

FFU Guidelines for new PhD students (as of March 2015)

Welcome to the Environmental Policy Research Center (FFU) and congratulations on becoming one of FFU's PhD students!

Here are some helpful bits of information for you to get a first idea.

Questions regarding application:

Daphne Stelter, Head of the PhD Office
Ihnestraße 21, Room 206, E-Mail: daphne.stelter@fu-berlin.de
Office hours: Tuesday, 11.00-13.00; Thursday 15.00-17.00

[More information on general procedures.](#)

Important Contact Details at FFU:

- Prof. Miranda Schreurs, Director of the Environmental Policy Research Center, Ihnestraße 22, Room 3.16; E-Mail address: miranda.schreurs@fu-berlin.de; office hours: please contact her via E-Mail or in person to make an appointment
- if you have another supervisor, you can find his or her details here:
http://www.polsoz.fu-berlin.de/en/polwiss/forschung/systeme/ffu/ueber_uns/team/index.html
- Patricia Margerison, Secretary of FFU, Ihnestraße 22, room 3.17. E-Mail address: patricia.margerison@fu-berlin.de
- for any administrative or other questions concerning your PhD, please contact Natasha Donevska: donevska@zedat.fu-berlin.de

First steps in Berlin

We are happy to assist you before your arrival! Please make sure to take care of your visa, work permit and insurance etc. for Germany.

Helpful links to find a flat:

- www.immobilienscout24.de
- http://www.studentenwerk-berlin.de/en/wohnen/woanders_wohnen/wohnraumboerse_berlin/index.html
- <http://www.studenten-wg.de/Berlin,wohnung.html>

Links to German language websites to learn some basic German:

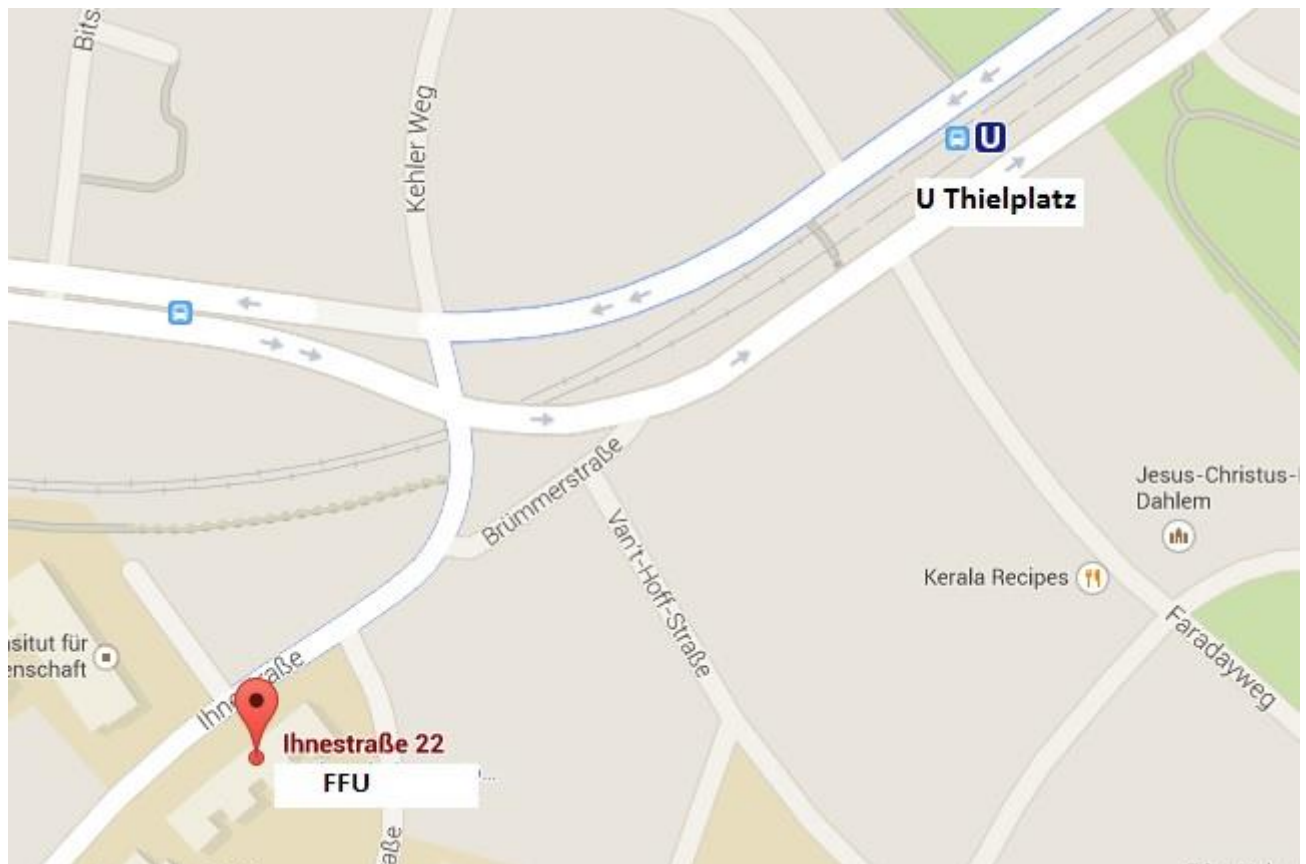
- <http://www.omniglot.com/language/phrases/german.php>
- <http://ielanguages.com/germanphrases.html>
- the DAAD in cooperation with FU Berlin sometimes offer free German classes; you can also e-mail bastip@fu-berlin.de to inquire about opportunities

Public transport BVG:

- <http://www.bvg.de/en>

First steps at FFU

- Address: Ihnstraße 22, 14195 Berlin (3rd floor); take U3 in the direction of Krumme Lanke until Thielplatz and take the exit to Freie Universität



- register for a ZEDAT Free University account
 - you should get a form with immatriculation to create a ZEDAT account
 - if not, you can contact ZEDAT at hilfe@zedat.fu-berlin.de (hotline: +49 30 838-77777)
 - this account is vital for you to get a FU e-mail-address
 - also, you will need it to access Blackboard, the online learning platform, where you can register with your ZEDAT e-mail-address (<https://lms.fu-berlin.de>)

During your PhD time

- attend the regular PhD colloquium
 - the schedule can be found on the blackboard
- network with other students
- get feedback from your supervisor
- attend helpful PhD workshops
- attend Christmas parties and other get-togethers :)

Last updated: April 2nd, 2015 by Laura v. Puttkamer.