

Fact sheet: Scholarship for a research stay abroad (for up to six months)

[As of May 2018]

The Graduate Academy financially supports research stays abroad as part of the PhD project for a period of one to six months. With this grant, doctoral students can get financial support for travel and subsistence expenses in the case of visiting archives, for research trips or in the case of performing experiments and field research. Funding consists of a travel lump-sum and a monthly living allowance, both depending on the respective country of destination. The level of funding is set on the basis of the lump-sums and living allowances of the DAAD but generally remains below.

Object of funding

Research stay abroad during the doctorate for the purpose of

- Conducting experiments at an international scientific institute
- Conducting research at archives or for research stays at an international institution
- Conducting field research or related studies

Resources and payment

- At least one month for up to six months
- Travel lump-sum (on the basis of the lump-sums of the DAAD minus 10%)
- Living allowance (on the basis of the regional allowances of the DAAD minus 10%)

Eligibility to apply

- Registered doctoral students of Leibniz Universität Hannover
- Previous funding of the Graduate Academy, further financial assistance for the research stay abroad as well as secondary income or continuation of payment of average salary during the research stay abroad must be indicated.

Selection criteria will include

- Scientific need to perform the research stay for the PhD thesis
- Scientific excellence of the applicant
- Appropriate integration of the research stay in the overall work schedule and timetable of the doctoral thesis
- Personal circumstances (e.g. social hardships) can be taken into account.

Selection procedure

- Application deadlines: March 31 | September 30
- Scholarship holders are selected on the basis of a scientific evaluation within six to eight weeks.
- The scholarship for a research stay abroad must be taken up within one year after approval.

Application documents

- 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 the PhD project (three pages at the most)
- Description and justification of the research to be undertaken during the stay abroad (two pages at the most)
- Work schedule and timetable for the duration of the research stay abroad (one page at the most)
- Letter of recommendation of the main supervisor (to be submitted separately)
- Letter of recommendation of a further university professor/teacher (to be submitted separately). In the case of a research stay at an international research institute (trips to visit archives, etc.), a letter of invitation of the host institution has to be submitted instead.

Applications that do not fulfil these criteria or that have not been submitted in time cannot be taken into consideration.

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 at:

<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 the purpose of 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 graduierakademie@zuv.uni-hannover.de.

Submission of documents

(Please do not use staples and/or transparent folders for documents!)

- In writing:
Graduierakademie
Leibniz Universität Hannover
Dr. Meike Huntebrinker
Stichwort: Auslands-Stipendium
Welfengarten 1
30167 Hannover
- Additionally, electronically as one single PDF document to:
graduierakademie@zuv.uni-hannover.de

Obligation

- The use of a scholarship for a research stay abroad obliges to comply with the „Guidelines to Secure Good Scientific Practice“ in the version currently in force:
<https://www.uni-hannover.de/en/universitaet/profil/ziele/wissen-praxis/>.
- Within six weeks after the funding has expired, the applicant is required to present a report (5 pages at the most). The report should address progress and outcome of the research stay abroad.

Contact for questions on applications

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