

Dear member of the IPP,

Welcome to the International PhD Programme “Literary and Cultural Studies” (IPP) at Justus-Liebig University, Giessen (JLU). This handbook is designed as a guide to the programme, its curriculum, activities, and the wide range of opportunities on offer to its members.

Founded in 2002, the IPP was initially funded by the German Academic Exchange Service (DAAD) and since 2007, after the expiry of the maximum DAAD funding period, it has been financed by the JLU itself. An integral part of the Giessen Graduate School for the Humanities (GGK), the programme collaborates closely with the International Graduate Centre for the Study of Culture (GCSC) and the European Phdnet “Literary and Cultural Studies”, and contributes decisively to postgraduate education at the JLU.

The IPP provides a clearly structured and research-oriented three-year doctoral programme with a strong international focus. Its curriculum is designed to ensure the academic quality of the PhD while at the same time facilitating its completion within three years. Regular doctoral colloquia give the opportunity for researchers to present their works in progress once each semester, and to receive feedback from affiliated professors, the IPP coordinator, and their fellow IPP members. This is supplemented by core courses on planning, developing and completing the PhD, as well as regular lectures, seminars, workshops and master classes with renowned scholars in the fields of literary and cultural studies.

Moreover, there are manifold opportunities to gain additional academic and professional experience and qualifications. The IPP is involved in, and often co-organises, a wide range of conferences and summer schools in partnership with an expansive international network of high-ranking universities and institutions from around the world, frequently leading to publishing opportunities for participants. In addition, the IPP can provide funding for a range of programmes and academic events, including German-language courses at the JLU, conferences and/or research trips as well as editorial support once the thesis is completed and might be in need of proofreading by a native speaker.

More detailed information can be found in this handbook, along with useful information on many of the important aspects of life and study as a member of the IPP on the path to a successful and rewarding doctoral experience, and the foundations for a career as an academic engaged in a lively and stimulating international scholarly community.






We wish you all the best for your academic life in Giessen!

Contents

| | |
|--|-----------|
| The IPP within the Giessen Graduate Centre | 1 |
| Colloquium Guidelines | 2 |
| Materials for Circulation | 2 |
| Presentations | 3 |
| Respondent Role | 3 |
| Minutes (Protokoll) | 3 |
| Curriculum and Semester Plan | 4 |
| Necessary Official Procedures (General Information) | 11 |
| GGK Sections | 12 |
| Partners and Networks | 14 |
| Affiliated Departments at the JLU | 14 |
| Affiliated Institutions at the JLU | 15 |
| International Networks | 16 |
| Bilateral Exchanges | 17 |
| Multilateral Cooperation | 17 |
| Services for Members | 20 |
| Conference Experience and Travel Grants | 20 |
| Native Speaker Editorial Support | 21 |
| Publishing Opportunities | 22 |
| The IPP Library | 23 |
| German Language Courses | 24 |
| Scholarships and Funding | 25 |
| The City of Giessen: Places to Go | 27 |
| Useful Addresses | 29 |

The IPP within the Giessen Graduate Centre

The IPP is part of the Giessen Graduate School for the Humanities (GGK) at the JLU, which also accommodates the International Graduate Centre for the Study of Culture (GCSC) and the European PhDnet “Literary and Cultural Studies”. The programmes differ in their orientation and research foci, as you can see in the comparative table below:

|  |  Gießener Graduiertenzentrum Kulturwissenschaften |  International Graduate Centre for the Study of Culture |  International PhD Programme Literary and Cultural Studies |  European PhDnet Literary and Cultural Studies |
|---|--|--|--|--|
| Target Audience | For all Ph.D. students in the Humanities (Faculties 03, 04 and 05). | For members selected via an application process. | For members affiliated with faculty 05 “Language, Literature and Culture” and selected via an application process. | For members affiliated with GCSC and IPP and five other international partner institutions selected via an application process; awarding bi-national degrees (Cotutelle). |
| Funded by | JLU | 2006-2018: DFG “Excellence Initiative” Since 2019: JLU | 2002-2007: DAAD Since July 2007: JLU | 2008-2014: DAAD Since 2015: GCSC |
| Research Profile | Open to any topic in the Humanities | The study of culture within its 8 research areas | Research profile with four distinct modules at the interface of literary and cultural studies | Research profile with four distinct modules at the interface of literary and cultural studies |
| Orientation | Regional | National and International | National and International | International |
| Study Programme | Specially designed courses to meet the basic needs of postgraduate students: core course, intermediate course, and thematically-based workshops as well as Career Service. | All GGK courses plus internationally oriented programme, including interdisciplinary colloquia, master classes and summer schools. | All GGK courses plus internationally oriented curriculum including colloquia in literary and cultural studies, master classes and summer schools in close collaboration with the GCSC. | All GGK courses plus internationally oriented curriculum including colloquia in literary and cultural studies, master classes and summer schools in close collaboration with the GCSC and IPP. |

Colloquium Guidelines

The doctoral colloquium is at the heart of the IPP. Every three or four weeks, each cohort meets for two or three presentations and discussions of work in progress. Each member of the IPP presents once a semester and receives feedback from the professors, the IPP coordinator, and fellow IPP members. Each presentation and discussion is one hour in total. A detailed semester-by-semester plan follows this section. However, there are certain staple features of the colloquia.



Materials for Circulation

The basis of the presentations and discussions is the material circulated by the presenter; some requirements change from semester to semester (see the section below) but, in general, the materials required are the following: the current outline/table of contents, a sample of work in progress, a list of the key questions or problems the presenter is currently facing, and a full working bibliography. Of special importance are the problems the presenters have to deal with or the key questions they aim to find answers to, because it is through the problems raised and the questions asked that a constructive discussion of projects can be initiated. Also: please, remember to paginate your text to facilitate the discussion.

You should send any material you would like to distribute among the participants of the colloquium by Tuesday the week before your presentation to the mailing list of your year-group (provided by the IPP at the beginning of each semester). The timely submission of these materials is crucial for the smooth running of your colloquium since it assures that all participants will be able to prepare adequately and give feedback on your work in progress.

Presentations

Each of the sessions contains two or three one-hour slots for each presenter, including the time for the presentation and the discussion. The presentation should be based on the materials circulated among the IPP members and staff. Presentations are expected to be around 15-20 minutes; nevertheless, they tend to become shorter as the group becomes more acquainted with the projects (the longer the presentation, the less time for discussion). Discussions usually follow a pattern of focusing first on the title, then on the outline, and finally on the written sample circulated and any issues currently addressed and problems to be solved.

Respondent Role

From the beginning of the first year (Semester 2) presenters are designated with a fellow IPP member as their 'respondent'. The purpose is to facilitate a productive discussion and constructive engagement among members' projects: the respondent is asked to carefully consider the materials circulated by the presenter, and to prepare a written response, which should be circulated by the respondent a day prior to the session. After the presenter clarifies or expands on the issues raised by the response, the discussion is opened up to all participants.

A response might include a recapitulation (very briefly) of what appear to be the materials' key points or arguments; comments and questions on the project's outline/table of contents, followed by a response to the text itself and the bibliography, including an attempt to address any questions/problems identified by the presenter in the circulated materials; and a conclusion with two or three specific questions addressing central points of the project.

Minutes (*Protokoll*)

Members of the colloquium are asked to take the minutes of the discussion of the presentations (though not the presentations themselves) in turns. The purpose of the minutes is to make it easier afterwards for the presenter to work through what has been discussed in the colloquium by having the most important results of the discussion in written form. The minutes should not be verbatim reproductions, but rather capture the essential points and questions raised. The minutes may include the name of the person who raises the question or point. The responses of the presenter should also be recorded.

The minutes should be as objective as possible, neither selecting nor evaluating the points or questions raised. When the title of a book or article is mentioned during the discussion, the title should be given in the minutes **together with bibliographical information**. Minutes should be sent to the IPP cohort mailing list **within a week of the colloquium**.

Curriculum and Semester Plan

The table below will give you an overall view of the IPP curriculum and the courses offered by the IPP and its affiliated programmes. Detailed semester-by-semester information on the course requirements follows the table.

| Semester | Course | Type of course | Aims |
|----------|---|---------------------------------|---|
| 1 – 6 | IPP Colloquium | Obligatory | To ensure steady progress towards the completion of the dissertation |
| | One workshop and/or master class | Obligatory | To work on specific topics in literary and cultural studies and to exchange ideas with distinguished scholars |
| | GGK Section or GCSC Research Area meetings | Obligatory | To read and discuss seminal texts in literary and cultural studies; to organize workshops or conferences |
| | IPP/GCSC Keynote Lectures | Strongly Encouraged | To learn more about current research, to stay informed about approaches other than your own, and to get in touch with renowned scholars |
| | GCSC Teaching Centre workshops | Voluntary | To gain teaching skills |
| | GCSC Career Service workshops | Voluntary | To gain professional qualifications |
| 1 | Core course | Obligatory | To determine the focus of the dissertation and to identify a methodological and theoretical framework |
| 3 | Intermediate course | Obligatory | To deal with compositional issues and to discuss specific questions concerning the dissertation |
| | One international summer school (see Multilateral Cooperations) | Voluntary | To present research projects/academic papers in an excellent, international context |
| 5 / 6 | The PhD Defence Course | Voluntary (5) Obligatory (6) | To assist the members in getting prepared for the doctoral defence. |

Semester 1

Colloquium

Materials to circulate: Summary introduction to the project, outlining the area of research, and including:

- Three primary goals
- At least three key questions
- The key concepts used in the study
- Methods and approach
- Problems and issues
- Preliminary table of contents
- Full working bibliography

Presentation: 15-20-minute spoken introduction, drawing on the materials circulated. Powerpoint is advised, though not compulsory. Please inform the IPP team of any required equipment or technical assistance ahead of time (laptop, beamer, speakers, etc.).

Obligatory courses and activities

- Core course/*Grundkurs Promotion*
- One workshop and/or master class
- Participation in at least one of the GGK Sections or a GCSC Research Area

Voluntary courses

- IPP Workshop Series
- GCSC Teaching Centre courses
- GCSC Career Service courses
- Regular attendance of Keynote Lectures is encouraged

Necessary official procedures

- Apply to JLU
- Enrol at JLU
- Get student chip card

Semester 2

Colloquium

Materials to circulate: Summary progress report on the project, responding to or incorporating feedback from the first colloquium presentation, providing all the same components as in the first semester (see above) and additionally including:

- Proposed primary corpus
- Revised outline/table of contents
- Clear conception of the chosen methods

Presentation: as in Semester 1

Respondent role: In Semester 2, designated IPP members respond to one another's work in progress. Please see the section on the respondent role.

Obligatory courses and activities

- One workshop and/or master class
- Participation in at least one of the GGK Sections or a GCSC Research Area

Voluntary courses

- GCSC Teaching Centre courses
- GCSC Career Service courses
- Regular attendance of Keynote Lectures
- Active participation in one of the associated summer schools (Hermes/ESSCS – see section on Multilateral Cooperation)

Semester 3

Colloquium

Materials to circulate (around 15 pages in total):

- Up-to-date table of contents/outline, highlighting any changes made
- List of current problems/issues
- 10-page text of work in progress or most suitable for discussion (i.e., chapter extract). It is recommended that in either Semester 3 or 4, you submit a provisional “Introduction”
- Full, extended working bibliography (not included in the page count).

Presentation: As in Semesters 1 and 2, with an explanation of changes made to general outline, elaboration of current problems, and contextualising information on the place of the writing sample in the dissertation as a whole.

Respondent role: As in Semester 2. Please see the section on the Respondent Role.

Obligatory courses and activities

- Intermediate course/*Aufbaukurs*
- One workshop and/or master class
- Participation in at least one of the GGK Sections or a GCSC Research Area

Voluntary courses

As in previous semesters

Necessary official procedures

- **Hand in a copy of your official letter of acceptance as doctoral student (*Annahme als Doktorand/in*) at the JLU (issued by the Academic Examinations Office/*Akademisches Prüfungsamt*) to the IPP – or contact the IPP to let us know the stage you are at.**
- Ensure that you have a second supervisor/examiner in place by this stage.

Semester 4

Colloquium

Materials to circulate: As in Semester 3, with a 10-15-page new chapter/sub-chapter (or extract) in progress.

Presentation: As in previous semesters. Because it is expected that as the colloquium becomes acquainted with the group's projects, presentations are likely to become shorter, without requiring substantial introduction to the project as a whole, but rather to significant changes, or current problems/issues.

Respondent role: As in Semester 2. Please see the section on the Respondent Role.

Obligatory courses and activities

- One workshop and/or master class
- Participation in at least one of the GGK Sections or a GCSC Research Area

Voluntary courses

As in previous semesters



Semester 5

Colloquium

Materials to circulate: As in Semesters 3 and 4, with a 10-15-page new chapter/sub-chapter (or extract) in progress.

Presentation: As in Semesters 3 and 4.

Respondent role: As previously. Please see the section on the Respondent Role.

Obligatory courses and activities

- As previously, though it is expected that in the final year of the PhD, researchers will reduce participation in master classes, seminars, etc., as they move into the *Endphase*.
- Participation in the PhD Defence Course (*Disputationskurs*) either in this semester, or in Semester 6, depending on availability.

Necessary official procedures

- Apply for permission to be admitted for the award of PhD (*Antrag auf Zulassung zur Promotion*) at the Academic Examinations Office (*Akademisches Prüfungsamt*) at least six months before submission of the dissertation. There is a fee of €100, though exemption may be possible on formal request.

Semester 6

Please note: Although participation in the colloquium in Semester 6 remains compulsory, circulating materials and giving a presentation is **voluntary**, to allow researchers to focus on their final writing stages when necessary.

Colloquium

Materials to circulate:

- As in previous semesters, but with the current table of contents, indicating which chapters/sub-chapters have been completed (marked with an 'A'); those that are near completion (marked with a 'B'); and those yet to be written (marked with a 'C').
- A 10-15-page new chapter/sub-chapter (or extract) in progress.

Presentation: As in previous semesters

Obligatory courses and activities

- Participation in the PhD Defence Course (*Disputationskurs*), if not taken in the previous semester.

Necessary Official Procedures (General Information)

- Gain approval for your commission for the defence, by writing a letter to the current Dean of the Faculty of Humanities, the IPP can provide you a template letter for this purpose. Your commission should include 5 examiners, as follows:
 - The current Dean or an authorised representative;
 - Your first supervisor;
 - Your second supervisor;
 - Two '*fachfremde*' examiners (i.e., examiners drawn from other disciplines, though they may come from the JLU). If the Dean is already *fachfremd*, one of these two other examiners is allowed to be from your own discipline.

- **In case you have an external second supervisor (outside the JLU), please contact the IPP team before arranging your defence.**

- Once the *Zulassung zur Promotion* (see above) has been confirmed, it is possible to submit the dissertation (six bound copies) to the *Akademisches Prüfungsamt*. The *Prüfungsamt* will send a copy each to your supervisor and second supervisor, who will need to write an assessment (*Gutachten*) of the dissertation to submit to the *Prüfungsamt*. It can accelerate the process if you print and send on copies of your dissertation personally to your supervisors.
- Please hand in an additional copy of your dissertation to the IPP (either in print or in an electronic form).
- Once the assessments have been received by the *Prüfungsamt* and your Commission has been authorised, the *Auslage der Dissertation* starts. It is the period in which the dissertation is held at the Examinations Office where it may be read by any active professors at the university. The period lasts for two weeks within term-time, or one month if the period includes a semester break.
- The Defence can be arranged within the *Auslage* period, for any time after the *Auslage* is completed.

- **Please inform the IPP of the date of your defence and the final title of your dissertation.**

- Please bear in mind that, when it comes to the official procedures regarding submission of your thesis and defence, these guidelines are there for your orientation. Near the start of the submission process, you will have to get in touch with the *Akademisches Prüfungsamt* that will be able to provide you with the current information and guide you through the process of submission and defence.

Sections are part of the programme of the Giessen Graduate Centre for the Humanities (GGK). They are bottom-up foundations of postgraduate students who work in the field of literary and cultural studies and are subject to change according to the researchers' interests. The GGK's sections serve as forums where young scholars – doctoral candidates, post-docs, and other students at an advanced level of study – can present their research projects and collaborate on fundamental, interdisciplinary questions. Members can, for example, make use of the administrative and financial support of the GGK to arrange for guest speakers and conferences on salient topics, or to prepare research done in sections for publication. New members are of course welcome to join at any time, or to visit a meeting as guests. Simply get in touch with the section's contact person via email.



You will find the updated list of GGK Sections with the current speakers online:
<https://www.uni-giessen.de/faculties/ggkgetcsc/research/research-groups/sections>

In addition to GGK sections, **Working Groups** (Arbeitsgruppen or AGs) are also active forums for scholarly exchange. Participation is not obligatory but encouraged. Working Groups are hybrid structures that collaborate with other parts of the graduate centre. An AG can serve as a forum for handling a topic.

The current list of Working Groups can be found online as well:

<https://www.uni-giessen.de/faculties/ggkgetcsc/research/research-groups/ggk-working-groups>

In collaboration with GGK Sections and Working Groups, IPP members are welcome and encouraged to join one of the GCSC **Research Areas (RA)**, the central forums for concept-based research at the centre. Together with fellow doctoral researchers, GCSC and IPP members can organise projects and events related to their work on concepts in the study of culture and thereby gain further valuable qualifications.

Further Information about each RA can be found following the links on this page:

<https://www.uni-giessen.de/faculties/ggkgetcsc/research/research-groups/gcsc-research-areas>

Partners and Networks

Affiliated Departments at the JLU

The IPP is affiliated with the Faculty of Language, Literature and Culture (*FB 05*) at the JLU and, at the same time, collaborates with various national and international research institutions. At the university, the IPP is closely connected to the following departments:

- English and American Studies
- German Studies
- Romance Studies
- Slavic Studies
- Comparative Literary Studies
- Theatre Studies

Teaching Undergraduate Courses at the Departments

At the beginning of each semester, the Department of English and American Studies invites proposals for seminars according to their relevant modules for the following semester. It may also be possible to arrange to teach a seminar in other departments, though this is generally done on an individual basis – for example, by arrangement with one’s supervisor (if active in the respective department) or the head of the department. Members of the IPP are encouraged to take advantage of this opportunity to gain invaluable experience in teaching an undergraduate course at one of the departments of the JLU.



Affiliated Institutions at the JLU

The International Graduate Centre for the Study of Culture (GCSC)

The International Graduate Centre for the Study of Culture is a 3-year doctoral programme in the study of culture that aims to establish optimum conditions for postgraduate students in the Faculties of History and Cultural Studies, Social Sciences and Cultural Studies as well as Language, Literature and Culture.

Centre for Media and Interactivity (ZMI)

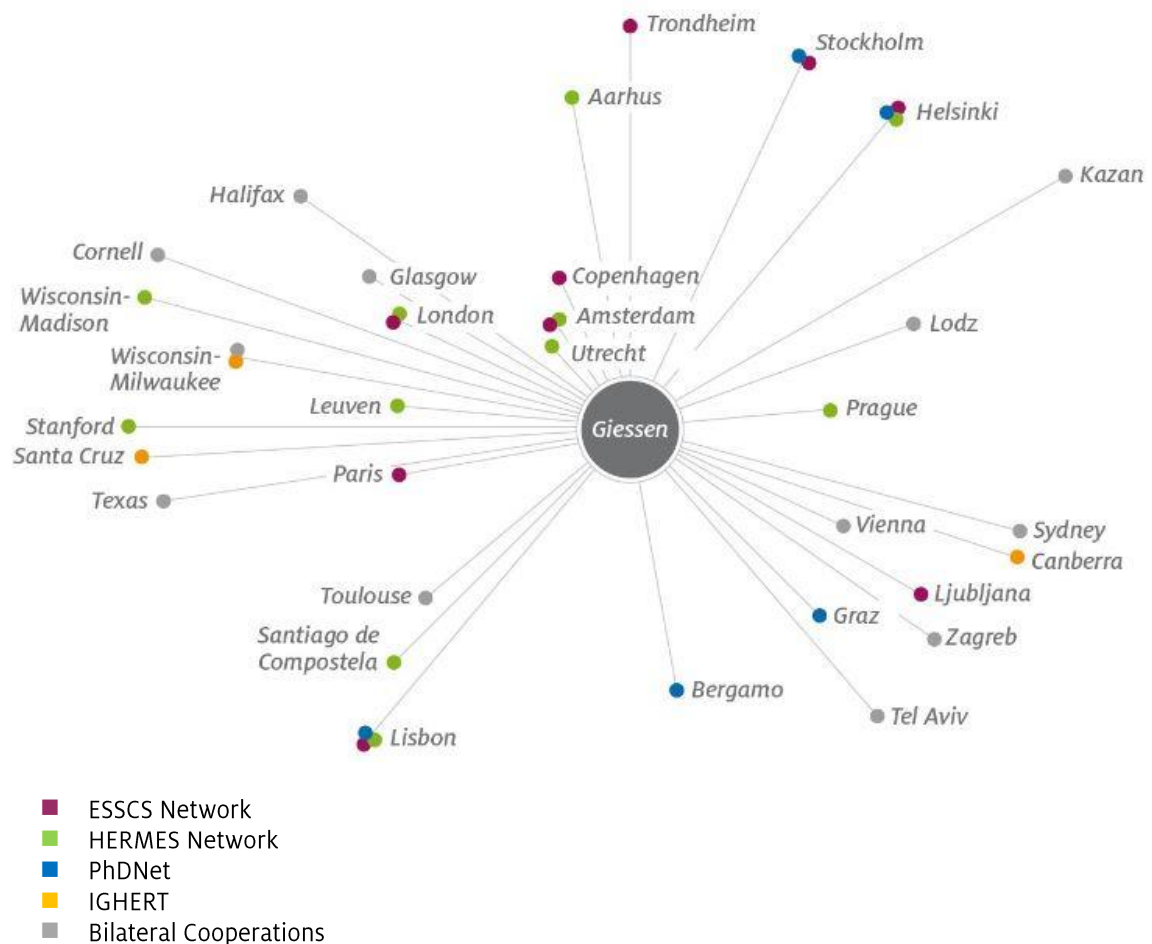
The Centre for Media and Interactivity is involved in research on questions concerning media. It focuses on the concept of interactivity and the diverse effects of interactive digital media in society, politics, economics, culture and science. The ZMI researches projects, tests interactive platforms, holds conferences and workshops, and edits publications such as the book series 'Interaktiva' with the Campus Verlag.

Centre for Eastern-European Studies (GiZo)

The Centre for Eastern-European Studies was founded in July 2006 and organises research and teaching in the humanities on the countries of Eastern Europe. The GiZo profile profits from a strong university tradition of Eastern European research in cultural, political, social sciences, economics, law and agricultural sciences. The centre is based on a regional concept of 'Eastern Europe', which is taken to include Turkey and the Turkic-speaking regions of the former Soviet Union, as well as Central Eastern, South-Eastern and Eastern Europe. Building on this concept, the GiZo seeks to describe, analyse and evaluate Eastern Europe within the context of Europe as a whole.

International Networks

IPP members benefit from the programme’s well-established international networks with top-level research institutions around the world. The IPP participates in four multi-lateral networks (Lisbon Consortium, ESSCS, Hermes and PhDnet) and numerous bilateral collaborations. These networks promote lively exchange between doctoral students and junior as well as senior scholars world-wide, thus integrating IPP members into the international academic community. The IPP cooperates closely with the GCSC in the systematic development and expansion of international collaborations with top-ranking universities.



The internationalisation of postgraduate studies is one of the IPP’s key policies and opens up a broad spectrum of opportunities to our members, from cooperation on conferences, to master classes, to the possibility of exchange with doctoral researchers at other institutions. Moreover, we encourage international co-supervision of PhD-projects (‘Cotutelle’) when this is of clear benefit to a specific project.

Bilateral Exchanges

The IPP is strongly committed to promoting the internationalisation of postgraduate education and maintains numerous bilateral partnerships with universities and research institutions around the world. Activities within these collaborative ventures include jointly organised conferences and symposia, the exchange of scholars and students and binational PhD-supervision agreements. The IPP collaborates with the following international partners:

- University of Helsinki (Finland)
- University of Stockholm (Sweden)
- Lund University (Sweden)
- University of Southern Denmark Kolding/Odense (Denmark)
- University of Łódź (Poland)
- Kazan State University (Tatarstan, Russian Federation)
- Charles University in Prague (Czech Republic)
- University of Salzburg (Austria)
- University of Graz (Austria)
- University of Zurich (Switzerland)
- University of Berne (Switzerland)
- University of Barcelona (Spain)
- The Carlos III University of Madrid (Spain)
- University of Zaragoza (Spain)
- University of Bergamo (Italy)
- University of Louvain (Belgium)
- University of Tours (France)
- Cardiff University (Great Britain)

Multilateral Cooperation

The IPP is a member of four multilateral networks that provide PhD students with further possibilities to participate in academic events such as summer schools and international conferences. These networks offer a great variety of different forums for presenting work in progress and receiving feedback from international scholars.

ESSCS

The European Summer School in Cultural Studies (ESSCS) is a network-based seminar for interdisciplinary research training in the fields of art and culture, organised by four institutions alongside IPP and GCSC:

- Copenhagen Doctoral School in Cultural Studies, Literature and the Arts (Denmark)
- Amsterdam School of Cultural Analysis (ASCA) (Netherlands)
- École Doctorale Esthétique, sciences et technologies des arts, Université de Paris VIII (France)
- The Lisbon Consortium (Portugal)
- Institutum Studiorum Humanitatis Ljubljana (Slovenia)
- PhD Programme in Humanities and the Arts, University of Trondheim (Norway)

Summer school sessions are hosted alternately by the partner institutions.

HERMES

HERMES is a European network of scholars working in the field of Literary, Aesthetic and Cultural Studies. The network is particularly dedicated to offering a research-oriented intellectual community where PhD students and senior staff members from all over Europe can engage in debates on current issues in their particular fields. HERMES, therefore, organises symposia and seminars where senior and junior scholars meet in order to exchange ideas on current research and to plan new projects. Our cooperative partners are:

- University College London (Great Britain)
- The Netherlands Graduate School for Literary Studies (OSL): Leiden University, Maastricht University, University of Nijmegen, Tilburg University, Utrecht University, Vrije Universiteit Amsterdam (Netherlands)
- University of Åarhus (Denmark)
- University of Helsinki (Finland)
- University of Montpellier (France)
- Leuven University (Belgium)
- Charles University in Prague (Czech Republic)
- University of Lisbon (Portugal)
- University of Santiago de Compostela (Spain)
- University of Wisconsin-Madison (USA)

Lisbon Consortium Summer School

The Lisbon Summer School for the Study of Culture is the annual meeting of the Lisbon Consortium's MA and PhD Program in Culture Studies, bringing together leading scholars in the field of culture and doctoral students and researchers from all around the world.

European PhDnet “Literary and Cultural Studies”

IPP members can participate in the European PhDnet “*Literary and Cultural Studies*” thus pursuing their doctoral studies at the JLU Giessen and one of the four partner institutions, where their projects are jointly supervised within a ‘Cotutelle’ framework. They are awarded bi-national degrees. Applications are accepted every three years, at the beginning of each new cycle. The five European partner institutions are:

- The Research Program for Philosophy, Arts, and Society, Helsinki (Finland)
- PhD Program in Culture Studies, Catholic University of Portugal, Lisbon (Portugal)
- Doctorate School of Humanities, University of Bergamo (Italy)
- Department of Baltic Languages, Finnish and German, University of Stockholm (Sweden)
- Center for Cultural Studies, Karl Franzens University of Graz (Austria)
- School of Modern Languages and Cultures, University of Warwick (UK)

The institutions alternately host symposia and conferences for PhDnet students.



Services for IPP Members

Conference Experience and Travel Grants

Annual summer schools and conferences in the stimulating atmosphere of the beautiful castle of Rauischholzhausen (Giessen), as well as at partner institutions, promise intense academic discussions and help in forming life-long friendships with peers from all over the world. The IPP offers Summer School Coaching sessions for members preparing to deliver what may well be their first academic paper.

Any official IPP member can apply for a travel-expenses claim for conferences, summer schools and research trips. In order to receive financial support for such academic events, you must either present a paper or be involved in organizing the event. However, exceptions may be negotiated on a case-to-case basis.

Reimbursements may be claimed for the following expenses:

- travel tickets (including public transportation)
- conference fees
- accommodation costs
- Visa fees

Please note that original receipts must be provided for all claims. Journeys by train will generally be reimbursed at the rate of second-class travel (the most economic option). The purchase of a discount card (*BahnCard 25, 50*) is strongly suggested.

In order to ensure the smooth processing of your application, please bear the following points in mind:

1. Always favour the most economic, that is, the most cost-saving travel option (even if this means you may not have a direct flight, for example). As the prices for flights tend to vary considerably, please check with the IPP coordinator (when in doubt) if the price is reasonable before you make your application.
2. Hand in your application *well in advance* (at least six weeks earlier) and *before* making any reservations. Otherwise, there might not be enough time for the IPP to assess your application. Check our website for the **Travel Claim Form** in the “Financial Support” Section.
3. Please bear in mind that once the travel claim has been approved, we cannot reimburse any further costs (e.g., if the flight tickets get more expensive than you estimated).
4. The IPP does not cover memberships to academic associations.

The IPP director and coordinator will examine each application with care and will make their decision with reference to the following criteria for support:

- academic quality
- relevance of the event or travel for your research project

- the IPP's goal of furthering doctoral students' experience and skills in presenting and publishing papers
- the IPP's goal of establishing and maintaining international networks through its members' active engagement in international events, conferences and research trips.

In order to apply, please fill in the Travel Claim Form, which can be downloaded from the GGK/GCSC webpage following *Support → Financial Support → Travel Grants: IPP*. Please note that in order to receive the reimbursement, **you are required to submit a written report on your conference/summer school trip or research stay to the IPP coordinator within four weeks of your return.**

Native Speaker Editorial Support

The IPP offers editorial support for those programme members who write their dissertation in a language other than their mother tongue.

If you are a native speaker of German writing your dissertation in English or in the language of your academic discipline (except German), or if you are a native speaker of a language other than German writing your dissertation in German or in the language of your academic discipline (except your mother tongue), you are eligible to apply for editorial support by a native speaker to proof-read your thesis.

Applications must include

- a letter of motivation with detailed outline of the necessity of the native speaker editorial support including estimated costs of this support
- an outline of the dissertation project and select bibliography
- a letter by the first supervisor to support the necessity of the native speaker editorial assistance including statement on the applicant's progress
- the designated editor's name and address

Applications will be accepted throughout the academic year. Bear in mind that applications can only be considered if they are submitted to the IPP (a) prior to the proofreading process, and (b) well in advance so that the IPP has enough time to review and decide about them.

If your application is successful, you will receive a one-time payment of up to €500 to be used towards the actual costs for editorial support.

Publishing Opportunities

Several volumes of collected essays on seminal topics in literary and cultural studies have emanated from the IPP, bringing together contributions from renowned scholars and PhD

students. There are particularly close links with two publishers: Wissenschaftlicher Verlag Trier (WVT) and De Gruyter (Berlin and New York).

The conferences and symposia co-organized by the IPP often result in conference proceedings. Postgraduate students' contributions are usually considered for publication in these proceedings and thus offer IPP members many opportunities to gain their first academic publications.

Further publishing opportunities are provided by the GGK online journal *KULT_online* (<https://journals.ub.uni-giessen.de/kult-online/>) which invites PhD students to write reviews on recent publications and the GCSC peer-review online journal *On_Culture: The Open Journal for the Study of Culture* (<https://www.on-culture.org/>). *On_Culture* is a biannual, peer-reviewed academic e-Journal created and edited by doctoral researchers, postdocs and professors working at the GCSC. The journal offers numerous opportunities to contribute: calls for abstracts released biannually seek contributors of peer-reviewed academic articles, essay. Perspectives pertaining to all issue topics are welcome at any time.

Accompanying courses in academic writing will also provide excellent supervision and help to acquire expertise in the various academic genres that should be part of a convincing publishing portfolio.

The IPP Library

The IPP library is located in the GGK/GCSC building (Room 120) and holds a collection of relevant books from the field of Literary and Cultural Studies, including the complete ELCH-series, as well as works of reference and handbooks. The list of the books can be found on our website following *IPP → Support for Members*.

To ensure an optimal availability of our stock to all IPP members, books may only be borrowed for a limited period. The regular loan is one month. Before expiration of the time limit, you can extend the deadline for a second month by e-mailing ipp@uni-giessen.de.

We also encourage you to suggest publications for acquisition to the *Universitätsbibliothek*.



German Language Courses

Although learning German might not look like a ‘must’ at the beginning of your studies, it will in due course prove to be quite useful, not only because it will make daily life in Germany easier – and, of course, more enjoyable – but also because it is always good to be prepared for German-language situations in academia.

At the same time, keep in mind that you will be required to obtain at least a **B1** German proficiency level before your defence, according to faculty regulations.

Every semester, the International Office (*Akademisches Auslandsamt*) offers German language courses to those members who plan to improve their skills. Within each course, there are 4 hours of instruction per week, catering to various levels of language competence. Doctoral students are required to pay a nominal fee for these classes: in the Winter Semester, about €175, and in the Summer Semester about €158. The IPP can, however, reimburse these costs (please retain receipts).

Classes run from October to February and from April to July (i.e. during the academic semester) in the evenings – as a rule, on Tuesdays and Thursdays, 18:15–19:45 (each class lasting for 90 minutes or, in German, a *Doppelstunde* or ‘double hour’). Admission to the courses is based on a test at the start of the semester.

Further information on the current schedule of the classes is available at:

<http://www.uni-giessen.de/international-pages/language-courses/in/>



Scholarships and Funding

While the IPP cannot offer any scholarships, it does grant counselling on funding opportunities to its members and supports them in the process of applying for scholarships. The following are among the most important sources of funding available:

DAAD – Deutscher Akademischer Austausch Dienst

Most of our international members are funded by the DAAD (German Academic Exchange Service). Please find more information at: www.daad.de

A constantly updated overview of the various types of funding offered by the DAAD and other funding organisations can be easily accessed when using the DAAD scholarship database at:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/>

Studienstiftung des Deutschen Volkes

The Studienstiftung des Deutschen Volkes offers scholarships for students and doctoral researchers. In the case of the doctoral researchers, the Stiftung can finance German citizens as well as international citizens who are obtaining their degree at a German institution. Further information is available on the website: <https://www.studienstiftung.de>

Alfred-Toepfer-Stiftung F.V.S.

The Alfred-Toepfer-Stiftung promotes the last steps of postgraduate study. The scholarship of the foundation includes mostly a one-year PhD financing for students under 30 years of age from Central and Eastern European countries who plan to finish their studies in Germany. German students can also apply for a one-year study visit in Central and Eastern European countries. Further information: www.toepfer-fvs.de

Friedrich-Ebert-Stiftung

The Friedrich-Ebert-Stiftung is one of the biggest and oldest foundations in Germany. It supports political and social education based on democracy and pluralism for people of all areas. More information: www.fes.de

Friedrich-Naumann-Stiftung

The Friedrich-Naumann-Stiftung supports highly qualified students with political and social commitments and positive personal qualities, like reliability, motivation and decisiveness. For more information, www.freiheit.org

Heinrich-Böll-Stiftung e.V.

The Heinrich-Böll-Stiftung supports students and postgraduates of all faculties and nationalities in all universities or universities of applied sciences. Further information: www.boell.de

Hertie-Stiftung

The non-profit foundation Hertie-Stiftung is one of the biggest private foundations in Germany. In its fields of focus – Neurosciences, European Integration and Learning Democracy –, the foundation seeks for new solutions and helps towards their practical implementation. Find more information at www.ghst.de

Konrad-Adenauer-Stiftung

The Konrad-Adenauer-Stiftung supports political education and the European Unity on the national and international level. For more: www.kas.de

Rosa-Luxemburg-Stiftung

The Rosa-Luxemburg-Stiftung is a foundation closely related to the German left-wing party Die Linke. Further information: www.rosalux.de



Giessen is a city of around 90,000 inhabitants, with two universities and a student population of around 25,000. It is a very liveable city, easily (and best) travelled by bicycle or bus – which is free, as are all regional trains in the state of Hessen with a student card. Without being a tourist attraction, Giessen has many advantages for its residents: the oldest Botanical Garden in Germany as well as some other green parks, open-air swimming pools, and some excellent restaurants and pubs (or *Kneipe*). While nearby Frankfurt offers by far the richest arts and cultural scene, and Marburg is closer to the tourist-image of a fairy-tale German town (with an excellent Christmas Market or *Weihnachtsmarkt*), Giessen, located in the middle, has numerous cultural institutions and activities to offer:



The *Giessen Municipal Theatre* offers a broad repertoire of opera, musical, operetta, classical and modern drama, and modern dance theatre on two stages. An online season brochure you can find at: www.stadttheater-giessen.de

Liebig Museum is located in what was once Justus von Liebig's famous laboratory. The father of modern experimental chemistry, Justus Liebig taught at the JLU from 1824-1852 and gave to the world baking powder, fertilizers, chloroform, and meat extract.

Das *Mathematikum*, the Mathematical Science Centre, offers a fun and scientific opportunity for relaxation. Its permanent exhibition is child-friendly but educational for all ages, and temporary exhibitions explore the relationship between mathematics and other fields, such as natural sciences.

The Campus Sports Association (AHS) organizes a broad range of sporting activities every semester. There are also many regional sports associations with interesting programs that welcome new members: www.uni-giessen.de/ahs/cms/

And if you play a musical instrument, the JLU's University Orchestra invites you to join in. A full-size symphony orchestra, it is made up of students as well as university teaching and ancillary staff.

Bookstores and Libraries

- *IPP Library*, GGK/GCSC Building
- *University Library*, Philosophikum I, JLU
- *City Library (Stadtbibliothek Gießen)*, Berliner Platz 1
- *Universitätsbuchhandlung Holderer*, Neuen Weg 4
- *Thalia* in the main shopping street, Seltersweg 54
- *Lehmanns Fachbuchhandlung*, Frankfurter Straße 42
- *Rickersche Universitätsbuchhandlung*, Ludwigsplatz 12
- *UpToDate*, Wilsonstraße 11

Giessen Newspapers

The *Gießener Anzeiger* (www.giessener-anzeiger.de) and the *Gießener Allgemeine* (www.giessener-allgemeine.de) offer regional and worldwide news as well as an ad section.

Free magazine *Express* can be picked up for free all around the town and offers up-to-date information on what is going on in Giessen: concerts, cinema, parties, and classified advertisement. It is available online – www.marbuch-verlag.de – and is one of the best sources of regularly updated accommodation adverts.



International PhD Programme
Literary and Cultural Studies

Useful Addresses

The IPP Team

Otto-Behaghel-Str. 12

Rooms 120 and 121

Tel. 0641-99-30044 / 0641-99-30055

Fax. 0641-99-30047

<https://www.uni-giessen.de/en/faculties/ggkgcsc/graduateprogrammes/ipp/index>

International Graduate Centre for the Study of Culture (GCSC)

Otto-Behaghel-Str. 12

Tel. 0641-99-30044

Fax. 0641-99-30049

<https://www.uni-giessen.de/en/faculties/ggkgcsc/graduateprogrammes/gcsc>

Application, admission, and enrolment of the international students

Registration Office

Goethestraße 58, Room 7

Tel: 0641 99 16400

E-Mail: international.admission@admin.uni-giessen.de

Counseling of International PhD Students

International Office (Akademisches Auslandsamt)

Goethestraße 58, Room 21

Tel: 0641 99 12172

E-Mail: promotionsstudium-international@uni-giessen.de

The Academic Examinations Office (Akademisches Prüfungsamt Geisteswissenschaften)

Frau Ute Rittinger

Leihgesterner Weg 52

Tel: 0641 99 18200

E-Mail: pruefungsamt.geisteswissenschaften@admin.uni-giessen.de

Giessen City Hall

Stadtbüro der Stadt Gießen

Berliner Platz 1

Tel. 0641 306-1234



International PhD Programme
Literary and Cultural Studies

14th Edition, October 2023