

Information Leaflet

on Applications for a Doctoral Scholarship at Philipps-Universität Marburg

Scholarship amount and duration

Currently, the scholarship is 1,300 EUR per month plus material costs amounting to 103 EUR and, where applicable, a child allowance. The scholarship does not include a living-abroad allowance or cost-of-living adjustments.

The maximum duration of the scholarship is 36 months. Funding ends no later than three months after the month of the last oral exam or at the close of the month in which the candidate discontinues doctoral work at Philipps-Universität Marburg for other reasons (such as abandoning doctoral work or transferring to another university to pursue it). The scholarship can only be extended beyond the 36-month period in accordance with the university's policies to promote equal opportunity between female and male scholarship holders or in the case of partial scholarships (see for this the German Research Foundation's (DFG) "Usage guidelines for Research Training Groups with instructions for the final report and regulations governing good scientific practice" ("*Verwendungsrichtlinien Graduiertenkollegs mit Regeln guter wissenschaftlicher Praxis*")).

The scholarship is initially granted for a twelve- or, as a rule, for a 24-month period. It is extended for an additional twelve months for a second and third time upon favorable evaluation by the Selection Committee.

Application requirements

Candidates may apply for a doctoral scholarship offered by Philipps-Universität Marburg if

- they have completed university studies qualifying for admission as a doctoral student; a certificate of proof must be submitted at the latest by the time funding begins; doctoral candidates subject to aptitude assessment must provide proof of having met the vast majority of study requirements by the time of the application deadline¹,
- they have proven outstanding academic research ability through exceptional results in previous studies and examinations;
- their proposed doctoral research promises to make an important and outstanding contribution to the advancement of knowledge in their field of research; and
- they have been admitted as doctoral candidates at Philipps-Universität Marburg; proof of admission must be submitted at the latest by the time funding begins; if pursuing a doctorate via the "fast track," by the application deadline at least one year must have passed since the time of admission to pursue a doctoral degree.

A doctoral scholarship cannot be granted if the scholarship holder is receiving another scholarship from public or private funds or is pursuing regular gainful activities exceeding 10 hours per week. Income from gainful employment in research and teaching, conducive to the scholarship holder's academic work, of up to 10 hours per week at a university or non-university research institution will not be deducted from the scholarship. Income from self-employment or other employment as well as transfer payments (earnings before taxes) and income from assets of the scholarship holder (capital assets [e.g., interest on savings deposits], rental and lease income, income from company shares or business ownership, as well as agriculture and forestry) will be deducted from the scholarship to the extent that such income exceeds 6,000.00 EUR annually (for each scholarship year).

Documents for the application

- Complete and submit the application electronically via the **Online Application Form** to be sent to mara.foerderungen@uni-marburg.de.
- The following documents must be submitted with the application (complete, not write-protected, and compiled into a *single* PDF file, with translations into the German or English language, where necessary):

¹ Please note that medical students who pursue the Dr. med. (dent.) degree may only apply after completing the third state examination.

- A description of the proposed research project, including a work and time schedule and a statement on the reasons for pursuing the doctorate at Philipps-Universität Marburg (6 pages max.).
- A curriculum vitae in tabular form (1 page max.).
- A letter of recommendation from the first advisor of the dissertation (primary review of the dissertation proposal).
- Proof of completion of university studies (certificate of graduation) including a transcript of records; if this proof is not yet available, the following documents can be submitted preliminarily provided that the course of studies has been completed: a list of examination grades, a statement by the advisor assuring that the final thesis will receive an excellent grade (if applicable), and a statement by the dean's office that the requirements for admission as a doctoral candidate will be fulfilled upon provision of the necessary documents; proof of completion of university studies must be submitted at the latest by the time funding begins; doctoral candidates subject to aptitude assessment require confirmation by the Dean's Office that the vast majority of study requirements have been met or no additional study requirements must be met.
- A certificate of admission as a doctoral candidate to a department of Philipps-Universität or a statement documenting that the requirements for admission to a department of Philipps-Universität are fulfilled; the certificate of admission must be submitted at the latest by the time funding begins.
- A separate statement by the candidate that she or he will not be receiving another scholarship from public or private funds, income from employment (or self-employment), or transfer payments once the scholarship begins (should any of the aforementioned apply, a statement must be provided accordingly); should the candidate receive income from employment (or self-employment) or transfer payments, additional proof of such income must be provided.
- The office of the dean of the department is requested to provide the following documents after the end of the application period:
 - A secondary review of the dissertation proposal (external reviewers are accepted; it may not be prepared by the candidate's first advisor or the first advisor of any other applicant).
- In addition to the required statement concerning scholarships and/or other income, the Selection Committee will contact the candidate once the scholarship has been awarded and request a separate statement on income from assets and other sources.

Decision criteria

The key criteria applied in assessing the applications are

- the description of the planned research project including the work and time schedule,
- the reviews, and
- the results of previous studies and examinations.

The major selection criterion is the applicant's exceptional qualifications. Besides academic achievements in previous studies, the candidate's exceptional qualifications are primarily assessed on the basis of the high academic excellence of the dissertation proposal. It is expected to make an important and outstanding contribution to advancing knowledge in the respective academic field (academic relevance). In addition to enhancing academic knowledge in the field, aspects contributing to science policy or of economic-technical or socio-political significance can also be considered in this respect. Apart from the research objective and the work and time schedule, the high academic excellence of the dissertation proposal is first and foremost reflected in the research plan/research design (research approach, methodology, etc.).

Scholarship holders are obliged to

- be members of MArburg University Research Academy at Philipps-Universität,
- indicate any change in her/his factual and legal circumstances, particularly in her/his personal or economic status (e.g., birth of a child, receipt of another scholarship, changes in income from employment or assets) and provide proof thereof,

- indicate all scholarships, transfer payments, as well as income from self-employment, employment, and assets and provide proof thereof annually without further request,
- comply with further obligations of proof emanating from, for instance, choice of the “money-instead-of-time” option in accordance with the DFG provisions for the promotion of equal opportunity laid down in its “Usage guidelines for Research Training Groups with instructions for the final report and regulations governing good scientific practice” (*“Verwendungsrichtlinien Graduiertenkollegs mit Regeln guter wissenschaftlicher Praxis”*) (requiring specific proof of expenses for childcare),
- comply with reporting requirements.

Legal guidelines

For more detailed information on the modalities of awarding scholarships, please consult the following legal regulations:

[Guidelines for the Award of Doctoral Scholarships at Philipps-Universität Marburg](#)

[German Research Foundation’s \(DFG\) “Usage guidelines for Research Training Groups with instructions for the final report and regulations governing good scientific practice” \(*“Verwendungsrichtlinien Graduiertenkollegs mit Regeln guter wissenschaftlicher Praxis”*\)](#) (in relation to child allowances, equal opportunity of scholarship holders with children as well as partial scholarships)

Information on preparing the dissertation proposal

Against the backdrop of the requirements and selection criteria outlined above, the formulation of the dissertation proposal is especially important. The reviewers and the Selection Committee make their decisions based on the information that you provide in your application. It therefore lies in your own best interests to fulfill all requirements in order to be judged in a fair and appropriate way. Please carefully comply with the following items in particular:

- ⇒ The project outline – including bibliographic references and time schedule – must not exceed 6 pages (font size 11 pt, single line spacing).
- ⇒ The description of the project should address the following points:

1 General aspects

1.1 Topic

Name the topic of the project as concisely and precisely as possible (no longer than 2 lines; must be identical to that entered in the online application form).

1.2 Field and specific area of research

Indicate the field (e.g. prehistory) and the specific area of research (e.g. settlement archaeology) that best describe the main issues covered in the dissertation project.

1.3 Doctoral program

State if your project will be part of a graduate program/structured doctoral program (e.g. RTG – Research Training Group, graduate school, CRC, Research Unit, etc.).

1.4 Estimated time

Please give the starting date of the project and the time (still) necessary for completion.

Has the project been supported through a scholarship or third-party funding prior to this application? If so, please give the funding period.

1.5 Summary of the dissertation project

Please prepare a summary that is commonly understandable and characterize the main goals of the proposed dissertation (10 lines max., must be identical to that in the online application form).

2 State of research, preliminary work

2.1 State of research

Please give a concise and precise outline of the state of research in relation to your concrete project, explaining why you selected your topic. Give references to the most relevant literature of other scholars.

This part of the proposal should make it clear how you perceive your research to fit in with other work and what new contributions you expect to make to advance knowledge in the field.

In case that your dissertation will be embedded in the research program of a research group, you should provide information on the research group and the role of your research in this context.

2.2 Your own preliminary work

In case the proposed dissertation project builds on your master, diploma, or other final thesis or other previously published research, the relevant findings of your previous research should be summarized in a few words.

2.3 State the reasons why you wish to pursue your doctoral degree at Philipps-Universität Marburg.

3 Objectives and research plan

3.1 Objectives

Please describe briefly your research program and objectives.

Besides advancing academic knowledge in your field of research, you may also expect to make a relevant contribution in regard to some other aspect of significance, for instance from a science policy, economic-technical, or socio-political point of view. Should this be the case, you ought to point this out.

3.2 Research plan/research design

Please provide a detailed account of how you plan to proceed in the period applied for.

The quality of the research plan/research design is pivotal for the success of the proposal. Therefore presentation thereof demands special attention. As a rough guideline, around half of the description of the dissertation project should be devoted to the research plan/research design. In particular, the following points should be addressed:

- ⇒ How will the particular object of research be conceptualized?
- ⇒ How will the problems central to the project be addressed in concrete steps and stages of research?
- ⇒ What methods will be applied in the research project (which methods are available, which ones have to be developed)?
- ⇒ Which facilities at Philipps-Universität Marburg are available for use in support of the project, and to what extent will external archives, libraries, research facilities, etc. be used for the research? (Has accessibility been checked?)

Please estimate the expenses necessary for carrying out your planned research and state whether the funding thereof is guaranteed (e.g. by the working group or institute).

3.3 Time schedule

Please outline the various steps or stages of research in the context of the budgeted time for the project. (Take care that the time schedule is realistic in regard to the funding period applied for.)

Information on the reviews

You must obtain the primary review of your dissertation proposal from your first advisor yourself. It can also be sent directly to Dr. Jan-Paul Klünder, mara.foerderungen@uni-marburg.de.

The dean of your department will request a secondary reviewer to provide the required secondary review. You are welcome to suggest a qualified person to serve as a secondary reviewer; outside experts can also be asked to review the proposal.

The reviews must distinctly state the academic relevance of the dissertation project. Particular attention should be paid to the following questions:

- Does the dissertation address an important academic issue of outstanding significance?
- To what degree will the planned work advance academic knowledge in the field?
- Does the proposed approach promise that the research will achieve excellent results?
- Are the given conditions and the preliminary work sufficient for an excellent project?

In addition, the reviewers are requested to provide the following information:

- From which context, since when, and in what capacity are you familiar with the applicant?
- Please give a final recommendation for the applicant on a scale from 1–12:

13–15: Recommendation with no reservations

10–12: Recommendation

7–9: Recommendation with some reservations

1–6: No recommendation

Deadlines

September 15, 2020	Deadline for the submission of the complete application package
October 9, 2020	Deadline for the secondary reviews
October 22, 2020	The Selection Committee will make a preliminary selection from the submitted applications and invite the candidates selected to give a presentation
November 17, 2020	Presentations
End of November/ beginning of December 2020	Decision of the President's Office on the allocation of doctoral scholarships
January 1, 2021	Planned starting date of funding

Contact persons

Dr. Jan-Paul Klünder
MARA – MArburg University Research Academy
E-mail: mara.foerderungen@uni-marburg.de
Phone: 06421 28 21299