

November 2017

Ms Astrid Dittmann
Am Schwarzenberg-Campus 3, Room 0.050A
21073 Hamburg
Tel.: +49 40 428 78 3578

Office hours and submission
of applications
Mon, Tue and Thur
9.00 to 12.00

Instructions

for applying for a scholarship for doctoral candidates under the Hamburg Promotion of Scientific and Artistic Talent Act (HmbNFG) and the Regulations for Implementation of the Hamburg Promotion of Scientific and Artistic Talent Act (HmbNFVO)

Preliminary Remarks

The scholarship holder will pursue his or her doctorate as a registered graduate student at the Hamburg University of Technology (TUHH).

If he or she is not a registered student when applying, he or she will apply to enroll at the Hamburg University of Technology without delay once the scholarship has been authorized. Until the student has enrolled at the TUHH, the scholarship is granted subject to the proviso that it may be recovered.

1. Scholarship Amount (Section 5 HmbNFG)

The scholarship amounts to € 1200 per month.

2. Childcare Supplement (Section 2 HmbNFVO)

The persons designated as such under current law count as children.
The childcare supplement amounts to € 154.

3. Special Allowances (Section 3 HmbNFVO)

Please note:

Following a decision by the TUHH's Research and Scientific Talent Committee (AFN), no special allowances will be paid until further notice.

4. Secondary Employment (Section 4 HmbNFVO)

Notice must be given without delay of any intended or actual secondary employment.

5. Applications (Section 8 HmbNFVO)

A scholarship will only be granted **on application**. The documents required must be sent with a **written application** (not by e-mail). Failure to supply the information required or to submit supporting evidence will lead to a rejection of the application.

Applications must be submitted by the deadlines that are laid down by the university and are published by it in good time.

Processing of Applications:

Applications will be processed formally in the Dean's Office then passed on to the Awards Committee. The Awards Committee of the Teaching and Study Board (ALS) will decide on applications.

The following must be appended to the initial application:

(in **German** or in a certified translation)

- Plan of work (see page 2)
- written outline of personal qualification (§8 HmbNFVO)
- 2 references from TUHH university teachers (professor or lecturer)
- Personal data sheet
- Diploma and certificate (original or certified copy)
- Certificate of student enrollment (may be handed in later)
- Approval to embark on doctoral studies
- TUHH statement of supervision (professor or lecturer)
- If applicable, documents and tax assessment (certificates of earnings)

Documents to be handed in later must be submitted at the latest when the scholarship award is signed.

The plan of work should state:

- The subject
- Objective of the dissertation
- Research history relevance of the subject treatment
- Material feasibility of the project (work prerequisites)
- Planned work procedure and, as appropriate, outline of the dissertation
- Forecast time required for completing the work.
- If some work for the dissertation has already been done (e.g. collection of material, experiments, completion of parts of the work, previous work in the form of a Staatsexamen, Diplom, Master's or Magister's thesis to be expanded on), the work that has been completed must be stated and the plan for the remaining work must be distinguished from it.

The plan of work is especially important when assessing the application. If it is not enclosed, the application will not be processed.

A copy of the plan of work must be submitted to both assessors. In order to assess the application it is important that the two assessors do not only comment on the graduate student's above-average ability but also give detailed consideration to the plan of work (Section 8 (3) HmbNFVO).

6. Further Obligations for Applicants:

When the scholarship is granted the scholarship holder **undertakes**

- To devote his or her work effort to preparing for the doctorate and not to engage in any work or secondary employment that is incompatible with the grant;
 - To notify his or her supervisor at regular intervals of the progress of work on the dissertation;
 - To notify the TUHH immediately when the dissertation is finished or if preparation for the doctoral degree is interrupted;
 - To notify the TUHH immediately in accordance with Section 10 HmbNFVO if work on the dissertation is interrupted by illness or for other reasons;
 - To inform the TUHH of all facts that are of significance for the assessment or continued granting of the scholarship;
 - To make sure that he or she fulfills all of the requirements of the Doctoral Degree Regulations that apply in his or her case.

7. Scholarship Extension (Section 9 HmbNFVO)

- Extensions of a scholarship must be applied for. The scholarship holder must find out the application deadlines in good time so that he or she can continue with the dissertation in the second scholarship year as far

as possible without interruption (basic scholarship).

- A current certificate of student enrollment must be enclosed.

Important

Infringements of Section 4 HmbNFVO or Section 7 HmbNFG will lead to immediate cessation of the scholarship.

Before you apply, please read the relevant Act and Regulations and check whether you fulfill or will be able to fulfill all of the requirements.

These documents can be requested online at:

<https://www.tuhh.de/tuhh/studium/studieren/organisatorisches-rund-ums-studium/finanzierung/stipendien/stipendien-fuer-promovenden.html>

or at the above address.