As of January 16, 2019

Aspirant Grant

Professors at KIT often receive inquiries by graduates from abroad who are interested in doing their doctorate at KIT. In many cases there has been no prior contact with the graduate or his or her working group so how do you know whether the graduate would be a suitable candidate for a doctoral project? This is where the Aspirant Grant comes into play. The grant enables you to meet such aspirants in person and invite them to come to KIT for a period of one month. KHYS will cover the travel and subsistence expenses for the aspirant’s stay. During the visit, both parties receive the chance to get to know each other and to discuss the possibility of doing a doctorate at KIT. In addition, the aspirant will get an initial impression of the work environment at KIT. A doctoral researcher of the host institute will serve as a “buddy” to the aspirant and assist him or her with regard to administrative issues or questions concerning working at KIT or living in Karlsruhe. The KIT buddy will thus have the opportunity to increase his or her intercultural competences and profit from international networking. This measure is especially suited for inviting aspirants from regions or institutes where there has been no (personal) contact so far.

For more information, please refer to the current call for applications.

Target group: Professors, heads of institutes at KIT, KIT Associate Fellows, heads of certified KIT junior research groups; graduates from abroad (Bachelor/Master)

Scope of funding:

- Aspirants travelling to Germany for the grant will be paid a flat-rate travel allowance specified by DAAD according to the country of departure [DAAD list of flat-rate sums (German only)].
- The aspirant will be paid a flat-rate subsistence allowance of €1,000 for one month.

Please refer to our FAQs for any questions you may have concerning the Aspirant Grant. If you have any further questions please contact Jutta Klein-Hitpaß.

This measure is promoted by the German Academic Exchange Service (DAAD) and funded by the Federal Ministry of Education and Research.
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Current call for applications

Deadlines and dates:

- The grant is awarded subject to allocation of funds by DAAD to KHYS. Please refer to the website for the next date.
- Selection decisions will be made by members of the KHYS Steering Committee in a circulation procedure. Please note that this process will take some time.
- The funding period is from January to June 2019, i.e. stays have to be concluded by June (end of DAAD funding).

Application requirements:

- The KIT applicant and the aspirant have to jointly apply for the Aspirant Grant. The KIT applicant has to conclusively state why he or she wants to invite this particular aspirant to KIT. The aspirant in return has to point out why he or she wants to come to KIT.
- The aspirant should be in an advanced stage of his or her Master's course.
- Doctoral researchers/PhD students are not eligible to apply for the Aspirant Grant.
- The stay at KIT should enable the aspirant to gain an impression of the work environment in which he or she may be doing a doctorate in the future.
- A KIT doctoral researcher serves as the aspirant's “buddy” and assists him or her regarding administrative issues or questions concerning working at KIT or living in Karlsruhe.
- The applicant has to be eligible to function as a supervisor for doctoral projects. (KIT Associate Fellows and heads of certified KIT junior research groups should hand in a letter of support from the professor who would function as the primary supervisor.)
- In principle, the aspirant will have to be able to fulfil the requirements for acceptance as a doctoral researcher by the respective KIT department once his or her Master’s course is completed.
- Funding for the same purpose is not admissible.
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Application documents:

- **Application form** signed by the KIT applicant, the KIT “buddy” and the aspirant
- If the applicant is a KIT Associate Fellow or a head of a certified KIT junior research group: a letter of support from the KIT professor who would function as the primary supervisor of the future doctoral project
- Documents provided by the aspirant:
  - CV including date of birth, school leaving exam (date, place), course of studies (discipline, duration, place, grade), stays abroad, awards etc.
  - Scans of all of the following official documents:
    - Bachelor’s degree certificate in the original language
    - Bachelor’s degree certificate in English or German
    - Master’s degree certificate in the original language (if applicable)
    - Master’s degree certificate in English or German (if applicable)
    - Current transcript of records in the original language
    - Current transcript of records in English or German
    - Document stating the grading system of the university (explaining the highest and lowest grade possible as well as the distribution of the grades, e.g. proportion of merit grades, mark range)
  - Letter of recommendation by a professor of the home institution
- **Excel table** containing the key data of the application (please hand in separately in Excel format)
- Statement of the KIT applicant (via separate e-mail) regarding the plans for funding the potential doctoral project

All documents should be in English. Please merge all documents into one PDF file in the order stated above (excluding the Excel table and the funding statement) and send the files to aspirantgrant@khys.kit.edu.

Selection criteria

- Compliance with application requirements
- Fulfillment of required formalities (a complete application, submitted in time, including all required documents, filled-out correctly and signed)
- Conclusiveness of motivation of the aspirant to come to KIT for the stay
- Plausibility of reasons of KIT applicant for inviting the aspirant
- Quality/conclusiveness of the activities planned for the stay
- Qualification of the aspirant
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Procedure

Approval:
As soon as your application has been approved, you and the aspirant will be notified via e-mail. The notification of approval will contain information on the amount of funding that will be paid out. Please note that double funding is not permitted. Attached to the e-mail there will be a Written Statement of Commitment. Please sign it and send it back via internal mail ("Hauspost"). The aspirant will receive a Grant Agreement that he or she needs to sign. Here, it will at first be sufficient to send back the signed agreement with a digital or scanned-in signature. Once the aspirant arrives at KIT, he or she will have to sign the original agreement. The aspirant will also receive an invitation letter that is needed for visa applications (if applicable).

Arrival/visa:
If the aspirant needs a visa for coming to Germany, he or she should apply for it in good time. For the Aspirant Grant it will be sufficient to apply for a Schengen Visa (Category C) with the purpose of a business visit. Among other things the aspirant will have to provide a proof of accommodation for the stay in Karlsruhe. However, it will not be necessary to register with the City of Karlsruhe for such short-term stays. Finding accommodation in Karlsruhe is very difficult, which is why the KIT doctoral researcher who serves as the aspirant’s buddy shall help him or her in this regard. For short-term stays, guests can book a room at KIT’s International Guesthouse or at the Gastdozentenhaus (house for guest lecturers). However, bookings have to be made well in advance. Additional accommodation possibilities are listed in the PDF file How to search for accommodation published by KIT International Affairs.

For any questions concerning the visa the aspirant should contact the respective German Embassy or German Consulate. KHYS will send out the invitation letter needed for the visa alongside the notification of approval. Please note that the Category C visa cannot be extended. It is therefore not possible for the aspirant to extend his or her stay at KIT in order to actually start the doctoral project discussed during the stay. He or she will first have to leave Germany and apply for another visa.

Payment arrangements:
KHYS will directly assign and pay out the grant to the aspirant. The grant payment will be made once the aspirant arrives in Karlsruhe. This means that the aspirant will have to pay for the journey in advance. The process for the payment will be defined for each aspirant individually. Please note that the amount of funding for travel expenses will only cover the flat-rate sum specified by DAAD depending on the country of departure [DAAD list of flat-rate sums (German only)]. The flat-rate subsistence allowance is €1,000 for one month. There will be no accounting according to the actual costs incurred. Should the actual length of stay be shorter than indicated in the application form and/or the notification of approval KHYS is entitled to reclaim the surplus.
**Duty to report:**

Please note that both you and the aspirant will have to send us a final report within two weeks after the aspirant’s stay at KIT. Templates for the report will be made available. The obligation to submit a report is a compulsory part of the Aspirant Grant. Please note that for evaluation reasons it is also necessary that you notify us should the Aspirant Grant result in an actual doctoral project.