

Indices for application

Application for a scholarship according to the Ordinance on the Promotion of Postgraduates of Brandenburg (GradV)

1. A scholarship for the preparation of a doctorate or a creative development project is to be requested by the candidate himself. The basic scholarship amount is 715.81 EUR per month at most. Small supplements are provided to families (102.26 EUR) as well as for material expenses and travel costs (25.56 EUR). The scholarship is paid as a subsidy. There is no legal claim to receive a scholarship. The scholarship is calculated depending on further generated income.

Up to a certain amount, scholarships are in Germany neither subject to tax nor subject to the duty of social security contributions. Thus, the scholarship is paid net.

The scholarship holder does not perform an activity as an employed person. Neither the university nor the Land Brandenburg is paying contributions to the public pension insurance, public employment insurance or national health insurance. Scholarship holders have to finance their health insurance themselves!

According to the ordinance, income from activities comprising up to 4 work hours per week will not be counted against the scholarship. Therefore an additional employment as scientific assistant should be considered (a claim for accommodation allowance or the like should be considered as well).

Scholarship holders have the opportunity to enrol as doctoral students at BTU Cottbus.

2. Applicant is the eventual scholarship holder. The scholarship is bound to the scholarship holder and therefore it cannot be requested - like a research project - by the supervisor.
3. Requirements are a completed university education, special proficiency and motivation as well as excellent performance in the respective field of work.
4. The promotion of postgraduates is open for applications from all scientific subject areas which can be supervised by a professor of the BTU Cottbus. The innovative research on a high scientific level should be promoted in particular.
5. The application itself should be submitted formlessly (there are no forms!) and is to be addressed to the Vice President for Research, Development and Innovation, Prof. Dieter Schmeißer. A total of 5 copies of the application are to be submitted.

6. The application has to include the following:

- a. Informal application with name and address of the applicant; CV (incl. civil status, children); certificates (higher education entrance qualification, diploma resp. other equivalent university degrees)
- b. The topic of the work and the supervisor / chair
- c. The intended date of beginning of support and the anticipated duration of the project.
- d. A working plan that includes:
 - a comprehensible presentation of the reasons for choosing the project
 - a textual structure and explanation of the topic
 - a time schedule
 - a report on the current state of research and on the state of preparatory work if already done.
- e. An expertise provided by the supervisor of the project as well as an advisory opinion of a second assessor (professor). The expertise should estimate the worthiness of the doctorate of the person and the content of the project.
The employee and his supervisor ask themselves for the second expert opinion!

7. Promotion of Postgraduates is allowed for a year initially. On further extension of scholarship is decided by the awarding committee on the basis of a progress report of the scholarship holder and an expertise of the supervisor.
The duration of support is 3 years at most and ends at the latest with the oral doctorate examination or with taking up an employment that cuts across the promotion of postgraduates.

8. Deadlines for submission

Applications can be submitted all-year. The decision of the awarding committee is rendered depending on the appropriation of funds by the MFWK.

9. The applicant should be involved into the chair of his supervisor at the BTU Cottbus, that means he should hold a job there, as a rule.