

**University Scholarship for the Completion of the Doctorate  
Call for Applications 2024**

**I. General Information**

**1. Personal Details**

Surname, name at birth (if applicable)

First name

Gender

m ☐

f ☐

other ☐

Date of birth, place of birth

Nationality

**2. Contact Details**

Address supplement (e.g. c/o)

Street, house no.

Postal code, city

Telephone / mobile phone no.

Email

**3. Bank Details**

Surname, first name (if different from applicant)

Bank name

BIC

IBAN

**4. Information on Children**

Do you have any children?

yes ☐

no ☐

How many?

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**II. Details on Doctoral Project**

**I hereby apply for a university scholarship for the completion of my doctorate**

At the faculty

Name of the DFG Research Training Group

Name of main supervisor

Title of doctoral thesis

Beginning of doctoral thesis (mm/yy)

Anticipated completion of doctoral thesis (mm/yy)

Brief description with specific reasons why you are  
applying for the scholarship for the completion of the  
doctorate in key words - academic and/or personal  
reasons (details as attachment)

Simple non-scientific description of the current status  
of your work (details as attachment)



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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 doctoral thesis.
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 doctoral thesis 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 doctoral thesis to the University of Freiburg.

**II. Right of Revocation**

The scholarship may be revoked if

- the scholarship holder provided incorrect or incomplete information to obtain the scholarship;
- the scholarship holder fails to fulfill obligations or fails to fulfill them within set time limits;
- the scholarship holder 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: [aleksandra.pojda@zv.uni-freiburg.de](mailto:aleksandra.pojda@zv.uni-freiburg.de)  
Phone Number: +49 761 203-6812

**Please send your complete application to**  
University of Freiburg  
Freiburg Research Services  
Graduate Center (GraCe)  
University scholarship for the completion of the doctorate  
Fahnenbergplatz  
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 university scholarship for the completion of the doctorate. Specific reasons may include academic reasons (e.g., unforeseeable problems in my doctoral thesis) as well as personal circumstances.
2. Description of my doctoral thesis, including work I have accomplished so far as well as a detailed schedule and the milestones for the time period applied for
3. Letter of recommendation from my supervisor regarding my application for the scholarship for the completion of the doctorate. The letter should particularly respond to the following points: 1) specific reasons for the scholarship for the completion of the doctorate, 2) achievements and results accomplished within the doctoral thesis, 3) likelihood that the doctoral thesis, 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 doctoral 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.**