

Information for Graduate Promotion (Application Conditions)

On the basis of the Graduate Promotion Act (GradFG) of the state of Saxony Anhalt of July 30, 2001 (GVBl. LSA no 35/2001 p 318), Amendment of March 11, 2011, last Amendment of December 10, 2015

and with it the issued Graduate Promotion Decree (GradFVO) of June 2, 1992 (GVBl. LSA p 402), Amendment of August 1, 2001 (GVBl. LSA no 35/2001 p 322), Amendment of July 9, 2011 (GVBl. LSA p 384), last Amendment February 4, 2016 (GVBl. LSA p 52)

doctoral scholarships are annually allocated at Otto von Guericke University Magdeburg.

An application is only possible after a successful university graduation.

The following application documents have to be submitted to the **office of the dean of the appropriate faculty**:

1. An application for doctoral scholarship
2. Curriculum vitae in tabular form;
3. Depiction of previous academic performances and explanations to the preparatory work for the project*;
4. Working plan in terms of content (content description of the project and the way of proceeding) and time (detailed schedule);
5. The statement of a professor or lecturer of Otto von Guericke University Magdeburg to supervise the scientific project;
6. Report of the supervisor of the dissertation and an additional professor or lecturer on the existence of the qualified preconditions for the support of the applicant and the scientific importance of the research project;
7. Proof of income documented by a copy of tax assessment or other appropriate evidence, substantial is the calendar year of application (in accordance with paragraph 4 section 2 GradFVO in conjunction with paragraph 7a section 2).
8. Proof of the successful university graduation (officially certified copies of the grade sheet/certificate and graduation diploma);
9. In case of international applicants, the university graduation needs to be checked for the admission to the doctoral program by K 31-2.
10. In case of Chinese, Vietnamese and Mongols applicants, an **additional** check of the academic performance certificates needs to be asked for from the Academic Office (APS). (see: <https://www.aps.org.cn/zh/verfahren-und-services-deutschland/dokumentenprufverfahren>; <http://www.hanoi.diplo.de/> or <http://www.ulan-bator.diplo.de/Vertretung/ulanbator/mn/Startseite.html>)
11. If necessary a copy of disabled person's pass.

The allocation of the doctoral scholarships takes place as a rule twice a year, namely due on **January 01** and **July 01**. To secure a relevant processing time, the applications for graduation support have to be submitted with the complete application documents by

October 15 for a support period due on January 1,

April 15 for a support period due on July 1

to the appropriate dean's office of the faculty. At the same time the application documents from point 1 to point 6 have to be submitted as **one** PDF-data file to the Department of study affairs by E-Mail: **christin.lobe@ovgu.de**

* Applications for FHW have to be submitted in accordance with the DFG regulations, further details are given by the dean's office of FHW or on the Homepage FHW/Forschung/Promotion (http://www.hw.ovgu.de/Forschung/Promotion_Habilitation-p-78.html).

Application for Doctoral Scholarship

In preparation for a doctoral program, I apply at the Otto von Guericke University for a scholarship according to the Graduate Promotion Act (GradFG) of the state of Saxony Anhalt of July 30, 2001 (GVBl. LSA no 35/2001 p 318), Amendment of March 11, 2011, last Amendment of December 10, 2015 and with it the issued Graduate Promotion Decree (GradFVO) of June 2, 1992 (GVBl. LSA p 402), Amendment of August 1, 2001 (GVBl. LSA no 35/2001 p 322), Amendment of July 9, 2011 (GVBl. LSA p 384), last Amendment February 4, 2016 (GVBl. LSA p 52).

1. Details about PhD Project

Field of Study (Subject):

Objective of Doctoral Studies
(Academic Degree):

Topic of Dissertation:
(Summary)

Supervisor of Dissertation:

Beginning of Scholarship:

Period of Support:

(Duration of support 3 years max.)

2. Personal Details

Last Name, First Name:

Born on: -----

in: -----

Marital Status:

single / married / divorced

(Underline where applicable)

Number of Children:

(According to § 4 sec. 2 of Graduate Promotion Decree)

Disability/Chronic disease

yes

no

(According to § 4 sec. 3 of Graduate Promotion Decree informations are optional)

Address:

Telephone Number:

E-Mail Address:

I assure that my particulars are correct and complete. I also affirm that there are no other supporting benefits available to me and that the preconditions for a rejection of the support are not given by the pursuance of another occupation (§ 7 of Graduate Promotion Act). I informed myself about the content of the Graduate Promotion Act (GradFG) and the Graduate Promotion Decree (GradFVO).

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Place, Date

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Signature of Applicant