

[As of: July 31, 2019]

Fact sheet

Application for Participation in the Programme **Promotion plus⁺ qualifiziert**

Promotion **plus⁺ qualifiziert** (PhD and beyond⁺) is a programme that helps PhD students and postdocs in the early stage of their postdoc careers to strategically plan and prepare the next professional steps outside academia. It conveys management and key competencies that are necessary when entering a position in businesses or in public and private institutions.

Participants mostly attend the consecutive workshops in fixed, interdisciplinary working groups of up to 15 people. At the end of the programme, they get a certificate indicating the attendance of the carefully matched programme modules.

Duration

The programme starts in October and runs until the summer of the following year. It is offered in parallel with the PhD and research projects of the participants.

Attendance Fee

- 120,- euros for two semesters
- The attendance fee is due in two instalments, but can as well be paid in total at the beginning of the programme if desired.
- Applicants are invited to check out if there are any possibilities at their institutes to financially support the attendance. There are a number of employers with a budget for further education of their employees and are therefore interested in supporting their PhD students and postdocs.
- Please note: The three most convincing applications will be awarded with a wildcard that allows attending the programme without paying.

Eligibility to Apply

- registered doctoral students and postdocs who completed their doctoral studies during the two preceding years of Leibniz University Hannover
- On request, doctoral students and postdocs of other universities can be admitted to the application process.

Selection Criteria

- clear motivation & interest in institutions and companies outside academia
- career objectives
- connection between the programme **Promotion plus⁺ qualifiziert** and one's own background
- academic qualification & achievements
- activities (e. g. volunteering, attendance of committees, scholarships and awards)

Application Documents

- completed application form (please see the application form on our website)
- cover letter*
- CV

- the latest higher education diploma with transcript of records, the final mark has to be identifiable (Please also identify the final mark according to the German note system!)
- certificate of enrolment (doctoral students only)

* **The cover letter (letter of motivation) can cover aspects like:**

- reasons for application & description of what the applicant expects the programme to convey
- connection between Promotion **plus+ qualifiziert** and one's own background
- previous knowledge and skills that the applicant would like to put into practice with the help of the programme's trainers
- close to business situations in the past in which the applicant bore responsibility
- already established contacts to companies, private or public institutions (established in internships, project works or the like)
- career objectives

Application Deadline and Selection Procedure

- Application deadline: July 1
- The participants will generally be selected within four to six weeks. Delays due to the Lower Saxony summer holidays are possible. By all means, applicants will be informed about the results by the mid of August.

Submission of Documents

- electronically as one single PDF document to: graduertenakademie@zuv.uni-hannover.de
Subject: Promotion **plus+ qualifiziert**

Obligation

- After being selected, the successful applicant will receive a form in order to sign and accept participation in the programme.
- Participants should not exceed the allowed maximum of three days absence within the two term programme (In case of hardship, the participant should contact the programme's co-ordination). In case of absence, the trainings cannot be documented on the certificate. If the maximum of three days is exceeded, there is no claim for the programme's certificate.
- Throughout the programme, experienced trainers provide practical guidance. We expect, though, consistent participation and the willingness to transfer knowledge and skills to the prospective fields of work in business, the non-profit or the public sector. The programme benefits from the participants' commitment.
- Each participant is responsible for attending at least one elective module and for informing the programme's coordination about it.

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 the Promotion **plus+** programme of the Graduate

Academy. You can find detailed information on our data protection regulations in our Datenschutzinformationen at <https://www.graduiertenakademie.uni-hannover.de/de/qualifizierung-vernetzung/promotion-plus/pp-qualifiziert/> (in German language only).

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 graduiertenakademie@zuv.uni-hannover.de.

Further Information:

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E-Mail: graduiertenakademie@zuv.uni-hannover.de