



**University Completion Scholarship  
Call for Applications 2017**

Freiburg Research Services (FRS)  
International Graduate Academy (IGA)

**I. General Information**

**1. Personal Details**

Surname, name at birth (if applicable)

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First name

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Gender

m

f

other

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Date of birth, place of birth

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Nationality

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**2. Contact Details**

Address supplement (e.g. c/o)

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Street, house no.

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Postal code, city

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Telephone / mobile phone no.

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Email

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**3. Bank Details**

Surname, first name (if different from applicant)

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Bank name

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BIC

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IBAN

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**4. Information on Children**

Do you have any children?

yes

no

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How many?

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**II. Details on Dissertation Project**

**I hereby apply for a "University Completion Scholarship" for the completion of my dissertation project**

At the faculty \_\_\_\_\_

Name of the DFG Research Training Group \_\_\_\_\_

Name of primary supervisor \_\_\_\_\_

Title of dissertation project \_\_\_\_\_

Beginning of dissertation project (mm/yyyy) \_\_\_\_\_

Anticipated completion of dissertation project (mm/yyyy) \_\_\_\_\_

**III. Details on Employment**

**Employment in addition to the dissertation project is only permissible 1) if it does not exceed 40 hours per month and 2) if it is not related to the dissertation project (with regard to content, time, or place). Monthly net income of up to 750 euros is not deducted from the amount of funding [see § 2 (1) and (2) of the German Income Tax Act (EStG)].**

Do you currently hold a work contract?                      yes       no

What kind? (Please attach related documents) \_\_\_\_\_

Do you intend to engage in any permissible employment    yes       no   
during the funding period?

What kind? For how many hours per month? \_\_\_\_\_

**IV. Details on Funding Period (maximum of twelve months)**

Desired beginning of funding period \_\_\_\_\_

Desired end of funding period \_\_\_\_\_

Total number of months applied for \_\_\_\_\_

Period of previous funding by the DFG RTG \_\_\_\_\_



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**I. Declaration of Applicant**

In the case that I receive a scholarship, I promise to adhere to the following:

1. I promise to make all necessary and reasonable efforts to complete my dissertation project.
2. I promise to adhere to the rules of good scientific practice.
3. I promise to refrain from engaging in activities or training programs which are not reconcilable with this scholarship.
4. I promise to inform the University of Freiburg if I make any changes to my dissertation project or discontinue work on it.
5. I promise to provide the University of Freiburg with all information required as well as any changes to this information. This includes changes in
  - address
  - number of children
6. I promise to provide confirmation that I have submitted my dissertation to the University of Freiburg.

**II. Right of Revocation**

The scholarship may be revoked if

- the recipient provided incorrect or incomplete information to obtain the scholarship;
- the recipient fails to fulfill obligations or fails to fulfill them within set time limits;
- the recipient uses the scholarship for purposes other than those intended;
- the university stops receiving the necessary funds from its financial backer.

**I hereby declare that I have not knowingly provided any false information on this application, including the enclosed statements. I am aware that I will be required to pay back all or parts of my scholarship if it is found that I have knowingly provided false or incomplete information.**

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Place, Date

Signature

Contact: [Linda.Schmidt@frs.uni-freiburg.de](mailto:Linda.Schmidt@frs.uni-freiburg.de)  
Phone Number: +49 761 203-6813

**Please send your complete application to**

University of Freiburg  
Freiburg Research Services  
International Graduate Academy  
"University Completion Scholarship"  
Linda Schmidt  
Fahnenbergplatz  
D-79085 Freiburg  
Germany



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**I have attached to this application the following documents:**

1. Specific reasons why I am applying for the completion scholarship: Specific reasons may include academic reasons (e.g., unforeseeable problems in my dissertation project) as well as personal circumstances.
2. Description of my dissertation project, including work I have accomplished so far as well as a detailed schedule, milestones, and a financial plan for the time period applied for
3. Letter of recommendation from my supervisor regarding my application for a completion scholarship. The letter should particularly respond to the following points: 1) specific reasons for the completion scholarship, 2) achievements and results accomplished within the dissertation project, 3) likelihood that the dissertation will lead to an important academic publication, 4) feasibility of work and time schedule.
4. Letter of support from the spokesperson of my DFG Research Training Group including a confirmation of my previous funding
5. Informal statement on unavailability of alternative funding by my institute/faculty or others (signed by my supervisor and the dean of my faculty)
6. Curriculum vitae including details on my final grades
7. Copy of my confirmation of acceptance as a doctoral candidate from my home faculty – **please note that a certificate of your (foreign) degree and a confirmation of supervision by your dissertation supervisor are not a confirmation of acceptance!**
8. For child allowance: A copy of the birth certificate of my child(ren) and a copy of the family registration certificate

**PLEASE NOTE**

**We can only accept your application and pass it on to the central grants commission if it contains all the documents listed above. Please contact us in cases of any uncertainty before submitting your application.**