Law on Graduate Funding | Application

Application for a Scholarship in Accordance with the

Law on Graduate Funding from the German States (LGFG)

# Applicant Details

|  |  |
| --- | --- |
| Surname: | Please insert text here. |
| First name: | Please insert text here. |
| Date of birth (mm/dd/yyyy): | Please insert text here. |
| Gender: | Please choose |
| Email: | Please insert text here. |
| Phone (private): | Please insert text here. |
| Phone (business)\*: | Please insert text here. |
| Registered address of residence: | Please insert text here. |
| Campus: | Please choose. |
| KIT department („Fakultät“): | Please insert text here. |
| Supervisor: | Please insert text here. |
| IBAN: | Please insert text here. |
| BIC: | Please insert text here. |
| Tax identification number (Steueridentifikationsnummer, Steuer-ID) | Please insert text here. |

**\*** optional

# Research Project Details

I would like to apply for a scholarship in accordance with the Law on Graduate Funding from the German States (LGFG) and the Statute of the Karlsruhe Institute of Technology (KIT) for the implementation of the LGFG as preparation for the completion of my doctoral studies

**In the KIT department of (“Fakultät”):** Please insert text here.

**Research project topic:** Please insert text here.

**Research project supervisor:** Please insert text here.

**Start date of the research project (mm/dd/yyyy):** Date

**Expected completion date of the research project (mm/dd/yyyy):** Date

**Support period applied for\*\*:** Number months (12 months max.)

\*\*Please note that you may only apply for a max. of twelve months. After that it is only possible to put forward two further applications, meaning that the maximum funding period is 36 months.

The possible start of the support period is always the 1st of January of every year.

Please note that it is not possible to change the start of the support period.

**Is your research project likely to require a research stay abroad?**

Please choose

**If required: In which country and, if applicable, at which research institution?**

Please insert text here.

**For which period of time?**

From **Date** until **Date**

**Is the research project already funded by another institution?**

Please choose

**If so, which institution?**

Name of institution

**In what form (scholarship, grant, etc.) is funding provided and to what extent (€ / month)?**

Please insert text here.

**Have you applied for funding from another institution for your research project?**

Please choose

**If so, where did you apply?**

Please insert text here.

# Family Allowance

I hereby apply for family allowance starting on:**Date**

Number of children under 18 years of age living in your household: **Number**

# Studies and Work

**Bachelor:**

MM/JJJJ-MM/JJJJ, subject, name of institution, country, grade:

**Master:**

MM/JJJJ-MM/JJJJ, subject, name of institution, country, grade:

**Are you currently gainfully employed?**

Please choose

**If so, where (KIT/external, name of employer)?**

Please insert text here.

**Duration of current contract:**From Date until Date

**What is the extent (hours/month) and the monthly salary?**Hours/month; €/month (gross amount)

**Do you have additional income from self-employment?**

Please choose

**If so, what is the extent (hours/month) and the monthly income?**

Hours/month; €/month (gross amount)

**Are you planning to be gainfully employed during the scholarship?**

Please choose

**If so, where (KIT/external, name of employer)?**

Please insert text here.

**Planned duration of contract:**From Date until Date

**What is the planned extent (hours/month) and the monthly salary?**Hours/month; €/month (gross amount)

**Are you planning to have additional income from self-employment?**

Please choose

**If so, what is the planned extent (hours/month) and the monthly income?**

Hours/month; €/month (gross amount)

# Applicant's Declarations

**This application includes:**

|  |  |
| --- | --- |
| * Your work plan including time schedule of max. five pages |  |
| * A reference letter by the supervisor of your research project (full/associate/assistant professor), which includes a reliable answer to the question as to how my supervisor intends to finance my doctoral research in the case that my doctoral research period exceeds the funding period (signed original, please no copies); In addition, the transcript has to state to what percentage of the best students of his or her year the applicant belongs. |  |
| * Document "Guideline for assessment LGF" of the supervisor (does not replace the expert opinion) (signed original, please no copies). |  |
| * A second letter of recommendation by another full/associate/assistant professor (signed original, please no copies). |  |
| * Legally certified copies of your degree certificates (certificates from the preliminary and main study periods and/or Bachelor and Master certificates) including a transcript of records. |  |
| * A letter of confirmation from your KIT department (“Fakultät”) stating that you have been accepted as a doctoral researcher |  |
| * Your CV that provides information about your course of studies in particular |  |
| * If applicable, complete list of scientific publications and conference contributions (including an indication if first author or peer-reviewed) |  |
| * A declaration in accordance with Sec. 5 subsections 2 and 3 of the LGFG relating to § 4 of the Statute of the Karlsruhe Institute of Technology (KIT) for the implementation of the Law on Graduate Funding from the German States (LGFG) |  |
| * Written confirmation from the Residents' Registration Office ("Einwohnermeldeamt") stating that the child/children is/are a permanent member/s of your household (if you have applied for a family allowance) |  |

**I hereby confirm** that the details provided are correct, including the details given in the declarations attached.

I have taken notice of the terms and conditions of the Law on Graduate Funding from the German States and the Statute of the Karlsruhe Institute of Technology (KIT) for the implementation of the Graduate Funding from the German States, in particular the regulations concerning employment and the consideration of earnings.

In the case that a scholarship is granted **I am obliged to:**

* Strive to meet the objectives of the graduate funding to the required and reasonable extent
* If and when I am gainfully employed or receive other forms of income while I am recipient of a LGFG-scholarship to notify the Karlsruhe House of Young Scientists (KHYS) hereof
* Not work in a position that is not compatible with the funding (according to §4 of the Statute of the Karlsruhe Institute of Technology (KIT) for the implementation of the Graduate Funding from the German States).
* Immediately inform Karlsruhe House of Young Scientists (KHYS) of all information that is relevant to the calculation or continued provision of the scholarship, in particular if this concerns entering into a vocational training, entering into employment or any changes concerning my earning capacities etc.
* If and when there is an existing employment relationship with KIT, or one is to be concluded, to inform the service unit Human Resources (PSE) of the scholarship. I take note that having an additional employment contract with KIT is only possible if there is no connection in terms of content, location and time with the activities within the framework of the scholarship.
* Immediately inform Karlsruhe House of Young Scientists (KHYS) when I have completed my research project (on the day of the oral examination), upon discontinuation or suspension of my research project or when I choose to continue my research project at a different university.
* Submit the information required under the Law on Graduate Funding from the German States (LGFG) and the Statute of the Karlsruhe Institute of Technology (KIT) for the implementation of the Graduate Funding from the German States to Karlsruhe House of Young Scientists (KHYS) and in particular to submit the reports required according to § 9 of the LGFG and to inform the Karlsruhe House of Young Scientists (KHYS) about the results of the research project
* Immediately inform Karlsruhe House of Young Scientists (KHYS) about any changes to my address during the period of funding and the obligation to submit a report

|  |  |
| --- | --- |
| Place, 2020-06-15 |  |
| (Place, Date) | Signature |

**Please note:**

We would like to inform you that according to § 3 subsection 1 of the Statute of the Karlsruhe Institute of Technology (KIT) on the implementation of the Law on Graduate Funding from the German States of the Statute according to the Law on Graduate Funding from the German States, the scholarships are awarded annually according to the assignment of the KIT budget. The **maximum support period is three years** according to the work progress of the doctoral research project. The Awarding Commission shall decide on any exceptions.

**Data privacy information:**

Unless marked as optional, your details are obligatory for the decision concerning your application for a scholarship in accordance with the Law on Graduate Funding from the German States (LGFG). Without provision of the obligatory details, we cannot decide on your application.   
In accordance with §§ 21 and 22 of the Data Protection Act of the German State of Baden-Württemberg (*"Landesdatenschutzgesetz" – LDSG*), you may be granted access to data about you that are stored by Karlsruhe Institute of Technology (KIT) on request and may demand the rectification of incorrect data (the right of access and rectification) without being charged any fees.