



## **INFORMATION ON APPLICATIONS FOR PROOFREADING**

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

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The Potsdam Graduate School (PoGS) provides proofreading subsidies to PhD candidates of the University of Potsdam and associated institutes for English-language publications during the PhD phase. This ensures that the results of their research can be made accessible to a scientific audience.

Each year, a fixed sum is available for subsidizing the costs of English-language proofreading. First-time applications are treated with priority. Secondary and further applications are only considered if financial means still remain.

### **APPLICATION DEADLINE**

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There is no application deadline. You can submit your application for proofreading at any time. The PoGS will answer requests as soon as possible in the order they are received.

### **CONDITIONS FOR SUBSIDY**

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- 1) **Membership** in the Potsdam Graduate School.
- 2) Paper to be published in a scientific journal, conference presentation, contribution to a journal as part of a cumulative thesis.

### **SUBSIDY RATES**

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Proofreading expenses will be covered up to **200 Euros** per annum.

**Please note:** In case the proofreading costs exceed the maximum subsidy rate, you have two options: Either the language coach only proofreads until the subsidy rate is depleted, or the entire document is proofread and you receive an invoice from the proofreader for the additional costs, which has to be paid within 14 days of receipt.

### **DOCUMENTS REQUIRED TO RECEIVE THE SUBSIDY**

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There are no additional documents required. As soon as the application has been considered, you will receive a notification and contact details of the language coach. All further procedures should be discussed with her directly. Please send your English publication directly to the language coach.

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