

## Fact Sheet: PhD Completion Grant at Leibniz Universität Hannover (as of 2018-05-23)

The goal of this funding programme jointly provided by the Equal Opportunities Office (Hochschulbüro für Chancenvielfalt) and the Graduate Academy is to support young researchers in finishing their PhD project if project delay is caused by family reasons or by the event of particular hardships. Depending on the individual conditions, funding will be provided either as part-time position of TV-L 13 (0.5 TV-L 13) or as a scholarship. The funding period is six months at the most and it ends with handing in the PhD thesis to the respective faculty. Prior to submitting an application, the Equal Opportunities Office or the Graduate Academy has to be contacted for a personal consultation.

### Object of the Grant

- Delay in finishing the doctorate due to family reasons (e.g. pregnancy, educational tasks, caring for relatives). In these cases, contact the Equal Opportunities Office.
- Delay in finishing the doctorate due to the event of particular hardships (e.g. illness, reductions of PhD funding or delay in research activities through no fault of one's own, further reasons are possible). In these cases, contact the Graduate Academy office.

### Provisions of the Grant

The grant will usually be awarded for a period of six months. Depending on the reason for the delay and on the applicant's situation, the grant is provided as follows:

- 0.5 position (TV-L 13) as member of research staff at the institute of the applicant (for applications to the Equal Opportunities Office only) or
- Completion scholarship (usually, € 1,250 per month)

### Eligibility to apply

- Registered doctoral students of Leibniz Universität Hannover can apply for this funding.
- Applications are possible any time. Prior to submitting an application, a responsible person of the Equal Opportunities Office or the Graduate Academy has to be contacted for a personal consultation.

### Selection Criteria and Selection Procedures

- The selection criteria depend on the respective reasons for delay.
- The Vice President for Appointment Issues, Human Resources Development and Continuing Education & Director of the Graduate Academy decides upon funding based on a proposal from a joint selection board consisting of members of the Committee on Equal Opportunities and of the executive board of the Graduate Academy.
- The PhD completion grant will be awarded subject to the available budget resources and is bound by the purpose outlined in the application. The applicant shall have no claim to being awarded a grant.

### Application Documents

- Informal letter stating the reasons for the delay in completion of the PhD project, and indication of the grant period desired
- CV and academic career (including publications list, if applicable)

- Higher education diploma
- Certificate of enrolment ("Immatrikulationsbescheinigung")
- Description of the current state of the PhD project (maximum of 4 pages)
- Tabular work-plan and timetable for completion of the thesis (maximum of 2 pages)
- Favourable opinion of main supervisor, with following specifications:
  - Confirmation of accuracy of specifications made by the applicant (especially concerning the reason for the delay)
  - Confirmation of feasibility as regards completion of the thesis in the desired funding period
- Letter of recommendation by a further university professor/lecturer

#### 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/en/funding-and-support/our-own-funding-opportunities>.

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).

#### Commitment

- The utilisation of completion grant obliges the doctoral candidate to comply with the "Guidelines to Secure Good Scientific Practice" in the version currently in force:  
<https://www.uni-hannover.de/en/universitaet/profil/leitbild-und-leitlinien/gute-wissenschaftliche-praxis>.
- The doctoral candidates are expected to have handed in their thesis in the faculty by three months after the end of the grant period. The Equal Opportunities Office or the Graduate Academy respectively has to receive proof of that.
- One month prior to termination of the grant period, the grantees are obligated to report on the status of the thesis completion. After termination of the doctorate procedure, a copy of the doctoral certificate must be submitted.

#### Submission of the Application

**(Please do not staple documents together and/or put them individually in slide-in foil!)**

In written form, to be addressed to either the Equal Opportunities Office or the Graduate Academy:

Hochschulbüro für ChancenVielfalt  
Leibniz Universität Hannover  
Stichwort: Promotionsabschlussförderung  
Elke Buchholz  
Wilhelm-Busch-Straße 4  
30167 Hannover

Additionally, one PDF is required, to be sent to:

[chancenvielfalt@uni-hannover.de](mailto:chancenvielfalt@uni-hannover.de)

For questions on applying, contact:

Hochschulbüro für ChancenVielfalt  
Elke Buchholz  
Managing Director of the Equal Opportunities Office  
Tel.: 0511.762 4059  
E-Mail: [buchholz@chancenvielfalt.uni-hannover.de](mailto:buchholz@chancenvielfalt.uni-hannover.de)

Graduiertenakademie  
Leibniz Universität Hannover  
Dr. Meike Huntebrinker  
Stichwort: Promotionsabschlussförderung  
Welfengarten 1  
30167 Hannover

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