

Doctoral Study Programme ISY

Organization of Processes

Coordinator:
Dr. Roland Wittler
roland.wittler@uni-bielefeld.de



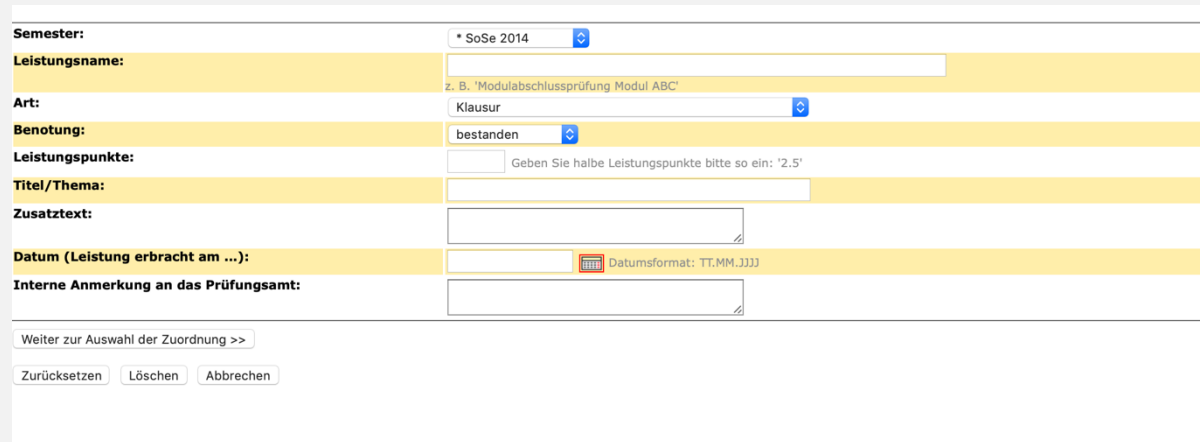
1. Overview: ISY PhD Completion – Prepare ekVV entries step by step

1. Updating: Ask group secretaries to update your BIS entry
 - You have to be registered in the BIS system as „teaching“ staff.
 - This enables PhD candidates to insert their activities during the PhD phase in the system.
2. Preparation: Enter your work in the BIS system/ekVV (see next page for details)
 - BIS login „Mitarbeiter“ → personal page in ekVV.
 - Select „Meine Ergebnismeldungen“.
 - Insert your work piece by piece: Leistungserfassung „ohne Veranstaltungsbezug“.
 - After finalizing the registration, save and inform the coordinator.
3. Confirmation: Transcript of records
 - Contact the coordinator. He will ask your supervisor to confirm the programme achievements.
4. Completion: Certifying of your PhD studies by coordinator.
 - Coordinator provides the certificate and transcript.

2. Preparation ISY Transcripts – Enter your work in the BIS system

- Open eKVV:
https://ekvv.uni-bielefeld.de/kvv_publ

- BIS login as *Mitarbeiter*
- Personal ekVV page for *Your Name*
- Meine Ergebnismeldungen
- Tab: „ohne Veranstaltungsbezug“
- Insert matriculation number and click OK



The screenshot shows a web form for entering work in the BIS system. The form is divided into several sections, each with a label and a corresponding input field or dropdown menu. The sections are: Semester (dropdown menu with 'SoSe 2014' selected), Leistungsname (text input field), Art (dropdown menu with 'Klausur' selected), Benotung (dropdown menu with 'bestanden' selected), Leistungspunkte (text input field with a hint 'Geben Sie halbe Leistungspunkte bitte so ein: '2.5''), Titel/Thema (text input field), Zusatztext (text input field), Datum (Leistung erbracht am ...) (text input field with a date picker icon and hint 'Datumsformat: TT.MM.JJJJ'), and Interne Anmerkung an das Prüfungsamt (text input field). Below the form, there are three buttons: 'Weiter zur Auswahl der Zuordnung >>', 'Zurücksetzen', 'Löschen', and 'Abbrechen'.

Insert completed work:

- Semester: *term*
- Leistungsname: e.g. *Journal publication, Conference publication, Conference presentation, Teaching, Tutoring, Scientific writing, Mentoring of master's thesis, ...*
- Art: *Teil des Promotionsstudiums (part of doctoral programme)*
- Benotung: *bestanden (passed)*
- Leistungspunkte: credit points, see next slides
- Titel/Thema: e.g. reference of paper (cf. PUB system), title of talk, ...
- Datum: *date of presentation, exam, workshop, ...*
- Weiter zur Auswahl der Zuordnung: *category*, see next slide
- Speichern: save

As soon as all credits have been inserted and saved, send the „draft“ of all inserted work

3. Distribution of credits

Completing the doctoral study programme ISY requires earning 30 credit points in the following areas (with minimum and maximum required credit points):

- | | |
|---|-------------|
| a) Advanced courses | (3–6 CP) |
| b) Research group seminars | (4–8 CP) |
| c) Organization of / participation in workshops | (max. 3 CP) |
| d) Tutoring/teaching | (4–8 CP) |
| e) Publications | (2–10 CP) |
| f) Supervising Master's, or Bachelor's theses | (max. 6 CP) |
| g) Additional extracurricular qualifications | (max. 6 CP) |

4. Acquisition of credits

Credit points can be acquired as follows (in case of questions, contact coordinator):

a) Advanced courses	
<i>ISY related lectures/seminars</i>	see eKVV
b) Research group seminars	
<i>participation</i>	1 CP
<i>presentation</i>	1 CP
c) Organization of / participation in workshops	30h work ~ 1 CP
d) Tutoring/teaching	1h/week ~ 2 CP
e) Publications	
<i>journal article (main authorship)</i>	4 CP
<i>conference contribution</i>	2 CP
<i>conference talk or poster</i>	1 CP
f) Supervising Master's / Bachelor's theses	3 CP / 1 CP
g) Additional extracurricular qualifications	
<i>softskill courses, PEP seminars</i>	30h work ~ 1 CP