Information for international PhD students

Arriving at the FGCSS

Resource Access
As a PhD student, you can access the following resources:

→ library card, key and barrier card (if needed) (request)
→ e-mail account (request)

Fill in both forms and send them via e-mail to the Dean’s office of the Department of Social and Cultural Sciences: Adelheid (Heidi) Lauer, adelheid.lauer@sk.hs-fulda.de

With the signed request for the library card, key and barrier card, you can receive the library card at the service desk at the library on campus and keys at the facility management (Julian Weikard, julian.weikard@verw.hs-fulda.de) with the following request.

More information on the resource access can be found here.

Mailbox
There is a mailbox for FGCSS students. It is located at the secretary’s office of the Department of Cultural and Social Sciences, building 22, room 202. There you ask for mail for the PhD Center/FGCSS under your name.

You can receive the mail in the following ways:

1) You go to the office in person and pick it up. (Office hours: Mon, Tue, Wed, Fri, from 09:00 - 13:00).

2) You write Adelheid (Heidi) Lauer a mail or call if there is something for you. Her contact is: Tel: +49-661-9640-455 or adelheid.lauer@sk.hs-fulda.de
Support with your research – funding and financing

It is possible to apply for funding. Basically, there are three ways to apply for cost subsidies in the context of your doctorate:

1) A grant from the central doctoral coordination office totaling 1,500€ during your doctorate. You can find all the information here. For details and further information, please contact Ms. Katja Richter (katja.richter@verw.hs-fulda.de). This grant only offers support for congresses & workshops with an active participation as well as for publication projects.

2) Funding via DAAD programs - we especially recommend this funding line: www.daad.de/go/stipd57479681 Please note the application deadline of 4 months (120 days) before the start of the congress.

3) A limited amount of funding through the FGCSS of 500€ per year. The FGCSS can support the active participation at congresses and workshops, further education, publication projects, transcription or translation services for your PhD project, as well as research and field trips. If you wish to apply, please submit a brief application (approx. 1 page) including a justification and estimate of your costs.

For further questions, please contact the coordinator of the FGCSS: Dr. Sebastian Garbe (Sebastian.garbe@sk.hs-fulda.de).

From time to time, Fulda University of Applied Sciences advertises scholarships for PhD students. A scholarship announcement can be found here.

The Department of Social and Cultural Sciences offers short-term scholarships for graduates of Fulda University of Applied Sciences who wish to pursue a doctorate. The start-up funding supports promising candidates to further develop initial ideas for their research project. The goal is the preparation of a detailed exposé for application at the PhD Center Social Sciences. The application can be submitted at any time. More information.

Furthermore, you can work as scientific employee at the University. Please ask your supervisors if they know about any free positions.

For more information on funding and financing, please visit this link.

Student Enrollment

With an admission at the FGCSS, you have the chance to be enrolled as a student. The student status allows the participation in cultural events and other student benefits such as the semester ticket which allows you to use public transportation in Hesse.

More information can be found here.
Arriving in Fulda

Health insurance
When living and working in Germany, it is obligatory to be insured by law.
Well-known health insurances are:
Allgemeine Ortskrankenkasse (AOK) - Link to AOK Hesse
Barmer – Link to Barmer
Techniker Krankenkasse (TK) – Link to TK
With all health insurances, you need to fill in an application form to be insured and receive the insurance card.

Apartment hunting
Here is a list of websites where apartment ads are posted:
www.wg-gesucht.de (rather for shared flats)
https://www.immowelt.de/
https://www.immobilienscout24.de/
https://www.lp-fulda.de/ (they offer small single apartments and shared flats at the campus)
For a room in a shared flat, you have to pay 250-450€. A single-apartment costs 350-700€ depending on the size, standards etc.
The International Office of Fulda University of Applied Sciences also offers support for room hunting. Please find more information here.

Civic Office
When renting a room or apartment in Fulda, you need to register with the Civic Office. This is also important for your German health insurance and in case you have a working contract in Germany.
You have to make an appointment here.
Contact at the FGCSS

Prof. Dr. Eva Gerharz (Centre Director)
Eva.gerharz@sk.hs-fulda.de
Dr. Sebastian Garbe (Centre Coordinator)
Sebastian.garbe@sk.hs-fulda.de
Dorina Dedgjoni (Research Associate)
dorina.dedgjoni@sk.hs-fulda.de
Jasmin Alea “Jack” Koch (Student Assistant)
jasmin-alea.koch@sk.hs-fulda.de
Christina Kurdum (Student Assistant)
Christina.Kurdum@sk.hs-fulda.de

General Info: https://www.hs-fulda.de/forschen/wissenschaftliche-karriere/promovieren/promovierende