Graduate Funding from the State (LGF)

Application for a completion scholarship in accordance with the Act on Graduate Funding from the State (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 |
| E-mail: | Please insert text here. |
| Phone (private): | Please insert text here. |
| Phone (business): | Please insert text here. |
| Registered address of residence: | Please insert text here. |
| Postal address: | Please insert text here. |
| Campus: | Please choose. |
| KIT department („KIT-Fakultät“): | Please insert text here. |
| Institute | Please insert text here. |
| Doctoral subject | 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. |

# Research Project Details

I apply for a completion scholarship in accordance with the Act on Graduate Funding from the State (LGFG) and the statutes of KIT on the LGF

From **Date** to **Date** = **Number** months (max. 6 months)

Doctoral research topic: **Please insert text here.**

Start date of the doctoral research: **Date**

Expected submission date of your dissertation at the KIT department: **Date**

Are you doing your doctorate in a so-called “small subject” at KIT (see selection below)?

[ ]  No [ ]  Yes, in the following subject: **Please choose.**

**Short summary of the content of the doctoral project** – max. two pages

Please insert text here .

**Status of the doctoral project (if applicable reason for delay)**

Please insert text here .

**Outline your further plans until submission of your dissertation, including timetable**

(This can also be attached separately to the application form.)

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 my household: **Number**

|  |
| --- |
| **This application includes:**Written confirmation from the Residents' Registration Office ("Einwohnermeldeamt") stating that the child or children live in my household |[ ]

# Gainful Employment and Financing

**Current** financing during your doctoral research project (multiple entries possible):

[ ]  **Gainful employment**

If yes, where (KIT or externally, name of the employer)?

**Please insert text here.**

Duration of current contract**:** from **Date** to **Date**

Extent and income: **Hours/month; €/month (gross amount)**

[ ]  **Additional income from self-employment**

If yes, extent and income: **Hours/month; €/month (gross amount)**

[ ]  **Scholarship**

If yes funding agency and amount (€/month)

**Please insert text here.**

Duration of funding**:** from **Date** to **Date**

[ ]  **Other** (please provide details): **Please insert text here.**

If applicable, **bridging financing** if the current financing ends before the planned start of the completion scholarship (type of financing and corresponding details):

**Please insert text here.**

Planned additional income **during** the term of the completion scholarship:

[ ]  **Gainful employment**

If yes, where (KIT or externally, name of the employer)?

**Please insert text here.**

Duration of current contract**:** from **Date** to **Date**

Extent and income: **Hours/month; €/month (gross amount)**

[ ]  **Additional income from self-employment**

If yes, extent and income: **Hours/month; €/month (gross amount)**

[ ]  **Other** (please provide details): **Please insert text here.**

# Other

The following documents are attached to this application **in the given order**:

|  |  |
| --- | --- |
| * Form “Expert Opinion” completed and signed by my supervisor who is authorized to participate in doctoral procedures including attached statement of commitment signed by the head of the institute. (Can be submitted separately.)
 | ☐ |
| * **Scanned copies of certificates** including transcript of records for bachelor's and master's degree or equivalent. If the originals are not available in German or English: documents both in the original and in German or English are attached.
 |[ ]
| * Tabular resume with information about my academic career to date (including details of bachelor's and master's final grades or final grades from equivalent degrees) and distinctive features (e.g., awards, scholarships, stays abroad, volunteer work)
 |[ ]
| * Complete list of scientific publications and conference contributions (including an indication if first author or peer-reviewed)
 |[ ]
| * Official letter of acceptance as a doctoral researcher at the KIT department ("KIT-Fakultät")
 | ☐ |
| * Completed and signed declaration in accordance with § 5 subsections 2 and 3 of the LGFG relating to § 6 of the Statutes of the KIT on the LGFG
 |[ ]

In the event that a completion scholarship is granted **I commit myself** to

* strive to meet the objectives of the Graduate Funding from the State (LGF) to the required and reasonable extent and to primarily focus on completing my dissertation during the funding period
* immediately inform the Karlsruhe House of Young Scientists (KHYS)
	+ of any and all facts relevant to the calculation or continued payment of the scholarship and in particular about the start of vocational training, the pursuance of gainful employment, third-party subsidies the receipt of a scholarship from another party, and changes of my income situation
	+ as required in the LGFG and the LGF-statutes of the KIT and in particular to submit the reports required according to § 9 of the LGFG and to inform the KIT about the results of my research project
	+ of any changes of my address during the funding period and as long as the reporting obligation applies
	+ when I have completed my research project (date of submission of the doctoral application to the KIT department) or about termination, or suspension of my project or its continuation at another university

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

|  |  |
| --- | --- |
| Place, 2025-08-23  |  |
| (Place, Date) | Signature |

**Information on LGF Completion Scholarships:**

Please note that, in accordance with § 3 subsection 2 of the Statutes of KIT on the LGFG, completion scholarships may be awarded in exceptional cases for the completion of a dissertation. The funding period is generally up to six months. According to Section § 3 subsection 3, the completion scholarship ends at the latest at the end of the month in which the dissertation is submitted to the KIT department.

**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.