

Information Sheet: Bielefeld Young Researchers' Fund

Funding line doctorate students, measure b) "doctorate completion scholarship"

1. Eligibility for filing an application

You can apply for a "doctorate completion scholarship" if you are a doctorate student at Bielefeld University and the temporary financial support of your doctoral project comes to an end, and if you have no other options for financial support. You must demonstrate that you have, thus far, carried out your doctoral project promptly, have almost completed it and that it can be expected to be completed within the funding period of 6 months required by the Bielefeld Young Researchers' Fund.

2. Funding levels

The doctorate completion scholarship is awarded for a period of up to 6 months with a monthly scholarship of €1,250. Additionally, a child benefit supplement of € 250 per child will be paid. The scholarship can be increased by the faculty/working unit to a maximum amount of €1,750. You may take employment for a maximum of 8 hours a week. However, the scholarship can not be granted if you receive a different kind of funding for the same purpose and the same period.

3. Deadline for application and start of the funding period

For each financial year in question, two rounds of funding are designed to take place, the deadlines for application are **15 April and 15 October**. A decision on the funding rounds is intended to be made by the end of June or end of December respectively.

For the funding round of 15 April the earliest date the measures would start is 1 July and will have to have started by the end of that year. For the funding round of 15 October the earliest starting date will be the 1 January of the following year and they will have to have started by 30 June of the following year. Please adjust the deadline for your application for the doctorate completion scholarship so that you fulfil the requirements at the start of the funding period.

4. Assistance on applications

The application form for funding in the framework of Bielefeld Young Researchers' Fund can be downloaded here: <http://www.uni-bielefeld.de/nachwuchsfonds>

You should describe briefly and in generally understandable terms the idea of your doctoral project in your application. Care must be taken when formulating the application with respect to generally understandable formulations because they are not directed to those experts in the applicant's chosen field. Along with the project description you should design a short work and time schedule for the funding period in your application as well as explaining your motivation for this doctorate and your personal plans for the future.

Applications must be submitted by e-mail as one PDF-document to nachwuchsfonds@uni-bielefeld.de. Please also note the list of documents to be submitted as an attachment - this can be seen in the application form.

5. Evaluation

Please arrange to provide a written evaluation from a qualified and relevant tertiary school instructor. You can find an outline and requirements for the evaluation at the following address: <http://www.uni-bielefeld.de/nachwuchsfonds>. The reviewer should personally email the review directly to nachwuchsfonds@uni-bielefeld.de and not to the student to turn in. Furthermore, it is very important that the deadline for application to be respected regarding this submission. Your application may run the risk of being disregarded if the review has not been sent in on time. It is advised to remind the reviewer of this to ensure the review be sent in on time.

6. Award procedure and assessment criteria

The Commission which awards Rectorate scholarships deliberates on submitted applications. The following criteria are relevant for such deliberation:

- Qualification of the applicant
- Duration of doctoral studies so far and status of the doctoral project
- Feasibility of completing the doctorate within the next 6 months
- Assessment of the supervisor on the quality and the status of the doctoral project as well as on the feasibility of completing the doctorate within the next 6 months
- Sufficient institutional integration of the applicant in a working group/ unit/ institute at Bielefeld University
- Previous publications and participation in scientific exchange
- Outstanding scientific achievements

A preselection of the projects which are eligible for funding is made based on the application documents. Applicants who are eligible for funding after the preselection process are then asked to present their project to the University Commission. Subsequently, the University Commission makes a recommendation to the Rectorate. The Rectorate decides on the allocation of funds based on the funds available and the quality of the applications.

7. Funding report

All those who have received financial support are requested to submit a brief funding report at the end of the funding period. In this final report, it should be stated whether the doctorate was completed within the framework of the completion scholarship and if this is not the case the reasons for this should be described.

8. Information event on the application procedure

Two **information events** on the application procedure are offered, you will find the dates on www.uni-bielefeld.de/nachwuchsfonds. It is recommended for the applicants to attend one of the information events.

9. Contact

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