

## **Information sheet for students applying for a postgraduate scholarship**

According to the "[Statute on Awarding the Postgraduate Scholarship of Justus Liebig University Giessen](#)" from September 10, 2003 in the revised version of July 27, 2020, anyone can receive a stipend to prepare for doctoral studies (Dr. or Ph.D.) at Justus Liebig University Giessen who fulfills these prerequisites:

- A **higher education degree** that allows one to pursue doctoral studies
- A **special aptitude for academic work** as demonstrated through **above average performance in prior studies and examinations**
- A doctoral project proposal that will make **an important, outstanding contribution to the pursuit of knowledge**
- Adherence to [Justus Liebig University Giessen's Statute for Ensuring Good Scientific Practice](#) while studying

The decision on whether you meet these requirements will be based on your **work plan** and **timetable**. On both forms, please include the date, your name, and the topic you have chosen. Also include two separate copies of each of the following documents along with the **Application form**: a short **CV**, your **university diploma**, the **certificate of admission to a doctoral program**, and the **initial assessment of your doctoral supervisor**.

The work plan and timetable need **not** follow a **specific format**.

**The timetable** should serve as a short overview of when the various sections of the dissertation will be developed and written. Please be sure to plan realistically so that you can actually complete each section in the allotted timeframe.

**The work plan** is one of the most important elements in deciding the outcome of your application. Please keep in mind that with this plan, you are demonstrating your exceptional ability to do academic work and stating that your doctoral project will make an important, outstanding contribution to the pursuit of knowledge in your field.

Three professors will read your work plan: your doctoral supervisor, a second reviewer that your faculty chooses, and one of the members of the selection committee for postgraduate scholarships. The plan should give those who might not be specialists in your field an impression of your research topic and convey your abilities. Please note that the faculty reviewer will **only receive your work plan and your timetable**.

Your work plan should include all information pertinent to your doctoral project; however, it should not go too in depth.

The Postgraduate Scholarship Selection Committee requests the following format for project **work plans and timetables**:

- **Length: 8 –12 pages**
- **Font: Times New Roman, size 12**
- **Line spacing: 1.5 lines**

Please prefix the work plan with a short abstract of about fifty words that describes the goal of the project. You must sign your application to affirm that you wrote and prepared it by yourself.

You determine your own work plan's content, after consulting your supervisor if necessary. It should briefly describe the current state of research in your chosen field and contain a list pertaining to the most important **literature** therein.

**Please note that all application documents listed here—including your supervisor's expert review—must be turned in prior to the deadline!**

**Incomplete applications cannot be processed!**

*If you have any questions, please contact Ms. Lydia Scott,  
Research Office, Ludwigstr. 23, 1st upper floor, room 112, Tel: 0641/99–12118 E-Mail:  
[Lydia.Scott@admin.uni-giessen.de](mailto:Lydia.Scott@admin.uni-giessen.de)*

## **General scholarship guidelines according to the Statute on Awarding Postgraduate Scholarships at Justus Liebig University Giessen (JLU)**

According to the aforementioned statute, **scholarships confer €1,200 per month**, which is very close to the general support funding of the German Research Society (DFG). An additional **fixed sum of €150 for each month of funding** to cover **material and travel expenses** is also included.

Any instruments not for consumption that are purchased or constructed with material expense funds become property of JLU after the end of the doctoral project.

For **children aged 18 and younger, a child allowance** will be paid in a monthly lump sum: €400 per month for the first child and an additional €100 per month for each additional child. This will be paid starting in the month in which a child allowance is authorized. Expenses according to the legislation on parental allowance and parental leave (Bundeselterngeld-und Elternzeitgesetz –BEEG) paid to the scholarship awardee will be deducted from the stipend. **Children from the civil partners** of the scholarship awardee can also be included if you can demonstrate to the university (e.g. with evidence from the Resident Registry Office -Einwohnermeldeamt) that they were already living as members of your household before the stipend began.

If the spouse or civil partner of the scholarship winner is already receiving a child allowance for the same reason, then a second payment to the awardee is not allowed. Persons are considered children in accordance with §32 Para. 1 of the income tax law (Einkommensteuergesetz); the child allowance will be disbursed with the stipend.

**In accordance with §2, Para. 4 of the aforementioned statute, funding is not allowed while conducting professional activities that interfere with the doctoral project.**

According to §8, professional activities include employment that lasts longer than 16 months—not including work necessary for the doctoral project such as teaching obligations or work as a student intern of no more than 42 hours/month. Income from these latter activities will not be deducted from the stipend.

**Any additional taxable income (including income from capital assets) will be deducted from the stipend if it exceeds €15,350 per year.**

The amount will increase by €1,050 each year for each child that qualifies you for a family allowance. The most important part for calculating the monthly stipend is 1/13th of applicable income from the calendar year prior to funding. Total positive income in accordance with §2, Paras. 1 and 2 of the income tax law, minus deducted income tax and church tax, is considered yearly income.

**Typical funding lasts for three years.** The initial period is for 12 months; approximately 10 weeks prior to it ending, you should—if needed—apply for an extension in writing. You must include a work report and your supervisor's assessment. Please submit these three documents electronically (PDF).

Scholarship winners **with one or more children living in their household at the start of the stipend, at least one of which is 12 years old or younger**, may claim an **extension to the typical funding** period of up to 12 months. This also applies if the firstborn child arrives during the scholarship's funding period. Instead of extending the scholarship beyond the usual period of three years, you can also convert any unneeded extension months into financing for documented child care expenses ("money instead of time"). Only the basic monthly stipend can be used for this, not the material or child allowances.

*For detailed information, please refer to the following:*

**"Statute on Awarding the Postgraduate Scholarship of Justus Liebig University Giessen" from September 10, 2003 in the revised version of July 27, 2020**