Application instructions for doctoral completion grants or fellowships in accordance with the HmbNFG

Please read the Hamburg Act for the Promotion of Young Researchers and Artists (Hamburger Gesetz zur Förderung des wissenschaftlichen und künstlerischen Nachwuchses (HmbNFG), as amended on 11 July 2007 and the Funding Regulations for Young Researchers and Artists (HmbNFVO) as amended on 29 April 2003.

The application requirements are as follows:

- for a fellowship: above-average degree results that are not older than one year;
- for a doctoral completion grant: employment as a research / teaching assistant at the university or other academic institutions in Hamburg (employment contract); funding will immediately follow this.

Applications may be completed in April or October of each year. Please note the final application deadlines, which will be duly published university-wide at:

http://www.uni-hamburg.de/forschung/nachwuchs/promotion/stipendienwegweiser/promotionsstipendien_e.html

Please fill the form out electronically and scan the documents in the order given as a single pdf file, and submit them by electronic mail. Copies of academic transcripts and the likes need not be certified. The following documents must be included with the application form in the following order:

Attachment 1
Calculation sheet -B- requesting information regarding income levels, marital status and secondary employment (not more than four hours per week). The necessary documentation must be included with this submission.

Attachment 2
Curriculum vitae in tabular format showing the progress of the applicant’s studies and the focus of those studies, an indication of when work on the doctorate will begin, and prior academic publications. If the application is for a doctoral completion grant, copies of employment contracts for work as a teaching / research assistant should be included.

Attachment 3
Copies of academic transcripts (transcripts from institutions of higher education with individual grades; where applicable an interim examination certificate), proof of required specific knowledge (Latin, etc., for foreign applicants: a certificate of German language proficiency).

Attachment 4
Doctoral project:
The abstract of the doctoral project should not exceed twelve pages, should start with a table of contents, and should be structured as follows:

- Generally comprehensible summary with a short characterization of the project’s relevance to research, the objectives and methods (no more than fifteen lines).

- Description of the subject matter and the preparatory work:
The research problem should be described concisely in terms of its primary characteristics, methods and objectives. This includes information regarding the current state of academic knowledge and a summary of existing literature and sources. It must be apparent that the person compiling the information has developed the central questions and objectives for their own research approach through an analysis of the current state of knowledge. The current state of their own knowledge should be described.

- Project plan and schedule:
The fellowship is initially granted for one year, and an extension of this funding must be applied for and be approved. The standard funding period is two years. The proposed work stages should be presented in view of this time frame.

  The doctoral completion grant may not exceed a period of one year. The work plan for this grant must include information that indicates that the doctorate can be completed within one year.

Attachment 5
Two evaluations from school members (professor or Privatdozent) regarding the quality of the project and the applicant’s qualifications (see: § 8 (3) HmbNFVO).

The first evaluation must be from the doctoral supervisor. The doctoral supervisor must be affiliated with Universität Hamburg.

The second evaluation for the application must also be from a professor or Privatdozent, however they may be affiliated with another institution of higher education (the doctoral degree regulations of the respective school / department must be observed).

Information and advising:
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