

Information on Application Student Assistant

for members of the Potsdam Graduate School / Postdocs

Status: May 2020

The Potsdam Graduate School (PoGS) supports temporary employed postdocs, juniorprofessors or newly appointed professors at the University of Potsdam by financing student assistants. It helps to support your scientific work. Applications are considered within the limits of available means.

APPLICATION DEADLINE

There is no application deadline. You can submit application for financing a student assistant at any time. The PoGS will answer your request as soon as possible in consideration of the submission date.

CONDITIONS FOR SUBSIDY

1. Membership in the Potsdam Graduate School.
2. You can apply for financing a student assistant with or without university degree.
3. The student assistant may only take on work that is related to your scientific work.
4. Obligation to report: You have to 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 by the PoGS is not possible afterwards. A grant from the Potsdam Graduate School represents additional own funds, 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.

SETTLEMENT OF ACCOUNTS

As soon as your application is considered you will receive information on terms of use details on settlement of accounts. Please submit the application for employment to us pre-completed. We will then only enter our cost centre 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.