

## Aspirant Grant (Doc)

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Superiors 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 (Doc) 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. Karlsruhe House of Young Scientists (KHYS) covers the travel and accommodation expenses for the aspirant's stay.

During the visit, both parties have 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 the facilities at KIT or living in Karlsruhe. The KIT buddy may use this opportunity to develop his or her own international network and intercultural competences.

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 ("KIT applicant"); graduates from abroad (Bachelor/Master)

### Scope of funding:

- The aspirant will receive a refund for the costs of the journey to and from Karlsruhe (economy class tickets for flight/train) as well as the accommodation costs for the one month in Karlsruhe. The costs for accommodation should not exceed EUR 1,200. For the travel accounting process according to the provisions of the Baden-Württemberg travel expenses law (Landesreisekostengesetz, LRKG), the aspirant needs to provide all original receipts (including boarding pass) as well as payment confirmations.
- Please note that double funding is not permitted.

Please refer to our [FAQs](#) for more information concerning the Aspirant Grant (Doc). If you have any further questions please contact Jutta Klein-Hitpaß at [aspirant\\_doc@khys.kit.edu](mailto:aspirant_doc@khys.kit.edu).

**Please note:** The program is also available for inviting potential postdocs to KIT for a one-month stay. [Here](#), you can find information regarding the Aspirant Grant (Postdoc).

### Current call for applications

#### Deadlines and dates:

- Applications may be handed in anytime as long as funds are available. Due to the limited budget, we recommend that you apply as soon as possible.
- To facilitate the processing, the applications will be bundled at certain deadlines. 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 stay should take place by the date published on the [website](#) at the time of your application.

#### Application requirements:

- The KIT applicant and the aspirant have to jointly apply for the Aspirant Grant (Doc). 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 or PhD students are not eligible to apply for the Aspirant Grant (Doc).
- The stay at KIT should enable the aspirant to gain an impression of the research 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 the facilities at KIT or housing and free-time activities.
- 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.

#### 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; course of studies (discipline, duration, place, grade); stays abroad; awards etc.
  - Letter of recommendation by a former professor/professor of the home institution
  - Scans of **all** of the following official documents:

- Bachelor's degree certificate as well as performance record/Transcript of Records in original language
- Bachelor's degree certificate as well as performance record/Transcript of Records in English or German (if possible translations provided by your home university)
- Master's degree certificate (if applicable) as well as (current) performance record/Transcript of Records in original language
- Master's degree certificate (if applicable) as well as (current) performance record/Transcript of Records in English or German (if possible translations provided by your home university)
- 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)
- [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 [aspirant\\_doc@khys.kit.edu](mailto:aspirant_doc@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

### Procedure

#### Approval:

As soon as your application has been approved, you and the aspirant will be notified via e-mail. For non-EU citizens, the notification of approval will be given under the condition of a positive outcome of a check regarding foreign trade regulations. 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 form for entering general information that will be needed to prepare all necessary documents for the Aspirant Grant (Doc). At a later point in time, the aspirant will receive an invitation letter that is needed for visa applications (if applicable). In order for KHYS to be able to make a payment to the aspirants, KIT needs to conclude a Grant Agreement with the aspirant. This document will be provided to the aspirants after their arrival at KIT.

#### 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 (Doc) 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 Guest House](#) 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. 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:

The process for the payment will be defined for each aspirant individually. As a rule, the reimbursement of the travel costs will take place once the stay has been concluded. This means that the aspirant will have to pay for the journey in advance. KHYS will directly assign and pay out the grant to the aspirant. The aspirant will receive a refund for the costs of the journey to Karlsruhe (flight/train) plus a maximum sum of EUR 1,200 for accommodation for the month. The costs for accommodation will be reimbursed according to the provisions of the Baden-Württemberg travel expenses law (Landesreisekostengesetz, LRKG). The reimbursement will generally take place once the travel accounting process has been concluded. For more information, please refer to the [FAQs](#).

### **Duty to report:**

Please note that the aspirant will have to send us a final report within four 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 (Doc). Please note that for evaluation reasons it is also necessary that you notify us should the Aspirant Grant (Doc) result in an actual doctoral project at KIT. In addition to the report, KHYS will send you a link to an anonymous online evaluation regarding general aspects of the funding measure.