

Information on Application for Proofreading

for members of the Potsdam Graduate School / PhD candidates

Status: May 2020

The Potsdam Graduate School (PoGS) provides subsidies to doctoral candidates of the University of Potsdam and associated institutes for English publications within the PhD phase. Thus, the results of their own research can be ensured and made accessible to a scientific audience.

Each year a fixed sum is available for proofreading cost subsidy. First applications are treated with priority. Secondary and further applications are only considered if financial means are left.

APPLICATION DEADLINE

There is no application deadline. You can submit your application for proofreading 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. Paper to be published in a scientific journal, conference presentation, contribution in a journal as part of a cumulative thesis.

SUBSIDY RATES

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

Please note: In case the proofreading exceeds 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 for additional costs by the proofreader which has to be paid within 14 days upon receipt.

NECESSARY DOCUMENTS FOR RECEIVING A SUBSIDY

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 have to be discussed with her. Please send your English publication directly to the language coach.

You can find all necessary forms here:

<https://www.uni-potsdam.de/de/pogs/foerderung/proofreading.html>

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