

Guidelines for the awarding of short-term scholarships by the Graduate Academy of Leibniz University Hannover [As of February 2024]

1. Object

Within the framework of the university's internal programme "Ways into Research", the Graduate Academy awards short-term scholarships to graduates and Ph.D. candidates at Leibniz University to enable them to

1. prepare a doctoral project ("exposé scholarship")
2. complete doctoral studies in cases of special hardship ("completion scholarship for cases of special hardship" in cooperation with the Equal Opportunities Commission).

A scholarship is intended to enable recipients to devote themselves fully to their research project without having to take on further work to support themselves. The scholarships are awarded based on academic excellence but also take into account the research-oriented equality standards of the German Research Foundation (DFG) and cases of special hardship.

2. Selection commissions

2.1 Exposé scholarship:

Exposé scholarships are awarded by the Board of the Graduate Academy. The Board's decision is based on the recommendation of an expert who is nominated by the Office of the Graduate Academy. The expert is normally the professorial member of the Council of the Graduate Academy whose field of interest is closest to that of the applicant or another member of university staff from the faculty in which the doctoral thesis is to be written. The Board's decision is based on the rules of procedure of the Graduate Academy.

2.2. Completion scholarship:

These scholarships are awarded by a selection commission made up of the Board of the Graduate Academy and members of the Commission for Equal Opportunities.

3. Procedure

3.1 Scholarships are normally awarded for 1.250 Euros per month (exposé scholarship, as well as completion scholarship) for duration of maximum six months. Exposé scholarships with which to prepare a doctoral project are awarded twice a year. Application deadlines are March 31 and September 30. Applications for hardship grants can be submitted any time after the candidate has sought advice on the premises of the Graduate Academy. The Board of the Graduate academy will make a decision as soon as possible thereafter.

3.2 Graduates who are planning a dissertation project at Leibniz University and who are already recorded as a Ph.D. candidate at a faculty of Leibniz University are eligible to apply for an exposé scholarship with which to prepare a doctoral project. Students who are soon to complete a degree which will enable them to pursue doctoral studies and who are planning a dissertation project at Leibniz University are in certain cases also eligible. The Board will decide on their applications subject to their submitting proof of their degree qualification to the Office of the Graduate Academy before funding is due to begin. Applicants for an exposé scholarship must matriculate at Leibniz University.

3.3 Ph.D. candidates at Leibniz University who have previously consulted the Graduate Academy are eligible to apply for a grant with which to complete their studies in cases of special hardship.

3.4 The following documents should normally be enclosed with the application:

- completed application form (for applications for an exposé scholarship) or a letter
- CV and academic career, including a list of publications if applicable
- degree certificate or for students who have not yet completed their degree at the time of applying for an exposé scholarship, proof of their academic performance and examinations to date
- confirmation of acceptance as a Ph.D. candidate by the faculty
- confirmation of matriculation from Leibniz University or a declaration of intention
- description of proposed doctoral studies
- work schedule for the duration of the scholarship awarded by the Graduate Academy
- for exposé scholarships: provisional work schedule for the doctoral project as a whole
- letter of recommendation from the principal doctoral supervisor
- letter of recommendation from a further university lecturer
- for completion scholarships: proof should be if the delay has been caused through no fault of the candidate and that he or she is in a position of special social hardship

3.5 Scholarships are awarded by the Board and the selection commission subject to the budgetary funding available. Exposé scholarships are awarded on a competitive basis. There is no entitlement to a scholarship.

4. Criteria for awarding scholarships

4.1 Applicants for exposé scholarships are selected based on the following criteria:

- academic excellence
- the innovative potential of the dissertation project
- the ability of the candidate to pursue the dissertation project determinedly and with a view to achieving results

4.2 Applicants for completion scholarships are selected based on the following criteria:

- academic quality of the applicant and the likelihood of the thesis being realised during the period of funding
- social hardship
- illness
- delay in research through no fault of the applicant

4.3 In order to ensure equal opportunities when scholarships are awarded and the amount of funding is decided upon, not only the academic quality of the applicant but also his or her individual situation can be taken into consideration. Assessments and decisions regarding exposé scholarships may not rest on non-academic criteria such as age, gender, religion or disability alone.

4.4 Scholarships are awarded by the Board taking into account the criteria mentioned under 4.1 and 4.2

5. Obligations

5.1 The recipient of a scholarship from the Graduate Academy undertakes to comply with the "Guideline to ensure good academic practice" of Leibniz University in its currently valid version. In the case of academic malpractice, the Board of the Graduate Academy reserves the right to implement measures, which can go as far as reversing the decision to provide funding (i.e. it may retract the decision completely or in part, call back approved funding, demand back funding which has already been paid out).

5.2 The recipient of an exposé scholarship undertakes to submit a final report on the period of funding to the Graduate Academy within six weeks after the scholarship has expired. The recipient of a completion scholarship undertakes to provide evidence to the Graduate Academy within three months after expiry of the scholarship that he or she has handed in his or her dissertation to the faculty in question.

5.3 The recipient undertakes to inform the Graduate Academy immediately when he or she takes up work, receives a further scholarship or should any other changes arise to the details stated in the application. In such circumstances, the Board or the selection commission can decide to revoke the scholarship.

6. Data Protection

6.1 The Graduate Academy is storing and processing data applicants disclose in their application in order to conduct the application procedures. Object of data protection regulations as stated in the European General Data Protection Regulation (GDPR) are personal data, i.e. all information considering personal circumstances that are disclosed in an application for funding lines of the Graduate Academy. Detailed information on The Graduate Academy's data protection regulations can be found under:

<https://www.graduiertenakademie.uni-hannover.de/en/funding-and-support/our-own-funding-opportunities/>.

6.2 Data processing and storage demands the applicants consent. By sending off the application documents via post or e-mail, the applicant agrees with the collection, storage and usage of personal data for managing the selection process.

6.3 The applicant may revoke his or her consent at any time without stating reasons. The Graduate Academy has to be informed in writing about revoking consent.