

Guidelines for Applying for *Landesgraduier*tenförderung (State Graduate Scholarship Programme)

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1. Explanatory information for the application form and the appendices

- The application form must be completed correctly and in full. If you are unable to provide information on certain questions, please indicate this accordingly.
- The required appendices must be submitted in full and in appropriate quality. The application form must be submitted in full by the application deadline. Only applications that have been completed in full can be considered.
- The tabular Curriculum Vitae (CV) must be signed by the applicant.
- Applicants must submit a certified copy of the university degree certificate (for graduates from the University of Greifswald, a confirmation from the respective examination office will suffice), details of the overall mark, the average mark and the completed subject semesters of the completed degree course must be provided if they are not clearly marked on the degree certificate; if applicable, proof of further study or academic achievements, and or examinations that do not belong to/are not provided on the degree certificate must be provided.
- The project description/concept must contain the following details: reason(s) for choosing the topic, current state of preliminary work, objectives, methodical approach, areas of focus, timeframe, predicted length of required time, academic supervision – further details can be found under point 2 of these guidelines.
- The project may only be supervised by persons who are entitled to supervise pursuant to the doctoral regulations of the respective faculty. (As a general rule of principle, members of professorial staff and members of academic staff, who have completed an habilitation and belong to the respective faculty and whose main employment contract is with the University of Greifswald, are entitled to suggest and supervise theses). In case of doubt, the respective faculty can provide information on whether a member of academic staff is entitled to supervise a doctorate.
- Only the first supervisor must be a member of the University of Greifswald, the second reviewer can be an external researcher who is entitled to supervise doctorates at another institution.
- The review from the academic supervisor must contain details on: Level of difficulty, scientific impact of the planned project, relation to future-oriented key fields of research etc., assessment of the applicant's ability to achieve the desired academic qualification – further information on this is available under point 3 of these guidelines (this information is based on the DFG's General Guidelines for Reviews):
<https://www.dfg.de/resource/blob/167398/f791ae45e787b551cd38254a1396bf2f/10-20-en-data.pdf>
- The second review from a further member of professorial staff must be produced in the same manner.

- Applicants must submit the confirmation of acceptance as a doctoral candidate from the respective competent institution where the project is to be performed and academically supervised.
- A copy of the confirmation of supervision must also be submitted (if already available, the supervision agreement that is signed by the doctoral candidate and the supervisor).

2. Specifications for writing a project description/concept

The project description/concept of the doctoral project should be no longer than 15-20 pages and be easily comprehensible. The following points stipulate the binding structure of the document. Applicants must observe this structure and provide the required details for each of the points.

Topic:

The designation of the topic should be a precise and concise description of the project.

Subject area and field:

Applicants must indicate the subject and academic field at the heart of the project.

If the project is interdisciplinary, the applicant must name all of the subject areas and fields involved.

Expected total duration:

The expected total duration of the project should be indicated. Please note that the provisions of Mecklenburg-Vorpommern's *Landesgraduierertenförderungsgesetz* (Act on the State Graduate Scholarship Programme) stipulate a regular funding period of three years; i.e. the project should be planned so that it can be completed successfully within these three years if things run according to plan. An extension of funding is only possible in justified exceptional cases and granted for no longer than a further six months.

If the doctoral project is already at an advanced stage when the application is submitted, the duration of funding will be adjusted to the length of time that is still required (individual funding duration), but cannot exceed three years.

Proposed funding period:

Applicants must indicate if the proposed funding period is shorter than the planned overall duration of the doctoral project and provide details of prospective follow-up funding.

Objective:

This section should list the most important objectives of the doctoral project in generally comprehensible terms, in no more than 15 lines.

State of research and reasons for selecting the topic:

This section should give a concise and precise description of the current state of research in the field directly related to the planned doctoral project and the reasons for choosing this topic. Details must also be provided on how one's own work will fit in to the current state of research and which of the pressing issues will be addressed by one's own, new and advancing contribution.

Own preliminary work:

Applicants must provide specific and comprehensive details on their own preliminary work.

(Own and third-party literature must be cited clearly; publications that have not been published must be labelled as "in print in...", "accepted by...", or "submitted to...").

Objectives:

The scientific programme and the scientific objective must be presented in a concise manner (if it is a clinical study, an outline of the design of the study is required).

Expected results that concern not only academic, but also non-academic findings (e.g. scientific policy, economy and technology, socio-political aspects) require a specific mention.

Work programme and timeframe:

The quality of the work programme is a key factor in the assessment of the eligibility of an application. The depiction of the work programme should usually make up half of the overall application.

Applicants must describe the planned procedure for the entire funding period in detail. Projects that entail experiments must include an experimental plan.

The research approach and methods must be explained and described in detail. The application must provide information on existing methods that are to be developed further during the doctoral project and on methods that will require the participation of third parties.

The work programme should clearly demonstrate the possibility of completing the project within the regular funding duration of three years if the work can be performed according to plan.

This must be supported by a work plan and timeframe, which, where possible, should be depicted as a bar chart.

Integration in special research structures:

This section should provide a short description of how and to what extent the doctoral project will involve special research structures.

Academic supervision:

This section must name the academic institution and scientific supervisors.

3. Information on how the funding application form is reviewed (first and second review)

A review of a funding application for a doctoral project should consider the following criteria.

Quality of the project:

- Sustainability of preliminary work
- Quality of publications (if applicable)
- Originality
- Expected gain in knowledge
- Academic significance (including potential for other subject disciplines)
- Special significance due to other reasons (academic policy; socio-political, economic and technical aspects etc.)
- Relation to key fields of research

Applicant's qualifications:

- Assessment of previous study achievements and examinations
- Evaluation of the applicant's suitability for the desired academic qualification

Work possibilities/academic environment:

- Evaluation of staff-related, institutional, spatial, technical and other requirements
- Making the most of the academic environment (e.g. integration in specific research structures, special supervision structures etc.)

Objectives and work programme:

- Required level of academic skill
- Objective
- Research approach
- Clarity of the working hypotheses
- Appropriateness of methods
- Scope of the topic
- Feasibility of project completion in the planned timeframe