

**Information for Application for PhD Scholarships and stipends**  
**in accordance to Graduate Student Financial Assistance and Support Act (HmbNFG)**  
**at Universität Hamburg**

Applications may be submitted in **October** each year, and scholarships or stipends will begin six months later. Please note the final application deadlines, which are duly publicized within the university on the following webpage:

<https://www.uni-hamburg.de/en/forschung/stipendien/promotionsfoerderung/landesgraduierertenfoerderung.html>

Fill the form out electronically and create a single pdf-document. The following documents must be included in the application file in the order given:

- application form.
- information concerning income levels with the necessary documentation, “Information on income”
- proof of employment must be provided by submitting a copy of the employment contract for doctoral degree scholarships.
- proof of admission to a doctoral program is required if there is a change in subject or the university degree was obtained at a foreign institution.
- curriculum vitae in tabular format.
- a copy of the university degree certificate.
- presentation of the doctoral project, objectives and preliminary work, synopsis with a work plan and schedule (for two years in the case of stipends and for one year in the case of doctoral degree scholarships).
- evaluations from two faculty members (professor / Privatdozent). The academic advisor must be affiliated with Universität Hamburg. The second evaluation must also be from a professor or Privatdozent, however they may be affiliated with another institution of higher education (the rules for doctoral degrees for the respective department or school must be observed). In exceptional cases, proof that the non-habilitated advisor is an authorized examiner must be included.

Applications must be sent by email to the Department of Research Management and Funding,

**Email:** [fhh-promotionsfoerderung@uni-hamburg.de](mailto:fhh-promotionsfoerderung@uni-hamburg.de)

Applicants are responsible for the complete and timely submission of their application. Late applications will be rejected on formal grounds. The timeliness of the application will be determined by the date on which the email was received. As a rule, the filing deadline for evaluations and academic transcripts is one week after this deadline – please ask for the exact dates.

**Applications to extend** a stipend are tied to the deadlines in the call for applications and must always be submitted after the first six months of the funding period. In addition to an application form, applications for an extension must always include a work report in accordance with the time schedule outlined in the original application, as well as two updated evaluations.

**Please ask in advance regarding exceptional cases. For information and advice, send an Email to:**  
[fhh-promotionsfoerderung@uni-hamburg.de](mailto:fhh-promotionsfoerderung@uni-hamburg.de)

**Download link for the application form:**

<https://www.uni-hamburg.de/en/forschung/stipendium/promotionsfoerderung/landesgraduierertenfoerderung.html>

### **Application instructions for the doctoral scholarship or stipend in accordance to HmbNFG**

The application requirements are as follows:

- for a **stipend**: degree results that are above average and not older than one year;
- for a **doctoral degree scholarship**: reception of the basic scholarship in accordance with the HmbNFG or employment as a research / teaching assistant at the university or other academic institutions in Hamburg (employment contract); funding will immediately follow this.

#### **More Information about the documents required to be attached to the application form**

##### **Attachment 1**

“Information on income” requesting information regarding income levels, marital status and secondary employment (not more than four hours per week). The necessary documentation must be included with this submission.

##### **Attachment 2**

Curriculum vitae in tabular format showing the progress of the applicant’s studies and the focus of those studies, an indication of when work on the doctorate will begin, and prior academic publications. If the application is for a doctoral degree scholarship, copies of employment contracts for work as a teaching / research assistant should be included.

##### **Attachment 3**

Copies of academic transcripts (transcripts from institutions of higher education with individual grades; where applicable an intermediate examination certificate / interim examination), proof of required specific knowledge (Latin, etc., for foreign applicants: a certificate of German language proficiency).

##### **Attachment 4**

Doctoral project:

The abstract of the doctoral project should not exceed twelve pages, should start with a table of contents, and should be structured as follows:

- Generally comprehensible summary with a short characterization of the project’s relevance to research, the objectives and methods (no more than fifteen lines).
- Description of the subject matter and the preparatory work:  
The research problem should be described concisely in terms of its primary characteristics, methods and objectives. This includes information regarding the current state of academic knowledge and a summary of existing literature and sources. It must be apparent that the person compiling the information has developed the central questions and objectives for their own research approach through an analysis of the current state of knowledge. The current state of their own knowledge should be described.
- Work plan and schedule:

The stipend is initially granted for one year, and an extension of this funding must be applied for and be approved. The standard term of funding is two years. The proposed work stages should be presented in view of this time frame.

The doctoral degree scholarship may not exceed a period of one year. The work plan for this scholarship must include information that indicates that the doctorate can be completed within one year.

**Attachment 5**

Two evaluations from faculty members (professor or Privatdozent) regarding the quality of the project and the applicant's qualifications.

The first evaluation must be from the doctoral advisor. The doctoral advisor must be affiliated with Universität Hamburg.

The second evaluation for the application must also be from a professor or Privatdozent, however they may be affiliated with another institution of higher education (the doctoral degree regulations of the respective school / department must be observed).

*For information and advising send an email to: [fhh-promotionsfoerderung@uni-hamburg.de](mailto:fhh-promotionsfoerderung@uni-hamburg.de)*