

## Information sheet for applicants for 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](#)".

### Target group

The scholarship is intended for the preparation for doctoral studies (Dr. or Ph.D.) at the Justus-Liebig-University of Giessen" for applicants

- with a **university degree** that allows admission to doctoral studies
- who have demonstrated a **high level aptitude for scientific work** through **above-average academic and examination performance**
- whose doctoral project will, in all probability, make an **important and outstanding contribution to the advancement of knowledge in the field of science**,
- who undertake to comply with the "Statutes of Justus Liebig University Giessen for the Safeguarding of Good Scientific Practice" in his or her work.

### Application documents

As a reference for assessing whether you meet the above requirements, the following documents must be submitted with your application:

1. The completed and signed **application form**
2. the **academic transcripts** (incl. Bachelor's transcripts)
3. the **letter of acceptance** issued by *a doctoral committee of the corresponding faculty*, confirming that you fulfill the requirements for doctoral studies
4. The project plan consisting of an **abstract**, the **work plan**, and the **time schedule**, as well as the **affirmation of authorship**. *Use the form provided for this purpose.*
5. a short **curriculum vitae**
6. a letter of **appraisal by your supervising professor**. *Use the form provided for this purpose.*

The **work plan** is one of the essential bases for the decision on your application. Please bear in mind that you are demonstrating your special ability to do scientific work and that your doctoral project will make an important and outstanding contribution to the advancement of knowledge in the scientific field.

The work plan should be preceded by an abstract describing the goal of the project in approximately 50 words.

The **time schedule** should provide a brief overview of the time frames in which the various sections of the dissertation will be developed. Be sure to plan realistically so that the individual sections of work can actually be completed in the time periods indicated.

You determine the content of the work plan yourself, if necessary after discussion with your supervisor. In the work plan, you should briefly refer to the state of research on which your work is based and add a corresponding list of the most important **literature**.

The work plan should contain all important information about your doctoral project, but it should also not be too extensive.

There are **no specific formal requirements** for the work plan and schedule however, the Selection Committee for Postgraduate Funding" kindly requests that the following rules be observed when drawing up the **work plan** and **time schedule** for the project:

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

***It is expressly indicated that all the above-mentioned documents, including the supervisor's report, must be available by the deadline.***

***Incomplete applications cannot be processed.***

***If you have any questions, please contact Ms. Scott,  
Research Office, Ludwigstr. 23, 1st floor, room 112, Phone: 0641/99-12118 E-Mail: [Lydia.Scott@admin.uni-giessen.de](mailto:Lydia.Scott@admin.uni-giessen.de)***

## The awarding process

The work plan will be read by at least three university professors (your supervisor, a second reviewer nominated by the department and a member of the selection committee for the postgraduate scholarship) and should give them, who are not in every case specialists in your field of work, an impression of your topic and your abilities. Please note that the second reviewers to be nominated by the departments will have **your work plan and time schedule alone**.

## Scholarship amount

The stipend amounts to **€ 1,200 per month**. In addition, a **lump sum of €150 is paid per month** to cover **material and travel costs**.

Equipment not intended for consumption that has been procured or produced as part of a material cost grant becomes the property of JLU upon completion of the doctoral project.

## Duration of the scholarship

**The standard funding period is three years**. The grant is initially awarded for 12 months; approximately 10 weeks before the end of the grant period, an extension – if provided – should be applied for informally; information on the extension application can be found in the associated information sheet.

Scholarship holders can apply for an **extension of the standard funding period** by up to **12 months if they are living with their child or children in the same household at the time the scholarship begins and at least one child has not yet reached the age of 12**. This also applies if the first child is born during the term of the scholarship. As an alternative to extending the fellowship beyond the standard funding period of three years, it is possible to convert unused extension months into funds to finance proven childcare costs ("money in lieu of time"). The maximum amount available for this purpose per month is the respective basic scholarship amounts, not the material cost subsidies and child allowances.

## Child allowance

For **children up to the age of 18**, a child allowance is paid in the form of a monthly lump sum. For the first child, a monthly amount of 400,- EUR is paid, this amount increases by 100,- EUR for each additional child. The child allowance is paid from the month in which the entitlement arises. Benefits paid to the scholarship holder in accordance with the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz, BEEG) will be offset against the scholarship. **Children of the scholarship holder's life partners** can be taken into account if the university can be credibly informed that they were already living in the scholarship holder's household before the start of the scholarship (e.g. proof from the residents' registration office).

If the spouse or life partner of the scholarship holder or the spouse or life partner of the scholarship holder receives a grant for the same purpose, the child allowance will only be granted once. Children are defined as the persons referred to in Section 32 (1) of the Income Tax Act; the child allowance is paid together with the stipend.

## Additional gainful employment

Funding during a **professional activity that interferes with the doctoral project** is excluded.

This is understood to mean gainful employment that takes up more than **16 hours** per month. This does not apply to professional activities that are conducive to the doctoral project, such as teaching assignments or activities as a research assistant with a degree of no more than **42 hours** per month. Income from the latter activities will not be counted towards the scholarship.

## Additional income

Your additional income as defined by income tax law (this also includes income from capital assets) **will be offset against the scholarship amount** if it exceeds €15,350 per year.

The amount increases by € 1,050 per year for each child for whom you receive a family allowance. The thirteenth part of the relevant income in the penultimate calendar year before the grant is decisive for the calculation of the monthly stipend. The annual income is deemed to be the sum of the positive income within the meaning of Section 2 (1) and (2) of the Income Tax Act after deduction of income tax and church tax.

*For further information please refer to the*

**"Statutes for the Award of Graduate Scholarships of Justus Liebig University Giessen of September 10, 2003, as amended on October 10, 2022".**