



Application for an exposé scholarship

1 - Details on applicant

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| Name:  Private address:  E-Mail address:  Telephone no.: | Faculty at which doctoral studies are to be carried out:  Institute/Chair of principal supervisor:  Matriculation no.[[1]](#footnote-1): |

2 - Details on academic career of applicant

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| Degree   * Subject: * University: * Grade:   Awards:  Previous scholarships:  Have you already applied to the Graduate Academy for funding?   * Yes  No * If “yes”: when? * If “yes”: for what kind of funding did you apply? |

3 - Details on planned doctoral project

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| Working title of planned doctoral project:    Discipline  Envisaged doctorate :  Date of acceptance as a PhD candidate at the faculty [[2]](#footnote-2):  Principal supervisor at Leibniz University : |

4 - Details on period of funding

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| As of what date are you applying for an exposé scholarship? [[3]](#footnote-3)  Will you have income from employment or from other funding (scholarships, etc.) during the period for which you are applying for an exposé scholarship? Yes  No  If “yes”: how much will your other income amount to per month? |

5 - Details of the goal, which is to be reached within the period of the exposé scholarship

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6 - Declaration of data protection

According to the European General Data Protection Regulation (GDPR), we would like to inform you that we are storing and processing the data, you disclose in your application in order to conduct the application procedures.

Object of data protection regulations are your personal data, i.e. all information considering your personal circumstances you are disclosing in your application for a funding line of the Graduate Academy. You can find detailed information on our data protection regulations under:

<https://www.graduiertenakademie.uni-hannover.de/de/foerderung/unsere-foerdermassnahmen/>

Data processing and storage demands your consent. By sending of the application documents via post or e-mail, you agree with the collection, storage and the usage of your personal data for carrying out the selection process.

You may revoke your consent at any time without stating reasons. Please inform the Graduate Academy in writing about revoking your consent using the email address: [graduiertenakademie@zuv.uni-hannover.de](mailto:graduiertenakademie@zuv.uni-hannover.de)

7 - Declaration of applicant

With my signature, I confirm that the details I have given are correct. Should changes to these details arise during the period of funding - in particular, with regard to my income – I undertake to inform the Graduate Academy of such changes immediately. Should my doctoral studies at Leibniz University be discontinued, I will inform the Graduate Academy immediately. I undertake to comply with the “Guideline to ensure good academic practice” and the “Guideline on procedure in the case of academic malpractice” of Leibniz University in the currently valid versions. I undertake to submit a final report (max. five pages) to the Graduate Academy within six weeks after expiry of the short-term scholarship.

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Place, date, signature

8 - Checklist of documents to be submitted

* Completed application form
* (Provisional) degree certificate
* CV and academic career
* (Provisional ) confirmation of acceptance as a PhD candidate by the faculty
* (Provisional ) matriculation or binding declaration of intention
* Description of the idea for doctoral studies (max. three pages)
* Work schedule for the duration of funding by the Graduate Academy (max. one page)
* Provisional work schedule for the doctoral project as a whole (max. one page)
* Letter of recommendation from the (future) principal supervisor ( to be handed in separately to the Graduate Academy by the latter)
* Letter of recommendation from a further university lecturer (to be handed in separately to the Graduate Academy by the latter)

**Note**

The Graduate Academy is obliged according to § 1 Abs.1 Mitteilungsverordnung (MV) to inform the recipient’s Tax Office of the amount and the purpose of the funding.

9 - Submission of application

Please send the completed electronic form and all further enclosures as a PDF file to: [graduiertenakademie@zuv.uni-hannover.de](mailto:graduiertenakademie@zuv.uni-hannover.de)

Please also send the signed form in the original and further enclosures to the following address:

Graduiertenakademie

Leibniz Universität Hannover

Stichwort: Exposé-Stipendium

Welfengarten 1

30167 Hannover

1. If the applicant has not already matriculated as a PhD candidate, he or she undertakes with his or her signature to matriculate at Leibniz University at the next possible opportunity. [↑](#footnote-ref-1)
2. If the applicant has not already been accepted by the faculty at the time of his or her application, he or she should submit written confirmation from the faculty stating that his or her acceptance as a PhD candidate is being prepared. [↑](#footnote-ref-2)
3. Funding must begin within the semester following the last application round and cannot be backdated. [↑](#footnote-ref-3)