

## EQUIPMENT AND TIMES OF HIRING

### LENDING PERIODS:

- » up to 3 months - in urgent cases a one-time prolongation may be possible

### EQUIPMENT OF THE WORKING SPACES:

- » Desk with chair and lockable mobile filing cabinet as well as lockable cabinet with wardrobe
- » If needed, we can provide you with network via LAN
- » Necessary equipment like a notebook, PC, etc. has to be provided by the user!

### EQUIPMENT OF THE OFFICES:

- » depending on the room size: 2 or 4 desks
- » for common use a telephone and 1 or 2 cupboards (depending on the room size) are provided

### EQUIPMENT OF THE OFFICE BUILDING AT LEIBNIZSTRASSE 3:

- » WIFI: Usuable through your stu-account
- » Network printer and copy machine: For the access a copy card from Ricoh is necessary
- » on each floor 1 kitchen with a social room
- » conference rooms for up to 4, 12 or 20 persons (bookable through the Graduate Center's office)

More information about the Graduate Center:

[www.gz.uni-kiel.de/en?set\\_language=en](http://www.gz.uni-kiel.de/en?set_language=en)

More information about the Time Desk:

[www.gz.uni-kiel.de/en/Docs-Tools/useful-tools/time-desk](http://www.gz.uni-kiel.de/en/Docs-Tools/useful-tools/time-desk)

## USER OF THE TIME DESK IN INTERVIEW

How do you like to work on-site? We have asked doctoral candidates using a Time Desk of the Graduate Center about benefits and disadvantages.

### Hanna Brommer:

„... The second advantage is, of course, that I'm able to distinguish between private and job-related. I'm not sitting at home, on my couch, and see my overloaded desk and think: You have to work. Instead I come here, close the door and start...“

### Sven Hammann:

„ ...I like it very much, because there aren't any distractions. I need a working space where I can go and begin to work... When I go home, I can call it a day ...“

### Manja Kürschner:

„... The university library is a stone throw away, really close by, and whenever I need some new books or a coffee or a chat with someone, I can just go there and then come back here and work. The second advantage is that I get all the free e-books, e-journals, papers available on the campus....“

You can watch Manja's interview here:

[www.gz.uni-kiel.de/en/Docs-Tools/time-desk/time-desk-video](http://www.gz.uni-kiel.de/en/Docs-Tools/time-desk/time-desk-video)



Christian-Albrechts-Universität zu Kiel

Graduate Center

# The Time Desk

Your personal work space

## THE TIME DESK

You are working on a doctoral thesis and need to be near your department and/or the library for a limited period of time? Or you live in another city and need a temporary working space at Kiel University? Are you in the final phase of your doctorate, finishing a publication or evaluating material and need therefore a temporary work place? Do you need a temporary office on the campus for other reasons?

The Graduate Center offers the opportunity of a temporary working space for Kiel University's doctoral candidates, guest doctoral candidates as well as guest researchers who are working together with doctoral candidates at Kiel University. The rooms are located in the Graduate Center's office building at Leibnizstraße 3, near the faculty blocks („Fakultätenblöcke“), the University Library, the Center for Molecular Biosciences and the Sports Center.

## MULTIDISCIPLINARITY AND INTERNATIONALITY HAVE THEIR HOME HERE

The „Integrated School of Ocean Sciences“ of the Cluster of Excellence „The Future Ocean“, the Graduate School „Human Development in Landscapes“ and the doctoral programme „Quantitative Economics“, along with many of their doctoral candidates, have their offices at Leibnizstraße 3. In this way, Kiel University actively lives its interconnecting and interactive academic cultures. Furthermore, the office building is the home of the Continuing Education and the Career Center.

## REQUIREMENTS

In order to apply for a temporary working space, the following requirements have to be fulfilled:

- » You need to be registered with the Graduate Center of Kiel University ([www.gz.uni-kiel.de/coursereg/?page=index&lang=en](http://www.gz.uni-kiel.de/coursereg/?page=index&lang=en))
- » Your institute cannot provide you with a working space

- » You can give reasons for the necessity of working on campus during a specific phase of your research. By way of proof, please provide one of the verifications mentioned below.

## APPLICATION PROCEDURE

Applications should be submitted to the Graduate Center at least two weeks before the start of the lending period. If all desks are occupied there will be a waiting list.

Here you find the application form and more information:

[www.gz.uni-kiel.de/en/Docs-Tools/time-desk/application-procedure](http://www.gz.uni-kiel.de/en/Docs-Tools/time-desk/application-procedure)

In addition to the filled out form, we need a statement of your supervising professor confirming that no working space is available at the institute. Please send both documents to the Graduate Center.

According to the reasons given in the application form, following statements have to be enclosed as well:

- » If you are within the final phase of your doctoral thesis: a statement on the planned submission date, signed by you and your supervising professor
- » If you need the working space to complete a publication: a statement on the planned submission date (copies of written notifications are sufficient)
- » If you are living in a household with children aged under three and/or school children up to the age of ten: an explanatory statement on the provided child care during your working hours as well as copies of the children's birth certificates
- » If you are not a resident of Kiel but need to work on campus temporarily: a copy of the certificate of residency



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### Contakt

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### Editor

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