Welcome at the Berlin Graduate School of Ancient Studies!

As a doctoral candidate at our Graduate School (BerGSAS), you will be pursuing your PhD at an interdisciplinary research association that is one of a kind in the field of ancient studies and related disciplines: the Berliner Antike-Kolleg.

The structured doctoral program at BerGSAS enables you to conduct independent research in an environment favorable to interdisciplinary exchange between doctoral candidates pursuing a common curriculum. Furthermore, each curriculum involves cooperation with renowned non-university research institutions, thus presenting you with a more hands-on approach to specific fields and a more in-depth look at particular subjects than would otherwise be possible in a PhD program.

To help you get started, we’ve put together this handbook full of important information especially for you. We hope you enjoy your time at BerGSAS and are able to work here intensively. We encourage you to take advantage of the opportunities that the Graduate School offers, so that you can leave BerGSAS with an outstanding dissertation to your name.

We wish you much success!

Prof. Dr. Cilliers Breytenbach
Spokesperson for the HU

Prof. Dr. Monika Trümper
Spokesperson for the FUB

Dr. Carmen Marcks-Jacobs
Coordinator for the HU

Dr. Regina Attula
Coordinator for the FUB
1. About us

The BerGSAS is the graduate school of the Berliner Antike-Kolleg. Here, among others, the doctoral scholarship holders of the Excellence Cluster 264 Topoi „The Formation and Transformation of Space and Knowledge in Ancient Civilizations“ (http://www.topoi.org) and of the Einstein Centre Chronoi (https://www.berliner-antike-kolleg.org/de/chronoi) are studying.

At BerGSAS you have a choice of five PhD programs:

» Ancient Languages and Texts (ALT)
» Ancient Objects and Visual Studies (AOViS)
» Ancient Philosophy and History of Ancient Science (APhil/HistAS)
» Landscape Archaeology and Architecture (LAA)
» Languages and Cultures of the Silk Road (SilkRoad)

As a doctoral candidate at BerGSAS you are enrolled either at the Freie Universität Berlin (FUB) or the Humboldt-Universität zu Berlin (HU).

On our website (http://berliner-antike-kolleg.org/en/bergsas) you will find everything you need to know about the Graduate School: recent announcements as well as information on organizational structure, personnel and study regulations.

2. GETTING STARTED


In addition you can contact the staff of the Dahlem Research School (DRS) or the Humboldt Graduate School (HGS).

**Dahlem Research School (DRS):**
At the DRS please contact Nejwa Bettaz, email: welcome-drs@fu-berlin.de; address: Hittorfstraße 16, 14195 Berlin; tel: +49 30 838 739 54. http://www.fu-berlin.de/sites/drs/about-us/contact/team/

**Humboldt Graduate School (HGS):**
At the HGS you will find useful information about the before mentioned topics (https://www.humboldt-graduate-school.de/en/aktuelles-en).

Students from abroad can find additional support at the International Scholar Services of the HU (https://www.international.hu-berlin.de/en/wissenschaftler/international-scholar-services).

3. DOCTORAL ADMISSION AND ENROLLMENT

There are several deadlines to be met when applying for doctoral admission at Freie Universität and at Humboldt-Universität and when enrolling. The letter of acceptance you received from BerGSAS contains the deadlines that apply to you.

The letter also specifies the date on which you are scheduled to be accepted into BerGSAS. You have a maximum of four weeks following your BerGSAS-acceptance date to apply for doctoral admission at the university. Once admission has been confirmed, you have another four weeks to enroll at the university. Please note that failure to meet the latter deadline will invalidate your doctoral admission!

a) **At the Freie Universität Berlin:**

Your application for doctoral admission at the FU should be filed with the department responsible for your field of study. You will need to present originals of your diplomas and language certificates along with your application.

Before applying, please consult the doctoral regulations that apply in your case to determine what language certificates you will need to present. Should your knowledge of English currently be below the level required for admission (refer to FAQ), you can take a placement test and then enroll in a course that will prepare you to pass the required exam.

Your application for doctoral admission at the HU should be filed with the faculty responsible for your field of study. Assignment to a faculty depends both on what field you want to earn your PhD in and what faculty your main dissertation supervisor belongs to. The forms and supplementary materials to be included in the doctoral admission application vary from faculty to faculty and are given in each faculty’s study regulations.

A list of all doctoral study regulations can be downloaded at ▶http://www.hu-berlin.de/promovierende/promotion/wn_prooord_html.

Detailed, faculty-specific information on applying for doctoral admission can be found at the following websites:

- Faculty of Arts and Humanities ▶https://fakultaeten.hu-berlin.de/de/philfak/lehre/promotion/info. The PhD Office resides in Friedrichstraße 191–193, 10117 Berlin, Room 3007A. Office hours: Tuesday and Thursday 10.00 a.m. – 12.00 a.m. and Wednesday 1.00 p.m. – 3.00 p.m., Tel: +49 30 2093 70506, email: promotionen.philfak@hu-berlin.de

- Faculty of Language, Literature and Humanities ▶https://fakultaeten.hu-berlin.de/de/sprachlit/lehre/Promotion_Habil. The PhD Office resides in Dorotheenstraße 24, 10117 Berlin, Room 3.208. Office hours: Monday 2.00 p.m. – 4.00 p.m., Tuesday 1.00 p.m. – 3.00 p.m. and Thursday 10.00 a.m. – 12.00 a.m., Tel: +49 30 2093 9688, email: uta.kabelitz@staff.hu-berlin.de

- Faculty of Humanities and Social Sciences ▶https://fakultaeten.hu-berlin.de/en/ksb/carrer/doctoralstudies. The PhD Office resides in Georgenstraße 47, 10117 Berlin, Room 1.25. Office hours: Tuesday 10.00 a.m. – 12.00 a.m. as well as 2.00 p.m. – 4.00 p.m. and Thursday 10.00 a.m. – 12.00 a.m., Tel: +49 30 2093 66135, email: sarah.affenzeller@hu-berlin.de

- The PhD Office at the Department for History and Cultural Studies resides in Fabeckstr. 23–25, 14195 Berlin, Room 1.0010. Office hours: Tuesday 10.00 a.m. – 11.30 a.m. and Thursday 1.00 p.m. – 2.30 p.m. Tel: +49 30 838 53398, email: promotionsbuero@geschkult.fu-berlin.de

- The Student Office of the Geosciences Department resides in Malteserstr. 74–100, 12249 Berlin, Building A, Room 013. Office hours: Monday to Friday 10.00 a.m. – 12.00 a.m., Tel: +49 30 838 70663, email: geopruef@zedat.fu-berlin.de

- The Examination Office of the Department of Philosophy and Humanities – Section 1 (Philology) – resides in Habelschwerdt Allee 45, 14195 Berlin, Room JK 29/137. Office hours: Tuesday and Thursday 10.00 a.m. – 12.00 a.m. and Wednesday 1.00 p.m. – 3.00 p.m., Tel: +49 30 838 54007, email: marzi@campus.fu-berlin.de

- The Examination Office of the Department of Philosophy and Humanities – Section 2 (Philosophy) – resides in Habelschwerdt Allee 45, 14195 Berlin, Room JK 29/104. Office hours: Tuesday and Thursday 10.00 a.m. – 12.00 a.m. and Wednesday 1.00 p.m. – 3.00 p.m., Tel: +49 30 838 53268, email: muei@campus.fu-berlin.de

b) AT THE HUMBOLDT-UNIVERSITÄT ZU BERLIN:

Your application for doctoral admission at the HU should be filed with the faculty responsible for your field of study. Assignment to a faculty depends both on what field you want to earn your PhD in and what faculty your main dissertation supervisor belongs to. The forms and supplementary materials to be included in the doctoral admission application vary from faculty to faculty and are given in each faculty’s study regulations.

A list of all doctoral study regulations can be downloaded at ▶http://www.hu-berlin.de/promovierende/promotion/wn_prooord_html.

Detailed, faculty-specific information on applying for doctoral admission can be found at the following websites:

- Faculty of Arts and Humanities ▶https://fakultaeten.hu-berlin.de/de/philfak/lehre/promotion/info. The PhD Office resides in Friedrichstraße 191–193, 10117 Berlin, Room 3007A. Office hours: Tuesday 10.00 a.m. – 12.00 a.m. and Thursday 9.30 a.m. – 11.30 a.m., Tel: +49 30 2093 70506, email: promotionen.philfak@hu-berlin.de

- Faculty of Language, Literature and Humanities ▶https://fakultaeten.hu-berlin.de/de/sprachlit/lehre/Promotion_Habil. The PhD Office resides in Dorotheenstraße 24, 10117 Berlin, Room 3.208. Office hours: Monday 2.00 p.m. – 4.00 p.m., Tuesday 1.00 p.m. – 3.00 p.m. and Thursday 10.00 a.m. – 12.00 a.m., Tel: +49 30 2093 9688, email: uta.kabelitz@staff.hu-berlin.de

- Faculty of Humanities and Social Sciences ▶https://fakultaeten.hu-berlin.de/en/ksb/carrer/doctoralstudies. The PhD Office resides in Georgenstraße 47, 10117 Berlin, Room 1.25. Office hours: Tuesday 10.00 a.m. – 12.00 a.m. as well as 2.00 p.m. – 4.00 p.m. and Thursday 10.00 a.m. – 12.00 a.m., Tel: +49 30 2093 66135, email: sarah.affenzeller@hu-berlin.de
4. Curriculum

The structured PhD program at the Graduate School stipulates that in addition to doing focused work on your dissertation you also participate in courses, workshops and conferences and take part in so-called “soft skills” courses, e.g. on presentation methods, academic writing, etc. Each of our PhD programs features a specific curriculum lasting six semesters and requiring attendance at certain events and functions.

Information on your PhD program’s curriculum, including a list of mandatory academic events and all other academic requirements, is provided in each program’s study regulations at ▶http://www.berliner-antike-kolleg.org/en/bergsas/programs.

For questions concerning your PhD program and for semester scheduling please contact your program’s coordinator:

» for Ancient Languages and Texts (ALT)
Katrin Siebel (katrin.siebel@topoi.org)

» for Ancient Objects and Visual Studies (AOViS)
Regina Attula (regina.attula@berliner-antikekolleg.de)

» for Ancient Philosophy and History of Ancient Science (APhIl/HistAS)
Carmen Marcks-Jacobs (carmen.marcks@berlinerantikekolleg.de)
Irma Handwerker (irma.handwerker@hu-berlin.de)

» for Landscape Archaeology and Architecture (LAA)
Jan Krause (jan.krause@fu-berlin.de)

» for Languages and Cultures of the Silk Road (SilkRoad)
Regina Attula (regina.attula-ruetz@berliner-antike-kolleg.de)
5. SUPERVISION OF THE THESIS

As a doctoral candidate at BerGSAS, you will have at least two advisors supporting your work on your dissertation. An advisory agreement will be concluded between you and your team of advisors and will include a work plan and schedule. You will meet with your advisors at regular intervals to report on how work is progressing.

6. EVALUATION

In the second year your dissertation project will be evaluated. Your stay at the graduate school depends on the evaluation. Some scholarship providers also make the decision on the further funding of the dissertation project dependent on the evaluation.

THE EVALUATION WILL COVER:

» Your written interim report, which should include a work schedule for the third year, as well as presentation in which you report on how work is progressing

» A statement from your team of advisors

» A final evaluation decision

7. CONTACT

FOR GENERAL QUESTIONS ABOUT THE PROCESS AND ORGANIZATION OF YOUR PHD PROJECT, AS WELL AS THE SILKROAD PROGRAM:

Dr. Carmen Marcks-Jacobs
(Coordinator BerGSAS, HU)
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Humboldt Graduate School - BerGSAS -
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FOR QUESTIONS ABOUT THE PROGRAMS:

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8. **Imprint**

**Berlin Graduate School of Ancient Studies**

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**Berliner Antikekolleg**