# INFORMATION ON APPLICATION FOR FINANCING STUDENT ASSISTANTS

for members of the Potsdam Graduate School • **Postdocs** (Status: August 2022)

The Potsdam Graduate School (PoGS) supports temporary employed postdocs, junior professors or newly appointed professors of the University of Potsdam. by financing student assistants. This is designed to support your scientific work. Applications are considered within the limits of the available funds.

## APPLICATION DEADLINE

There is no application deadline. You can submit an application for financing a student assistant at any time. The PoGS will answer requests as soon as possible in the order they are received.

## CONDITIONS FOR SUBSIDY

1)  Membership in the Potsdam Graduate School.

2)  You can apply for financing for a student assistant with or without a university degree.

3)  The student assistant may only take on work that is related to your scientific work.

4)  Obligation to report: You must hand in a short, informal report via email to the PoGS no later than four weeks after the termination of the funding (pogs@uni-potsdam.de).

## THIRD-PARTY AND PROJECT FUNDS

If your student assistant is financed by third-party or project funds (e.g. DFG), a subsidy from the PoGS is not possible afterwards. A grant from the Potsdam Graduate School represents additional internal funding, which would reduce the original grant from the funding agency. This fact would have to be reported to the funding agency. Please also note the guidelines of the respective funding agency. In individual cases, please contact us before submitting your application.

## SETTLEMENTS OF ACCOUNTS

A soon as your application is considered, you will receive information on the terms of use and settling the accounts. Please submit the application for employment to us pre-completed. We will then only submit it to our cost center and confirm the financing with our signature. We will then forward the application to the Department of Personnel and Legal Affairs (D3).

Calculation tables and information on hiring a student assistant can be found on the intranet of the University of Potsdam:
https://www.intern.uni-potsdam.de/u/dezernat3/formulare/index_01.html

If you have any questions, please don't hesitate to contact us: pogs@uni-potsdam.de.