THESys Graduate Program

Guidelines for the application for completion scholarships

Who can apply?

You can apply, only if you are a doctoral candidate of the THESys Graduate Program who meets the following two conditions:

1. You are <u>in the final phase</u> of your doctorate: Your scholarship or employment contracts at the university or at an extramural research institute has already expired or is about to expire between 31st July and 30th November 2023.
2. You fulfill all requirements resulting from participation in the doctoral program at IRI THESys.

What is the amount of the scholarship?

The amount of the scholarship will be at least 1,468 € per month. Supplement for the first child is at 400 € per month and 100 € for each sibling.

Application procedure

Which documents need to be included in the application?

1. A letter (1-3 pages), addressed to the Graduate Program Board, that includes

   - reporting on the current status of your PhD project,

   - reasons for the delay of your project and

   - a timeline for August to December 2023 that shows when and how the PhD project will be finished.

2. Evidence that proves that your previous funding has ended or is about to run out (e.g. an e-mail confirmation from the funding body)

3. Confirmation by program coordination regarding the fulfillment of requirements in the THESys Graduate Program

4. A statement by your main supervisor as to whether the dissertation can be completed within the requested time. That statement has to be sent separately to the email address mentioned below.

Where do I need to hand in my application documents?

The application documents need to be handed in electronically. Your application documents need to be saved in **one** PDF document without the statement of the supervisor, of course, which is sent separately by the supervisor.

The PDF needs to be sent to the coordinator of the THESys Graduate Program:
wiebke.hampel@hu-berlin.de

We will confirm the reception of your application documents.

The application deadline is 24th July 2023.

Selection Procedure

All applications are checked for completeness and correctness by the program coordinator.

(1) A selection committee of the IRI THESys decides on the awarding of the scholarships on the basis of the submitted documents.

(2) The selection committee is composed of the members of the THESys Graduate Program Board.

(3) The following award criteria will be considered in the selection procedure:

- Reasons for delay
- Status of the dissertation project
- Feasibility of the presented work plan and timeline for the completion of the dissertation
- Statement of the supervising university teacher that you will able to complete your dissertation within the requested time

Based on the application submitted, the selection committee decides at its own discretion to whom scholarships should be awarded.

Upon acceptance of the scholarship, the scholarship holder is obligated to immediately report any changes (e.g. new funding sources) that are relevant to the granting of the scholarship.