

**Directive of the University of Freiburg**  
**dated 14 March 2024 for the application of the statutes for the implementation of the**  
**Act on Graduate Funding of the Land of Baden-Württemberg (LGFG)**

This directive contains provisions for the application of the University of Freiburg's statutes for the implementation of the Act on Graduate Funding of the Land of Baden-Württemberg (LGFG) dated 30 September 2009 (LGFG implementation statutes). Based on section 10 subsection 3 of the LGFG implementation statutes, the Central Grants Commission of the University of Freiburg adopted the following directive on 14 March 2023.

**Section 1 - Delegation of responsibilities**

(1) The Central Grants Commission delegates the following responsibilities to the management bodies of organizational units involved in structured doctoral funding in accordance with section 10 subsection 4 of the implementation statutes

1. Carrying out the entire selection process (call for applications and selection of applicants);
2. Carrying out potential follow-up procedures (further funding, extension and other applications), which are regulated in the implementation statutes of the University of Freiburg.

The task of issuing grant award notifications and letters of rejection remains with the Graduate Centre (GraCe). The original required documents must be submitted to the GraCe in good time.

To ensure standardized funding practices, the provisions set out in the Act on Graduate Funding of the Land of Baden-Württemberg, the implementation statutes and this directive (as amended) must be observed when exercising delegated responsibilities.

(2) The Central Grants Commission has decided to transfer its responsibility to the chairperson in simple cases in accordance with section 5 subsection 3 of the Act on Graduate Funding of the Land of Baden-Württemberg.

**Section 2 - Reporting obligation**

(1) The Central Grants Commission must report annually to the Rectorate.

(2) The reporting obligation refers to the amount of funds spent, the proportion and distribution of applications, grants awarded and doctoral degrees. Faculties, gender and nationalities must further differentiate this information.

(3) The management bodies of organizational units involved in structured doctoral funding must provide the Central Grants Commission with the information specified in subsection 2 for their area of responsibility on an annual basis.

**Section 3 - Applications**

(1) Applications in accordance with section 1 subsection 1 of the implementation statutes must be submitted to the University of Freiburg's office in charge of the call for applications.

(2) The following documents must be enclosed with the initial application:

1. Application form
2. Description of the doctoral thesis proposal (max. 12 pages), including an account

of previous academic achievements, preparatory work for the project and a work plan and schedule.

3. Letters of recommendation issued by two university teachers or another person with the authorization to supervise doctoral studies. Your main supervisor must write one of the letters. At least one supervisor must be a member of the University of Freiburg. The letters of recommendation must be submitted by the supervisor or enclosed with the documents in a sealed envelope.

4. Curriculum vitae

5. Confirmation of acceptance as a doctoral candidate issued by the faculty

6. Copies of the following documents:

a. University examinations (intermediate examination certificates or bachelor's degree certificate)

b. University degree certificate that qualifies for a doctorate (master's degree certificate or the like)

c. If applicable, documents providing evidence of the applicant's academic achievements, experience and knowledge gained at or outside of the university

d. If applicable, family registration certificate

7. If the scholarship is granted: Declaration of income in lieu of an oath

(3) The regular LGFG scholarships support doctoral candidates who are in the initial phase of their doctoral studies. No more than 18 months must elapse between being accepted as a doctoral candidate and submitting the application.

(4) The scholarships are usually granted for three years. The following documents must be submitted before the end of the first and second year:

1. Interim report on the doctoral thesis proposal, indicating the progress of the doctorate.

2. Evaluation of the interim report and the timely progress of the doctorate issued by the main supervisor.

(5) The following documents must be enclosed with the application for extension due to special circumstances in accordance with section 6 subsection 5 of the LGFG statutes:

1. Application form

2. Work report describing the progress and results of the work to date as well as a work plan and schedule for the completion of the doctoral thesis proposal

3. Evaluation of the work report and the scholarship holder's achievements to date issued by the main supervisor

4. When applying for a fourth year of funding due to parenthood (so-called child year), a "family registration certificate" must also be submitted

5. When applying for a fourth year of funding due to the care of a relative and in case of non-temporary or chronic health impairments, suitable evidence must be submitted

6. If the scholarship is granted: Declaration of income in lieu of an oath

The fourth year of funding due to special circumstances can be granted for a maximum of twelve months. Parents can split the child year if both receive grants under the LGFG or comparable regulations.

(6) The following documents must be enclosed with the application for a scholarship for the completion of the doctorate:

1. Application form
2. Description of the doctoral thesis proposal (max. 12 pages), including an account of previous academic achievements, preparatory work for the project and a work plan and schedule
3. Letters of recommendation issued by two university teachers or another person with the authorization to supervise doctoral studies. Your main supervisor must write one of the letters. At least one supervisor must be a member of the University of Freiburg. The letters of recommendation must be submitted by the supervisor or enclosed with the documents in a sealed envelope.
4. Curriculum vitae
5. Confirmation of acceptance as a doctoral candidate issued by the faculty
6. Copies of the following documents:
  - a. University examinations (intermediate examination certificates or bachelor's degree certificate)
  - b. University degree certificate that qualifies for a doctorate (master's degree certificate or the like)
  - c. If applicable, documents providing evidence of the applicant's academic achievements, experience and knowledge gained at or outside of the university
  - d. When applying for child allowance: Family registration certificate
7. If the scholarship is granted: Declaration of income in lieu of an oath

(7) The following documents must be enclosed with the informal application for interruption of the scholarship in accordance with section 6 subsection 7 of the LGFG statutes:

1. Copy of the grant award notification from the other organization
2. Proof that the same work project is being funded
3. Proof that it concerns preparatory studies (e.g. collection of material)
4. Information on the interruption period
5. Statement of the main supervisor on the planned interruption of the scholarship, in particular on the above-mentioned information and on the contribution of the research stay to the completion of the doctorate.

(8) The Central Grants Commission may request a letter of recommendation from another university teacher or another person with the authorization to supervise doctoral studies before making a decision on funding.

#### **Section 4 - Requirement of written form**

(1) Applications must be submitted in writing.

(2) Decisions must be communicated to the applicant in writing or electronically, stating the reasons for the decision. A copy must be sent to the office administering the scholarships.