

## The Graduate School of the Faculty of Human Sciences

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### Announcement: Projects by Doctoral Candidates

The Graduate School wants to give its members the opportunity to further develop their professional expertise, as well as their general academic skills, which is why it offers financial and organisational support in the planning and realisation of individual or group-organised projects whose goal it is to improve the qualifications and networking of the applicant and other up-and-coming young scientists.

Among the projects that can be funded by the Graduate School are:

- The organisation of academic/scientific events (workshops, conferences, debates, courses, etc.) on specific methodological or content-related questions
- The organisation of guest lectures, critical friend sessions, etc.
- Small field trips
- The organisation of scientific exhibitions
- The organisation of scientific working groups („Arbeitsgruppen“)

Different formats could also be funded if their intent to enhance scientific/academic qualifications is clearly identifiable and if they address, in addition to the applicant, the extended target group of doctoral students within and outside of the Faculty of Human Sciences.

Projects CANNOT receive financial or organisation support if they are clearly intended to benefit only the development of an individual, i.e. the applicant, or are designed to help obtain material/knowledge for the individual's PhD project (e.g. training courses, travelling to interviewees, etc.). A belated re-financing of projects which have already taken place or have been realised through other funding sources is not possible either.

### *Who can apply?*

Members who contribute actively to the programme of the Graduate School, and do so voluntarily and regularly, are entitled to apply for funding for specific projects. Regular activities (generally once a year) that entitle a member to apply include:

- Presentation and debate of the individual member's research project at specific presentation days, in colloquia or at other events hosted by the Graduate School
- Contributions (talks, papers, chairing of workshops or parts thereof, presentation of results or methodology, etc.) at events hosted by the Graduate School or partner organisations, e.g. guest lectures, workshops, seminars, field trips
- (Joint) organisation or presenting of events, e.g. seminars, workshops, guest lectures or field trips
- Joint organisation of or participation in networking events of the Graduate School („Stammtisch"/social meetings, welcome days)
- Making specific recommendations (proposals) for events (e.g. workshops, conferences, congresses) and help organising them
- Serving on the doctoral committee („Promotionsausschuss") or commitment to working groups („Arbeitsgruppen")
- Serving as a doctoral representative on the Graduate School's board

Additional forms of active membership not listed above may also entitle a doctoral candidate to apply for a scholarship if they constitute clearly defined personal contributions to the qualification approach of the Graduate School and are equal to the above examples in terms of effort and performance.

### ***Which application documents are needed?***

The application for funding should include:

1. A Written statement, detailing the reasons for applying (roughly one page). This explanation should also inform about the applicant's activities that entitle him or her to apply for a scholarship (see list above).
2. A detailed proposal which informs about
  - The planned format (workshop, conference, panel discussion, etc.)
  - The conception with regards to the topic and the scientific goals of the project
  - Who is involved in the project
  - External collaborators (guest speakers, co-organisers, cooperation partners, invited participants, etc.)
  - The time schedule and proposed date (including a rough draft of the programme/schedule, if possible)
  - The target group and expected number of participants
  - If applicable, marketing ideas and PR work
  - The expected qualification goals for everyone involved and the target group
3. A convincing cost plan, detailing which particular costs would be covered by the Graduate School. It should also emerge from this calculation whether additional financial support has been applied for and perhaps granted already.
4. A letter of recommendation from the first supervisor.  
The letter of recommendation should take into account aspects related to the applicant and his or her qualifications, but at the same time it should make clear why the project idea is supported and how it will be additionally supported by the supervisors, if necessary.

### ***Who decides upon the applications?***

Based on all applications, the board of the Graduate School debates four times a year whether to grant a scholarship and also decides upon the respective funding amounts. The following deadlines apply:

- 15 February
- 15 June
- 15 October

Please allow for the fact that several weeks may elapse between the application deadline and the decision on the individual applications.

### ***What are the selection criteria?***

The following criteria will be taken into consideration:

- Plausibility of reasoning of the application including the proposal and cost plan
- Scientific/academic quality, originality and relevance to the discipline of the project

- Cost-benefit-relation with regards to the expected value of the project to the development of the PhD/research projects of the target audience, for offering new professional and/or academic perspectives or for tying up potential (international) cooperation partners
- Plausibility of the letter of recommendation

If it is not possible to make a selection on the basis of these criteria the board of the Graduate School will also take into consideration the quality and quantity of research and other academic performances (publications, lectures, etc.) of the applicant at the time of application

***Report:***

The applicant is required to hand in a brief report (2-3 pages) about the project in the aftermath of the event. This report is supposed to document the course and results of the project (workshops, guest lecture, field trip, etc.) and should be written in a way that allows it to be used to inform others interested in the subject matter and might serve as an inspiration to other PhD students to work on their own projects.

Please send in your application by e-mail (as a single PDF file) to:

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