



The President

**Scholarship Selection
Committee of the
Postgraduate Funding**

Application details on a completion scholarship

by the University of Potsdam based on the revision of the Brandenburg Higher Education Laws (BbgHG) of 28th April, 2014 (GVBl. I/2014 [no. 18]) and the Postgraduate Funding Scholarship Committee regulations of 15th September, 2000 (GVBl. II/2000, [No. 18], p. 325), last amended through Art. 1 of the regulation of 15th February, 2011 (GVBl. II/2011, [No. 13]):

- A. General information**
- B. Documents to be submitted**
- C. Letter of motivation and the most important 3 results**
- D. Indications for the CV**
- E. Summary of the project, papers, table of contents and outline of the thesis with an overview of accomplished (sub-) chapter, working program and intended completion date, literature**
- F. Information for the expert reviewers**

A. General information

Please submit all documents in a single pdf-document in the order specified in section B.

- The deadline for the application is obligatory. Receipt of all completed documents is decisive for successful application.
- All documents must be typewritten (1.5 spacing; font size at least Arial 11).
- Please identify, if possible, all documents with the page number and your name, continuously from the first to the last page/document.
- The structure of the summary (point E) must be kept.
- **Please name the pdf-document as following: Lastname_Firstname_Abschlussstipendium.pdf.**
- The letters of recommendation should be sent personally by the reviewers (as Pdf or by mail).

The awarding commission concerned with your application will form its opinion based on your submitted documentation. The quality of the current and/or previously completed work, your academic performance and the letters of recommendation are extremely important in the decision process. Therefore, it is in your best interest to fulfill the following criteria with the highest quality possible. You are asked to address all the topics mentioned in the guidelines and to repeat the entire headline for each topic (including the ordinal numbers). Ensure a fair balance between the different outline points and the total number of pages. The explanations provided in the summary must be clearly understandable without reading any of the cited literature.

Documentation can be submitted in both German and English.

B. Documents to be submitted

- **Letter of motivation (page 1) and the most important 3 results (page 2)** (see point C.)
- Application form
- CV (see section D) (attachment 1 to the application form)
- Copy of diplomas (translated if necessary) (attachment 2 to the application form)
- If applicable, references about former academic work experience (attachment 3 to the application form)
- Summary (see section E) (attachment 4 to the application form)
- Copy of matriculation (attachment 6 to the application form)
- If applicable, credentials about the entitlement of compensation for disadvantage (attachment 7 to the application form)
- *To be handed in by the reviewers separately from the application -*
- Letters of recommendation from both the supervisor and another professor involved with the topic of the PhD (see section F):

C. Letter of motivation and the 3 most important results (new!)

Please include a **letter of motivation as the first page** of your application. It must be no longer than one page and clearly structured, with the date and both the recipient's and the sender's addresses (see announcement). Please provide a convincing presentation of your academic and professional qualifications and describe your motivation for the project. You should briefly explain the main reasons for your application and (if applicable) any further plans.

On a **second page, please present the three most important results, successes and / or important progress** to date in relation to your PhD project.

e.g. publications/(poster) presentations with a note on the status (already published/held/ already accepted/ under review/ submitted/ in preparation, etc.).

e.g. chapter xy completed/presentation at conference or symposium or colloquium/exhibition/scientific blog/archive stay/field work/scientific article/research stay/academic award ceremony/ public presentation, etc.

D. Indications for the CV

In addition to the usual information, the CV should also include the following: professional and scientific experience, teaching experience, publications / presentations, topic of the final paper and grade, longer periods of living abroad (excluding vacations), and language skills.

E. Summary of the project, papers, table of contents and outline of the thesis with an overview of accomplished (sub-)chapter, working program and intended completion date, literature

1. General information for the coversheet

- Applicant (last name, first name, academic degree)
- Topic of the PhD project
- Specific academic field (specialization)
- Supervisor and first expert reviewer for recommendation letters
- Further expert reviewers (name, academic field; these do not have to be identical with the second reviewer of the PhD thesis)
- Abstract
Clear and comprehensible presentation of the project, short characterization of your project's objectives (not longer than 15 lines)
- Working Environment

Please briefly explain how you are integrated in colloquia, a working group, a research training group etc. Please indicate if you are an individual doctoral student.

2. Summary of the research topic

Please describe the contents, research questions, hypotheses, methods, objectives and relevance of your research topic in a generally understandable form (max. 3-4 pages). Please specify your previous and planned papers (also submitted).

3. Table of contents and outline of the thesis with an overview of accomplished (sub-) chapter

Please submit your table of contents /outline of your thesis. Please characterize the (sub-)chapter that have already been accomplished. The probability of concluding the project during the funding period must be illustrated. The awarding committee reserves the right to obtain the stated (sub-) chapter in printed form.

4. Working program and intended completion date

- Working-Program, time schedule (max. 4 pages)
Detailed information about your planned approach, especially a thorough explanation of the methodology, that you will apply in the completion phase of your PhD. A time schedule (e. g. in graphic or tabular form) for the period of funding should clearly demonstrate the steps in your research project that are planned, have already started or are completed. If your PhD includes experiments, please indicate the experiments that have already been conducted and that will still be conducted. The quality of the research approach and the characterization of the accomplished and planned steps are of utmost importance.
- Please specify your intended completion date.

5. Literature

List of references for the literature cited in the application.

F. Information for expert reviewers

The selection committee of the postgraduate scholarship of the University of Potsdam program kindly asks you to take the following considerations into account in preparing your letter of recommendation.

The letter of recommendation should show a special interest in the legal requirements of awarding a scholarship:

- To what extent are the accomplishments of the applicant above average?
- What are the applicant's professional qualifications?
- How can this project contribute to current research?
- How would you evaluate the feasibility of the project regarding the time and work schedule?

The recommendation letter for a **Completion Scholarship** application must include additional information about work related to the PhD project that has already been accomplished, as well as about the probability of concluding the project during the funding period.

Furthermore, you are asked to declare your compliance to the Potsdam Graduate School's quality criteria for the PhD work under your supervision.

(see criteria:

<https://www.uni-potsdam.de/de/pogs/ueber-uns/qualitaetsmanagement/betreuungsvereinbarungen.html>)

The committee emphasizes the fact that the **deadline** also holds for the recommendation letters and asks you, in the interest of the applicant, to meet this deadline. The recommendation letters have to be sent directly by the reviewers as Pdf or via Mail to Mrs. Mohaupt.