

Info sheet for the application for the extension of the postgraduate scholarship

All formalities of the graduate scholarship are regulated in the "[Statutes for the Award of Graduate Scholarships of Justus Liebig University Giessen of September 10, 2003, as amended on October 10, 2022](#)".

Purpose of the application for extension

For the extension application your report should detail, the work that has been completed since the last application, the milestones that have been reached and, if applicable, the new challenges that have arisen and possibly been overcome. The reference to the original application is a central component. If there have been changes in the schedule or the work packages, these must be reflected critically. A deviation in itself can be in the nature of the project implementation. It is not necessarily to be interpreted negatively, but also offers the opportunity for creative and goal-oriented handling of this new challenge. Keep in mind that within this report, you demonstrate your particular aptitude for scientific work and show that you have made progress in your doctoral project.

Application documents

The following documents must be submitted with the application as a basis for determining whether your fellowship may be extended within the standard funding period as defined in the statutes:

- the **work plan** including a **time schedule**
- an **letter of appraisal by the supervising professor**

There is no specific form to be submitted.

The work plan should outline and reflect on progress compared to the initial or previous application.

If necessary, the **time schedule** should include adjustments in accordance with the new work plan and plausibly demonstrate how you will successfully complete your project in the time remaining to you. Be sure to plan realistically so that the individual work stages can actually be completed in the time frames indicated.

As with the initial application, the "Selection Committee for Graduate Funding" asks you to observe the following rules when preparing your documents:

- **Length: 8 - 12 pages** (possibly plus references)
- **Font: Calibri, font size: 12**
- **Line spacing: 1.5 lines**

Deadlines and formalities

The scholarship grants are always awarded for a maximum of 12 months. **Approximately 10 weeks before the end of the scholarship period**, you should apply for an extension to ensure that the scholarship payment is paid without interruption; however, according to the statutes, you are entitled to apply until the last day of your current grant. The aforementioned documents must be submitted **in electronic format (pdf)**.

It is explicitly stated that all the above documents – including the supervisor's report – must be available by the submission deadline.

Incomplete applications cannot be processed.

***If you have any questions, please contact Ms. Scott,
Staff Devison Research and Graduate Studies, Ludwigstr. 23, 1st floor, room 112, Tel: 0641/99-12118
E-Mail: Lydia.Scott@admin.uni-giessen.de***