



## Faculty of Human Sciences

### Announcement Study abroad scholarships

The Graduate School awards scholarships to allow individual members to carry out research abroad, either at foreign universities, university unrelated research institutions or other institutions that may aid a successful outcome of the research project (e.g. libraries, archives, laboratories).

Funding for study abroad scholarships is capped at €3,500.00/person; as a general rule, the minimum duration of the stay is two weeks.

The scholarship is designed to cover:

- Travelling expenses from the place of residence to the host institution and back, in accordance with the University of Cologne's travel expense guidelines
- Cost of living and accommodation abroad (lump sum corresponding to the DAAD scholarship lump sums for doctoral students)
- If necessary, additional costs for research materials or the participation in scientific/academic conferences or congresses abroad

Other costs, such as fees for health, accident or personal liability insurances or for additional trips within the host country, cannot be paid for by the Graduate School.

Stays abroad for the sole purpose of attending regular events or in preparation of future doctoral studies CANNOT be funded. Neither can travelling and staying abroad in order to find and choose a topic for the doctoral thesis be funded.

Third-party payments (additional scholarships, continuing wages, prize money etc.) are to be reported on the application form and will be deducted from the total scholarship amount.

#### ***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 study abroad scholarships. 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 student to apply for a scholarship if they constitute clearly defined personal contributions to the programme of the Graduate School and are equal to the above examples.

Applicants who obtained membership of the Graduate School before 1 August 2016 are exempt from the condition of an "active membership" and can apply even if they do not meet the above-mentioned criteria.

All applicants are responsible for the preparation of their stay abroad, including but not limited to: Insurances, finding work at the foreign university, all agreements and arrangements necessary for the realisation of the PhD project.

Proof of sufficient knowledge of the working language/the host country's language is required.

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

The application for funding a research stay abroad should include:

- The filled in application form
- 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).
- An outline of the research project (about 5-10 pages), detailing preparations as well goals for the stay abroad. This outline should also include a detailed work plan. The necessity and expected benefits of the stay, too, need to be argued convincingly.
- Proof of an invitation by the host institution
- Proof of sufficient knowledge of the working language/the host country's language
- A detailed calculation of costs (if possible, please already include receipts)
- A statement by the first supervisor. This statement should take the following aspects into consideration:
  - How well does the first supervisor know the applicant?
  - How does the first supervisor rate the applicant's performance and abilities in comparison to other doctoral students?
  - How does the first supervisor rate the academic/scientific quality and relevance of the PhD project?
  - How realistic and feasible are the goals for the stay abroad according to the first supervisor?
  - How does the first supervisor rate the applicant's work plan?
  - How important is the stay abroad for the development of the PhD project according to the first supervisor?
- If applicable, proof of further income

### ***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 September
- 15 December
- 15 March
- 15 June

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 application
- Scientific/academic quality, originality and relevance to the discipline of the project
- Feasibility of the project
- Thematic and temporal embedding of the stay abroad into the PhD project
- Suitability of the situation in the host country/at the host institute
- Importance of the stay abroad for the development of the PhD project, for the development of the applicant (academic/scientific or professional development) or for networking

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 of the applicant at the time of application.

***Report and receipts:***

The applicant is required to hand in a brief report (2-3 pages) about the research stay abroad no later than two months after the end of the stay. This report is supposed to document the course and results of the stay 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.

The original receipts have to be handed in no later than three months after the end of the stay. Originals are needed.

Please send in your application for a study abroad scholarship by mail or e-mail (as a single PDF file) to:

Graduate School of the Faculty of Human Sciences  
“Managing Diversity and Transition – Vielfalt und Wandel gestalten”  
Gronewaldstrasse 2  
50931 Cologne

[Graduiertenschule-HF@uni-koeln.de](mailto:Graduiertenschule-HF@uni-koeln.de)