



[BEGIN OF TRANSLATION]

Guidelines on the awarding of short-term grants for international doctoral candidates with the exception of doctoral candidates of EU member states

*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 provides (in accordance with § 5 paragraph 6, ThürHG) financial support for international doctoral candidates – in the time span between the opening and termination of the doctoral examination procedure – for preparing, conducting, or finishing a research project.

Eligibility criteria

International doctoral candidates from all disciplines who are doing their doctorate at the University of Jena, who are not conducting research at a non-university research institution and who submit their dissertation within four months of application are eligible to apply. Funding is granted after submission of the dissertation and subject to the opening of the doctoral procedure by the Faculty Council. The predominant place of residence during the funding period must be in Germany. The awarding of a scholarship to applicants who are simultaneously receiving doctoral funding from public funds is excluded. There is no legal entitlement to a scholarship.

Doctoral candidates who are nationals of an EU member state are not eligible to apply.

Amount and Duration

Short-term grants for international doctoral candidates are awarded by the Graduate Academy and cover max. 1.000,- € per month. Grants are awarded up to four months. An extension is not 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 provided by the Graduate Academy. Please find the link to the application portal in the current call for applications. 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
- a swiftly implemented doctorate
- proof of active participation in the academic community (e.g. publications, conference presentations, organisation of academic events, participation in structured PhD programmes)

Awarding of the grant is subject to the submission of the dissertation and the opening of the doctoral procedure. Proof is provided by the Dean's Office entering the submission date in doc-in or a separate letter from the faculty.

Priority will be given to applications in which the applicant and supervisor expressly affirm that no support is available from other sources, that the requested funds will serve to secure the applicant's livelihood and are thus indispensable as support for the degree sought.

In the event of equal suitability of the applicants, equal allocation to women and men shall be made in the selection, provided that a corresponding number of suitable applications of both sexes are received. In addition, the special needs of persons with disabilities or chronic illness and social criteria shall also be considered.

Commitments

The candidates commit themselves to:

- the rules of good scientific practice (see: <https://www.uni-jena.de/en/good-scientific-practice>)
- 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-president for young researchers and diversity management within four weeks after the end of the grant (in paper or electronically)

Jena, 31 January 2024

Professor Dr. Uwe Cantner
Vice-Rector for Early Career Researchers and Diversity Management

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