



Guidelines on the awarding of short-term grants for foreign doctoral candidates

*Please note: This translation is for your information only and has no legal force.
Please refer to the German as the legally binding version.*

Aim

The Friedrich Schiller University Jena (FSU) provides (in accordance with § 5 paragraph 6, ThürHG) financial support for international young researchers – in the time span between the opening and termination of the doctoral examination procedure – for preparing, conducting, or finishing a research project.

Eligibility criteria

Eligible for the grant are doctoral candidates of non-German citizenship from all disciplines at FSU, not being admitted at an external research institute, who submit their dissertation within four months after application. The award of the grant is subject to the opening of the doctoral examination procedure. The grant can only be awarded if the applicant receives no other public funding. No claim to a grant can be filed.

Amount and Duration

Short-term grants for foreign doctoral candidates are awarded by the Graduate Academy and cover max. 1.000,- € per month. Grants are awarded up to three months. An extension of up to six months is possible.

The grant starts the first day of the month after the dissertation has been submitted. Submission can be verified via doc in (dean's office affirms date of submission) or with a written confirmation by the dean's office. The grant ends the last day of the month the oral defence (colloquium, disputation, etc.) took place. Exceptions are possible.

Application Procedure

The application is submitted online via the application portal <https://apply.uni-jena.de>. The following documents must be attached to the online application (file upload on the application page):

1. doc-in data sheet
2. curriculum vitae including a list of publication
3. copy of residence permit or registration certificate (proof of residence)
4. description of your research project, work schedule and expected results e.g. publication, presentation, article or experiments (max. 2 pages, Arial 11pt, 1,5 line pitch),
5. questionnaire by the supervisor of the candidate (Please ask your supervisor to send the letter of recommendation directly to graduierstipendien@uni-jena.de)

Application Deadlines

Delayed or incomplete applications cannot be considered. The following deadlines apply:

- 28 February for start of funding in the period from 01 April to 30 June
- 31 May for start of funding in the period from 01 July to 30 September
- 31 August for start of funding in the period from 01 October to 31 December
- 30 November for start of funding in the period from 01 January to 31 March

Assessment

The grants are awarded by the Graduate Academy's Awarding Committee. The committee determines the technical conditions: the amount and the duration of the grant.

Short-term grants are awarded based on the following criteria:

- academic quality and originality of the research project



- duration of the dissertation
- proof of active participation in the academic community (e.g. publications, conference presentations,
- organisation of academic events, participation in structured PhD programmes)

The award of the grant is subject to the opening of the doctoral examination procedure. Candidates may apply before the opening, but need to submit the confirmation of their faculty (via doc-in or separate confirmation letter) before receiving the grant.

Preference will be given to applicants and their supervisors who explicitly assure that no other form of financial support is available. The requested scholarship must be used to ensure the means of subsistence of the PhD candidate and therefore constitute an essential condition to end the PhD.

Commitments

The candidates commit themselves to:

- the rules of good scientific practice (see: www.uni-jena.de/Sicherung_guter_wissenschaftlicher_Praxis.html, in German only)
- write an informal report on the progress and the results of their research project (e.g. publications, proposals, etc.). This report has to be submitted to the Vice-Rector for young researchers and diversity management within four weeks after the end of the grant (in paper or electronically)

Jena, 18 May 2016

Professor Dr. Uwe Cantner
Vice-Rector for young researchers and diversity management

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