior researcher/postdoctoral fellow, a visiting fellow and/or a national or international guest) and, upon the request of the student, one doctoral student representative as an observer. The board’s main task is to evaluate the fellow’s academic achievements, as well as to provide concrete advice and feedback on how to proceed with the dissertation during the remaining time. If progress is unsatisfactory after the first year, the Doctoral Board may ask the doctoral student to resubmit his or her documents. In the event that the student’s progress is once again assessed as unsatisfactory, the Doctoral Board will make a recommendation to the GIGA Executive Board regarding whether or not the student should remain in the GIGA DP and, if applicable, whether or not his or her contract should be renewed.

- In the first year, the meeting takes place between months 9 and 10.
- In the second year, the meeting takes place in or before month 24.

Any deferral of the Doctoral Board Meeting has to be requested in writing by the doctoral student and his/her first supervisor. The request has to be made to the coordinator of the GIGA DP. A deferral of the meeting will be granted in exceptional cases only; for instance, in the case of illness, or if the student has not had his/her minimum supervision meetings during the academic year. A student may request to be exempted from the evaluation process if a comparable structure exists at the student’s home university. This request must be made to the coordinator at least two months before the latest possible date of the Doctoral Board Meeting, and a detailed report of the evaluation should be issued by the respective institution and/or supervisors.

If you are receiving a scholarship, you might want to see if it is possible to combine your scholarship evaluation and the GIGA’s evaluation in order to save time in the preparation of the required documents.

5.3 COLLOQUIUM

The purpose of the colloquium is to offer a forum for students to present completed chapters, conference papers, and manuscripts in preparation for publication. Each member of the DP is required to present at the colloquium at least twice during her/his doctoral studies. Your specific contribution should be discussed in advance with your supervisor. Presenters are responsible for finding a discussant, with the support of the DP coordinator, who will comment on the submission. Attendance at the DP colloquium is mandatory for all members and is credit relevant. Thus, doctoral students are required to sign an attendance register.
6. Doctoral Training

As one of Europe’s leading research institutions for comparative area studies, the GIGA seeks to train talented young researchers in regional studies, research methods, and theory.

The academic curriculum of the GIGA Doctoral Programme provides students in the first stage of their academic career with the necessary methodological skills to:

- develop good research questions, hypotheses, and theoretical frameworks;
- demonstrate an excellent command and understanding of the basics of each methodological approach; and
- carry out excellent research to further their academic and other professional goals.

6.1 Curriculum

The winter term programme consists of two core training modules. The first module provides students from different disciplines and backgrounds with the theoretical and methodological tools necessary to conduct research in the fields of area and comparative area studies. This so-called CAS and Global Studies series pays particular attention to combining regional expertise and theoretical knowledge and continues throughout the year. The second module focuses on research design and methods by introducing both quantitative and qualitative approaches to data collection and analysis. Seminars focus on how to formulate a compelling research design and how to obtain and analyse original data.

The summer term programme serves to deepen students’ knowledge of how to conduct social science research in general and global and area studies research in particular. It focuses on qualitative and quantitative data analysis and provides in-depth insights and advice on how research is conducted within the GIGA’s research programmes and regions. These two modules help students refine their theoretical and methodological frameworks and develop plans for field research. The courses offered are demand-driven in order to meet the particular needs of the doctoral students. For example, they encompass small-N analysis (including process tracing), large-N analysis/regression, medium-N analysis, and qualitative comparative analysis (QCA) as well as training on conducting interviews, survey research, and field work.

6.2 ECTS Credit Points

Doctoral students are required to obtain a certain number of credit points in accordance with the degree regulations of their respective university (for example, 12 ECTS points at the University of Hamburg) by participating in the term programme; attending and presenting at the research colloquium; and attending conferences, summer schools, workshops, soft-skills seminars, inter alia. Please consult the doctoral degree regulations of your university and make sure to collect the required number of ECTS points over the course of your studies.
7. Funding and Financial Support

Doctoral students at the GIGA receive their funding from various sources. Associates who work on third-party-funded projects sign an employment contract with the GIGA and receive a regular salary. If you would like to join the GIGA DP as a fellow, we encourage you to apply for a scholarship prior to your admittance. On our website we have compiled a list of foundations and institutions that offer scholarships for doctoral students:


We encourage all prospective students to inform themselves about third-party funding opportunities before applying to the GIGA.

There is also a very useful compilation of funding opportunities for the completion of your dissertation on EGON.

7.1 Fieldwork, Workshops and Conferences

The GIGA allocates limited funds for field research and conference and workshop participation. There are several sources of funding at the GIGA that can be applied for:

- the structure and innovation funds of the regional institutes and the research programmes,
- the GIGA DP travel fund,
- the equal opportunity fund (Gleichstellungsfonds).

The guidelines for reclaiming travel and accommodation expenses are as follows:

- The DP coordinator should be informed about all planned travel by the end of February each year.
- Before becoming eligible for internal funding, doctoral students must demonstrate their willingness to acquire external funding. Several third-party organisations offer funding for various purposes. For instance, the Graduate School of Social Sciences at the University of Hamburg offers financial aid for printing and travel to conferences. The DAAD and ELFI databases www.elfi.info/e_index.php may be useful in sourcing funding. Moreover, you can find a very comprehensive document on funding opportunities for fieldwork and conference attendance on EGON.
- Doctoral students must inform the academic director or coordinator about the outcome of any funding applications and about whether or not any further funding will be requested from the GIGA.
- After you have successfully secured funding from GIGA sources, several rules apply. Please consult EGON to learn more about the travel permit, reimbursement, etc.

Please be advised that securing funding is a long process and any application should be submitted several months ahead of the planned departure date. Please make sure that you are aware of the submission deadlines.
<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Miriam Prys-Hansen</td>
<td>Academic Director of the GIGA Doctoral Programme</td>
<td><a href="mailto:miriam.prys@giga-hamburg.de">miriam.prys@giga-hamburg.de</a></td>
<td>428874-30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>761</td>
</tr>
<tr>
<td>Dr. Maren Wagner</td>
<td>Coordinator of the GIGA Doctoral Programme</td>
<td><a href="mailto:maren.wagner@giga-hamburg.de">maren.wagner@giga-hamburg.de</a></td>
<td>762</td>
</tr>
<tr>
<td>Lisa Hoffmann</td>
<td>Student’s representative (fellow)</td>
<td><a href="mailto:lisa.hoffmann@giga-hamburg.de">lisa.hoffmann@giga-hamburg.de</a></td>
<td>795</td>
</tr>
<tr>
<td>Christian Ederer</td>
<td>Student’s representative (fellow)</td>
<td><a href="mailto:christian.ederer@giga-hamburg.de">christian.ederer@giga-hamburg.de</a></td>
<td>792</td>
</tr>
<tr>
<td>Tom Konzack</td>
<td>Student’s representative (fellow)</td>
<td><a href="mailto:tom.konzack@giga-hamburg.de">tom.konzack@giga-hamburg.de</a></td>
<td>792</td>
</tr>
<tr>
<td>Frederike Aumann</td>
<td>GIGA DP Secretariat</td>
<td><a href="mailto:frederike.aumann@giga-hamburg.de">frederike.aumann@giga-hamburg.de</a></td>
<td>593</td>
</tr>
<tr>
<td>Ulrike Drews</td>
<td>Head of HR Department</td>
<td><a href="mailto:ulrike.drews@giga-hamburg.de">ulrike.drews@giga-hamburg.de</a></td>
<td>596</td>
</tr>
<tr>
<td>Susanne Goldstein</td>
<td>Website</td>
<td><a href="mailto:susanne.goldstein@giga-hamburg.de">susanne.goldstein@giga-hamburg.de</a></td>
<td>548</td>
</tr>
<tr>
<td>Christine Hinterreiter-Bunzel</td>
<td>Controlling</td>
<td><a href="mailto:christine.hinterreiter@giga-hamburg.de">christine.hinterreiter@giga-hamburg.de</a></td>
<td>510</td>
</tr>
<tr>
<td>Information Centre</td>
<td>GIGA libraries</td>
<td><a href="mailto:iz@giga-hamburg.de">iz@giga-hamburg.de</a></td>
<td>598</td>
</tr>
<tr>
<td>Volker Kleeblatt</td>
<td>Head of IT Services</td>
<td><a href="mailto:volker.kleeblatt@giga-hamburg.de">volker.kleeblatt@giga-hamburg.de</a></td>
<td>777</td>
</tr>
<tr>
<td>Pia Kleis</td>
<td>Workers Council</td>
<td><a href="mailto:pia.kleis@giga-hamburg.de">pia.kleis@giga-hamburg.de</a></td>
<td>585</td>
</tr>
<tr>
<td>Jan Lüth</td>
<td>Head of Information Centre</td>
<td><a href="mailto:jan.lueth@giga-hamburg.de">jan.lueth@giga-hamburg.de</a></td>
<td>565</td>
</tr>
<tr>
<td>Dr. Peter Peetz</td>
<td>Head of Finances and Administration</td>
<td><a href="mailto:peter.peetz@giga-hamburg.de">peter.peetz@giga-hamburg.de</a></td>
<td>516</td>
</tr>
<tr>
<td>Verena Schweiger</td>
<td>Head of Communications Department</td>
<td><a href="mailto:verena.schweiger@giga-hamburg.de">verena.schweiger@giga-hamburg.de</a></td>
<td>558</td>
</tr>
<tr>
<td>Dr. Maren Wagner</td>
<td>Equal Opportunities Commissioner</td>
<td><a href="mailto:maren.wagner@giga-hamburg.de">maren.wagner@giga-hamburg.de</a></td>
<td>762</td>
</tr>
</tbody>
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PERSONAL NOTES
Institute of African Affairs (IAA)
Institute of Asian Studies (IAS)
Institute of Latin American Studies (ILAS)
Institute of Middle East Studies (IMES)

Research Programme 1: Accountability and Participation
Research Programme 2: Peace and Security
Research Programme 3: Growth and Development
Research Programme 4: Power and Ideas
The GIGA is a publicly funded research institute in the form of a foundation under civil law. It is at the same time an independent think tank for political science and economics. The institute's main tasks include:

- analysing political, economic and social circumstances and developments in Africa, Asia, Latin America and the Middle East;
- performing high-quality research in the fields of area studies and comparative area studies as well as promoting and enhancing area studies in Germany;
- providing competent consulting and information on politics, economics and society in relation to events and developments in Africa, Asia, Latin America and the Middle East.

The GIGA is a member of the Leibniz Association.