



Application: Scholarship for a Research Stay Abroad

1 - Details on applicant

|  |  |
| --- | --- |
| 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: |

2 - Details on academic career of applicant

|  |
| --- |
| 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? * If “yes”: was the application successful? What was the amount of funding? |

3 - Details on doctoral project

|  |
| --- |
| Working title of the doctoral project:    Discipline:  Envisaged doctorate:  Date of acceptance as a PhD candidate at the faculty:  Principal supervisor at Leibniz Universität: |

4 - Details on funding period

|  |
| --- |
| As of what date are you applying for a scholarship for a research stay abroad?[[1]](#footnote-1)  Will you have income from employment or from other funding (scholarships, etc.) during the period for which you are applying for a scholarship for a research stay abroad?   * Yes  No   If "yes": what is your basic income amount per month?  Where does this basic income amount come from?  What percentage of this basic income amount do you get during your research stay abroad?  How much is your other income amount per month? |

5 - Details on stay abroad

|  |
| --- |
| Where do you intend to stay?  The planned period of the stay abroad is:  Is the research stay combined with a vacation of more than 5 working days?   * Yes  No   (If “Yes”, the travel lump sum is limited, (section 12 NRKVO). Approval of the business trip must then be given in advance by Sachgebiet 51.)  How high is the sum you are applying for as per the information sheet “Funding for stays abroad”?    What is the aim of the stay abroad? |

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 the 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 – especially with regard to the amount of my income or the duration of my stay abroad – I undertake to inform the Graduate Academy immediately. Should my stay abroad be shortened, the amount of funding will be reduced accordingly. 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 scholarship for a research stay abroad.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, date, signature

8 - Checklist

* Completed application form
* Higher education diploma
* CV and und academic development, possibly including a list of publications
* Notification by the faculty of admission as doctoral student
* Confirmation of matriculation
* Description of proposed doctoral studies (max. three pages)
* Description of and reason(s) for research abroad (max. two pages)
* Work schedule for research stay (max. one page)
* Letter of recommendation from the principal supervisor   
  (to be handed in separately by the latter)
* Letter of recommendation from a further university lecturer (to be handed in separately by the latter). In the case of research at an institute abroad (or in archives and similar), a letter of invitation from the host institution is to be handed in instead.

**Note**

According to §1, Abs1 Mitteilungsverordnung (MV) he Graduate Academy is obliged to inform the recipient’s Tax Office of the amount and the purpose of the funding. The Graduate Academy reserves the right to look at the original receipts for travel and living expenses.

9 - Submission of application

Please send the completed electronic form and all further documents 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 all further enclosures to the following address:

Graduiertenakademie

Leibniz Universität Hannover

Stichwort: Auslands-Stipendium

Welfengarten 1

30167 Hannover

1. Funding must begin within the semester following the last application round and cannot be backdated. [↑](#footnote-ref-1)