

Lara Walkling  
Am Schwarzenberg-Campus 2 (B)  
Room B 1.005  
21073 Hamburg  
Tel.: +49 40 428 78 3752  
E-Mail: graduierthenakademie@tuhh.de

# 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).

## 1. Prerequisites (Section 3 HmbNFG)

### Basic scholarship:

- Proven far above-average academic performance of the university degree entitling the applicant to embark on a doctorate.
- Start of the funding no more than one year after the award of the university degree. In especially justified cases (due to family or disability-related reasons) no more than three years after the award of the university degree.

### Completion scholarship:

- The completion of the dissertation with an above-average result within the funding period of one year can reasonably be expected.
- The applicant was previously employed as academic staff by the Free and Hanseatic City of Hamburg for no longer than four years. In especially justified cases (due to family or disability-related reasons) no longer than seven years.

## 2. Scholarship amount (Section 5 HmbNFG)

The scholarship amounts to € 1,200 per month.

## 3. Childcare supplement (Section 2 HmbNFVO)

The childcare supplement amounts to € 154 per month. The persons designated as such under current law count as children. The childcare supplement is granted to scholarship holders, who provide for at least one child as a single parent or who provide for at least one child together with a partner, if the partner does not work.

## 4. Enrollment (Section 6 HmbNFG)

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.

## 5. Exclusion of the funding (Section 7 HmbNFG)

A scholarship cannot be granted, if the applicant

- has already completed a dissertation,
- has received or is still receiving funding (i.e. a scholarship) for this project or another project by public or private institutions,
- is taking part in a vocational training course or professional introduction (e.g. teacher training),
- is employed more than small-scale.

## **Violation of these regulations results in immediate cessation of the scholarship.**

## 6. Special allowances (Section 3 HmbNFVO)

The scholarship holders may receive special allowances for travel expenses and material costs, with the exception of printing costs, if these expenses are necessary for the doctoral project and the scholarship holders cannot reasonably be expected to cover these costs. The special allowances for materials and travel expenses in Germany should not exceed a total of € 1,023 during the funding period.

7. Secondary Employment (Section 4 HmbNFVO)

Secondary employment of no more than four hours per week is in conformity with the scholarship regulations. Notice must be given without delay of any intended or actual secondary employment.

**Violation of this regulation results in immediate cessation of the scholarship.**

8. Income (Section 5 HmbNVO)

Income resulting of secondary employment in conformity with the scholarship regulations is not taken into account. Income within the meaning of the German Income Tax Act will be taken into account, if it amounts to more than € 7,669 for single persons and more than € 12,271 for married or partnered persons per year.

9. Granting procedure (Section 6 HmbNFVO)

Applications will be processed formally by the Graduate Academy for Technology and Innovation, then passed on to the respective Studiendekanatsausschuss. Each Studiendekanatsausschuss will make a statement and prioritize the applicants and their projects. The final decision is made by the Awards Committee of the Teaching and Study Board (ALS).

10. Scholarship extension (Section 3 HmbNFG, Section 9 HmbNVO)

The duration of the funding is up to two years for basic scholarships and up to one year for completion scholarships. These periods can be extended due to reasons imposed by disabilities or disadvantages. Applications for extensions must contain a work report and two references.

**The following must be appended to the initial application:**  
(in German or English or in a certified translation)

- Application form
- Cover letter
- Curriculum vitae in tabular form
- Two references from university teachers (professor or lecturer)
- Copies of the university diploma
- Working plan
- Statement of supervision
- Certificate of student enrollment
- Approval to embark on doctoral studies
- Form "Details on Income"
- internationals: passport and residence permit

### **Further information on the documents to be appended:**

- The personal competence should be pointed out in the cover letter.
- The curriculum vitae in tabular form should contain details on study progress and major fields of study as well as previous scientific publications.
- The references need to be written by university teachers (professor or private lecturer). One reference has to be written by the supervisor. The supervisor has to be employed by TUHH. The second reference has to be written by a university teacher employed by a university in Hamburg. The references should confirm the personal competence of the applicant as well as the content and time-related details of the doctoral project.
- The working plan should state:
  - 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 certificate of student enrollment can be handed in later.
- The approval to embark on doctoral studies by TUHH can be handed in later.
- Details on income, family situation und secondary employments should be made in the form "Details on Income". The necessary documents need to be appended.

Applications can be submitted by e-mail to [graduertenakademie@tuhh.de](mailto:graduertenakademie@tuhh.de). Applicants are responsible for the complete submission of their application.

**Please note that only the information given by 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) in the currently valid versions are legally binding.**