

GESS

Graduate School
of Economic and
Social Sciences

 UNIVERSITY
OF MANNHEIM



CDSS Guidebook

2020/2021

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1. General Overview

1.1. Graduate School of Economic and Social Sciences (GESS)

The [GESS](#) is a central research institution of the [University of Mannheim](#). All GESS faculty is anchored at the department or school level of the university, making the professors full members of the respective departments or schools.

The GESS integrates the disciplines of business, economics and the social sciences into a coherent curriculum, making it one of the few graduate schools worldwide that foster the exchange of ideas, methods and research-approaches across the boundaries of the economic and social sciences. It comprises

- the [Center for Doctoral Studies in Business \(CDSB\)](#)
- the [Center for Doctoral Studies in Economics \(CDSE\)](#)
- the [Center for Doctoral Studies in Social and Behavioral Sciences \(CDSS\)](#)

The graduate school is characterized by a joint focus on empirical and quantitative methods and their applications in the respective disciplines.

Within this framework, the GESS has established an internationally competitive structured doctoral program contributing to the strong scientific reputation of the University of Mannheim. Former GESS students have taken up (assistant) professorships and post-doc positions at internationally leading academic institutions as well as positions in renowned international organizations and in the private sector.

The GESS is governed by the [GESS Board of Directors](#) and advised by a number of additional committees and boards.

1.2. Center for Doctoral Studies in Social and Behavioral Sciences (CDSS)

The CDSS is providing an English-taught doctoral program in political science, psychology, and sociology.

The CDSS collaborates with several research institutions:

- The Mannheim Center for European Social Research (MZES) - as the university's largest research institute, the MZES is dedicated to the study of European societies and political systems, <http://www.mzes.uni-mannheim.de>
- The German Research Foundation research group '[Statistical Modeling in Psychology \(SMiP\)](#)'
The Collaborative Research Center 884 – Political Economy of Reforms, <http://reforms.uni-mannheim.de/>
- The Otto-Selz-Institute for Applied Psychology, <http://www.osi.uni-mannheim.de>

Outside the university, the CDSS also cooperates with the [Leibniz Institute for the Social Sciences \(GESIS\)](#) and the Central Institute of Mental Health (ZI, <https://www.zi-mannheim.de/en.html>).

1.3. Financial support

The CDSS guarantees funding for three years. CDSS students usually obtain a GESS scholarship during the first year. During the subsequent two years, students are typically funded

- (1) by either a teaching and/or research assistantship (employment contract) at the University of Mannheim (or a different institution affiliated with the GESS) or
- (2) by a personal external scholarship.

The ongoing financial support depends on the successful completion of the first year.

2. The program

The first year is dedicated largely to taking advanced courses and developing the dissertation proposal. Once you pass the required first year core courses and the dissertation proposal gets accepted by the CDSS Admission and Assessment Committee (AAC), you are admitted as a doctoral candidate for further two years.

At the beginning of the first year, each student is assigned a member of the School of Social Sciences (or affiliated institutes) as a mentor. The mentor's role is to advise the student in the first year of studies with respect to courses and the development of the dissertation project. In most cases the first year mentor will become the thesis supervisor. Sometimes a thesis supervisor leaves the university before completion of the dissertation. Please get in contact with the Center Manager or the respective program director to discuss any questions that might arise out of this situation. At the beginning of the first year you and your mentor will be asked to sign the doctoral advising agreement called 'PhD Milestones'. This is the official advising agreement as well as work schedule of the three-year CDSS doctoral program. You will obtain a personalized version from the Center Manager.

The complete study regulations document is [available online](#).

2.1 Acknowledgement of publications

All published research articles must have a funding acknowledgement in form of a sentence as follows:

This work was supported by the University of Mannheim's Graduate School of Economic and Social Sciences.

3. Courses and course requirements

3.1. Course Registration

Register online for **elective** courses by using the registration form on the [CDSS Course Catalog](#) web page as well as the university portal. You are automatically registered for **core** courses.

The registration deadline is **August 25** for the fall term and **February 1** for the spring term. During the first three weeks of the semester, students may still add and drop courses. After the first three weeks, de-registrations are no longer accepted and students will be automatically registered for the exam in the respective course.

Furthermore it is important that you **clearly indicate** if you only wish to audit a course i.e. take the class for self-enrichment with no need for grade or credit points when registering for a course.

For CDSB or CDSE courses please register online via the center's course catalog. If you would like to take a course which is not in the GESS course catalog please contact your Center Manager.

3.2. Course requirements

In order to successfully pass the program, 180 ECTS points have to be accomplished of which 90 ECTS points are allocated for submission and defense of the doctoral thesis.

A detailed list of ECTS credit points required and assigned to courses/modules as well as grade tables are set out in the appendix of the applicable [study regulations](#) in conjunction with the [course catalog](#).

Bridge course

Choose a course offered by the CDSB and CDSE or from a different CDSS discipline. Please discuss your choice with your mentor first and inform the Center Manager accordingly.

English Academic Writing course

This course focuses on academic writing and is mandatory for all – native or non-native English speakers.

3.3. Evaluation

We are committed to improving our program and ask all students to carry out [evaluations](#) of courses attended. This is not only important as a personal feedback to the lecturer, but also for the development of the CDSS curriculum. The evaluation is anonymous.

3.4. Dissertation

After the successful completion of the course program and the thesis defense you will be awarded the degree *doctor rerum socialium* (Dr. rer. soc.).

Details about the thesis defense process are set out in the [doctoral degree regulations](#).

3.5. Studying abroad

After the completion of the course program students have the possibility to do part of their research abroad either at one of the partner universities of the School of Social Sciences or through contacts established by their supervisor.

3.6. Travel support

An annual research & travel budget of €300 (subject to change without prior notice) is foreseen for the duration of the program. The CDSS encourages students to present their work at top international conferences. However participation at congresses, workshops, summer schools, research stays, and some research activities such as e.g. incentives for participants in interviews or experiments can be reimbursed as well, if in doubt check with the Center Manager.

[For travel reimbursement the following rules apply.](#)

4. Working at the GESS

4.1. Office space

All CDSS PhD students are provided with a shared office space. Your office space is equipped with a desk and cabinet, a whiteboard, a phone and a laptop with the following software:

- Windows 7
- Microsoft Office
- Adobe Reader
- LaTeX
- R

4.2. Office supplies

The GESS provides some office materials, which can be obtained from the team assistant [Marion Lehnert](#) during office hours. Books for personal use cannot be financed by the GESS.

4.3. IT- Support

For IT related question or to install free-of-charge software on your laptop, please contact our IT administrator [Patrick Schmitt](#) (☎ extension -2235).

4.4. Making phone calls

To make an in-house call (within the university), just dial the respective 4-digit number (e.g. -2034 for the GESS team assistant). These calls are free of charge. For external calls please dial:

- '0' for work related calls
- '81' for private calls

A monthly invoice for your private calls will be issued by central administration. All official calls are sent to the GESS on a monthly itemized invoice stating all numbers called.

4.5. Sending and receiving mail

- **Internal mail:** Please use the brown paper envelopes available from the GESS office or at the university's post office.

- **External mail (for work related post only):** Please see the GESS team assistant.

Mail for CDSS students will be delivered by the university's postal service. Always include "Universität Mannheim, GESS" in the address field.

4.6. Libraries

Also known as "UB" ("Universitätsbibliothek"). The Mannheim University Library system consists of different libraries:

Library	Specialty	Loan period for registered GESS students
Schneckenhof (South entry)	InfoCenter (issues library ID card), Learning Center, Borrowing Mobile Devices	Laptops: 7 days Tablets & e-book readers: 14 days (renewals may be possible)
Schneckenhof (South entry)	Business Studies	One semester (renewals may be possible)
Ehrenhof	Economics, Accounting & Taxation, Law, History, Geography; Training classroom	One semester (renewals may be possible)
A3	Psychology, Psychological tests, Multimedia collection, Languages	One semester (renewals may be possible)
A5	Sociology, Political Science, Mathematics, Informatics	One semester (renewals may be possible)
Westflügel (Central Lending Library)	Literature on all disciplines, pick up desk for books from the closed stacks and inter-library loans	28 days (renewals may be possible)

Please check the web page for the current opening hours (<http://www.bib.uni-mannheim.de/en/>). All books, journals and databases of the libraries can be searched in the [library catalog](#).

The UB offers introductory sessions for GESS students and courses on citation management tools, authorship workshops, etc. Furthermore, you can use the publication platforms of the library: MADOC for (working) papers and your PhD thesis and MADATA for your research data.

Questions regarding the library can be addressed to the subject librarians:

Sociology, Political Science: Eugen Underberg, eugen.underberg@bib.uni-mannheim.de

Psychology: Angela Leichtweiß, angela.leichtweiss@bib.uni-mannheim.de

5. Studying in Mannheim for International Students – Before your arrival

5.1. International students: visa and entry requirements for Germany

A visa may be required to enter Germany. Please check the homepage of the [Federal Foreign Office](#) for all further information. If you require a visa, you must apply for it in person while still in your home country (or your country of residence).

Please make an appointment at the [embassy](#) and keep in mind that it can take weeks to get an appointment. It may then take another 6-8 weeks to get the visa, so please apply for it as soon as possible.

Please check the web page of the [Welcome Center](#) where you will find all relevant information.

5.2. International students: Welcome Center of the University of Mannheim

The Welcome Center is the central consultation and service point for international researchers at the University of Mannheim. In cooperation with the Center Managers of the GESS, they are happy to assist you in organizing your arrival in Mannheim.

The Welcome Center will send you a 'check-in questionnaire' in preparation for the Orientation Days, exact dates to be announced closer to the time.

International students please also refer to the Welcome Center's [web page](#) .

6. Studying in Mannheim – After your arrival

6.1. Enrollment

All doctoral candidates must enroll at the University of Mannheim.*

Full details about the process can be found [here](#). Your Center Manager will send you the necessary documents.

*Doctoral candidates employed by the University of Mannheim on work contracts of 50% or more (based on a full time position and according to the Collective Agreement for Public Service Employees of the German Länder (TV-L)) have the possibility to choose whether to enroll or be exempted from enrollment.

Furthermore **registration as a doctoral candidate** at the School of Social Sciences is mandatory and must be completed by at the very latest 30 November. Detailed information is available on the [CDSS web page](#).

6.2. ecUM

The ecUM (electronic card of the University of Mannheim) is your uni ID card.

Once you have charged the card at designated terminals, it can be used to pay for food at the university cafeteria or for photocopying. If you buy a 'Semesterticket' then the card also serves as your public transport ticket.

Go to the Info Center of the university library to get your ecUM. Don't forget to bring your passport and your letter of acceptance as a GESS PhD student.

With the ecUM you also get your user ID account which you will need to access your computer. The User ID will be issued at the same location. Ask them to print out your 'rumms account credentials'. In order to use your user account for e-mail, you will have to change the password and set up a security question. Please follow this link: passwort.uni-mannheim.de. The Welcome Center also offers a short manual upon request.

7. Living in Mannheim

7.1. Residency

You will find in depth information about the Mannheim housing market on the web page of the [Welcome Center](#).

The following neighborhoods are particularly popular among international researchers given their proximity to the university:

- Innenstadt (Inner City)/Quadrat/City
- Schwetzingen Vorstadt
- Lindenhof
- Neckarstadt-Ost
- Oststadt

However due to their central locations, rent in these neighborhoods will be more expensive. Neighborhoods such as e.g. Almenhof, Neckarau, Neuostheim, Feudenheim, Waldhof, Käfertal are well connected via public transport and worth considering as well.

Should you arrive in Mannheim before you can move into your apartment, the [youth hostel](#) offers (shared) rooms at a reasonable price.

7.2. Health Insurance

Please refer to the Welcome Center for all [information](#). Full information will be provided during the orientation program offered by the Welcome Center before the semester start.

7.3. Personal liability insurance (Haftpflichtversicherung)

The GESS strongly recommends that all PhD students take out personal liability insurance. In Germany, anyone can be held responsible for accidental damages inflicted upon a third party. More information on personal liability insurance is provided by the Welcome Center.

7.4. To Do for non-EU International Students I – Residence Permit from Foreigners' Office

The Welcome Center Team will assist new PhD students with obtaining a residence permit during the orientation meeting before classes start in September. You will find all necessary information [here](#).

Non-EU students need to register with the German authorities ('Ausländerbehörde'/Foreigners Office) to get a residence permit. The Foreigners Office is located in K7 (☎ +49-621-293-3221). Please note that non-EU students need to get a residence permit within 90 of their arrival – even if they have a visa!

- Do not allow your residence permit to expire and apply for an extension well in advance.
- Consult the Welcome Center whenever you need to go to the Foreigners Office: They'll help you.

7.5. To Do for International Students II – Registration with City Authorities

Within the first week of your arrival in Mannheim, you must register your address with the authorities ('Meldepflicht'). You will find all necessary information [here](#).

7.6. To Do for International Students III – Open Bank Account

In order to receive your scholarship/salary and pay your bills, you will need to open a German bank account. Follow the [link](#) provided by the Welcome Center to learn more about banking in Germany.

8. Miscellaneous

8.1. Gender & Diversity

At the GESS we celebrate the diverse backgrounds and ideas of our students and believe that these are the key to taking full advantage of human potential in all of its facets. We closely cooperate with the University Department of Gender Equality and Social Diversity to create, embed and continually develop sustainable equal opportunity structures.

The Gender and Diversity Committee is accompanying and monitoring our efforts in order to ensure that the GESS remains sensitive to matters relating to gender and diversity.

Further details as well as a list of committee members can be found on the web page of the [Gender & Diversity Committee](#).

8.2. Parents and children

The university has been certified as a family-friendly work and study environment ('Familiengerechte Hochschule').

Child care services provided by the University are

- The 'Kinderhaus' is part of the 'Studierendenwerk Mannheim' and currently offers 84 places for children between the ages of 1 and 6.
- The University of Mannheim and the Collaborative Research Center 884 offer a parent-child-office (in B6, 30-32), which can be used for self-organized care-taking.

8.3 Welcome Center German Language Courses

Every semester, the Welcome Center, in cooperation with the Service- und Marketing GmbH - DaF, offers German language courses exclusively for international scholars. Classes take place twice a week during the semester.

Consult the following website for up-to-date information on German language courses:
www.daf.uni-mannheim.de

9. Get in contact

- Marion Lehnert GESS team assistant (gess@uni-mannheim.de; ext. 2034; B6, 30-32 – room 253)
- Milanka Stojkovic CDSS Center Manager (cdss@uni-mannheim.de; ext. 2053; B6, 30-32 – room 252)