

FAQs on Graduate Funding from the German States ("Landesgraduiertenförderung")

| | |
|---|----------|
| 1. Funding and date of funding | 3 |
| 1.1 How much is the funding?..... | 3 |
| 1.2 For how long can I receive funding?..... | 3 |
| 1.3 When does the funding period begin at the earliest? | 3 |
| 1.4 Can I determine the start date of the funding period? | 3 |
| 1.5 Can the funding period be suspended? | 3 |
| 2. Deadlines for applications..... | 4 |
| 2.1 When do I have to submit my application documents? | 4 |
| 2.2 When do I have to submit my application for a continued scholarship?..... | 4 |
| 3. Application requirements & documents..... | 4 |
| 3.1 How likely is it that I will be granted a scholarship? | 4 |
| 3.2 Is there an age limit? | 4 |
| 3.3 Do I need to be enrolled as a doctoral researcher at KIT to be granted a scholarship? | 4 |
| 3.4 Are doctoral researchers from "Campus Alpin" (IMK-IFU) allowed to apply? | 4 |
| 3.5 Can I apply for a Graduate Funding from the German States scholarship despite the fact that I have already reached an advanced stage of my doctoral research project? | 4 |
| 3.6 What do I need to include with my application form? | 4 |
| 3.7 To whom should the application be addressed? | 5 |
| 3.8 Do I have to submit my "Acceptance as a doctoral researcher at the KIT Department" or is the written letter of acceptance of supervision from my academic supervisor sufficient?..... | 5 |
| 3.9 May my work plan including my time schedule exceed 5 pages? | 5 |
| 3.10 Where can I have copies of my certificates legally certified? | 5 |
| 3.11 The certificates have to be legally certified. How about other certificates of languages courses or internships?..... | 5 |
| 3.12 Do I have to add an application photo to my CV?..... | 6 |
| 3.13 How to submit the letters of recommendation in digital form?..... | 6 |

| | |
|--|-----------|
| 3.14 I do not have a second assessor for my dissertation yet. Which person should I name in the respective column of the “Key data” file?..... | 6 |
| 4. Additional funding during the scholarship..... | 7 |
| 4.1 Can I work while being funded by the Graduate Funding from the German States (LGF)?..... | 7 |
| 4.2 May I receive a scholarship from another sponsoring body while receiving LGF funding?..... | 7 |
| 4.3 How much is the family allowance and what evidence do I need to submit? | 7 |
| 5. Scholarship awarding and general procedure..... | 9 |
| 5.1 What is the procedure for granting the scholarships?..... | 9 |
| 5.2 Who is part of the selection committee who decides upon the applications?..... | 9 |
| 5.3 When and how do I find out whether I have been granted a scholarship? | 9 |
| 5.4 Do I have to write a progress report or a final report? | 9 |
| 5.5 What does the final report consist of?..... | 9 |
| 5.6 Do I have to submit a final report after I have finished my PhD? | 10 |
| 6. Contact in case of questions, changes or delays | 10 |

1. Funding and date of funding

1.1 How much is the funding?

The basic scholarship covers a monthly payment of 1,468 euros. This amount includes a fixed rate fee for costs of material and travel expenses.

1.2 For how long can I receive funding?

The maximum duration of funding is three years. The scholarship will be granted for twelve months. The Central Awarding Committee will make a decision concerning an extension for additional twelve months upon application.

1.3 When does the funding period begin at the earliest?

The funding period has to begin on January 1. The deadline for application submission is at the beginning of October every year (for the exact date please look at the [current call for applications](#)).

1.4 Can I determine the start date of the funding period?

No. The start date may not be changed at a later point in time. Funding starts on January 1 every year. Application decisions will usually be made in mid-November. Please note that overlapping funding is not permitted and that you should therefore remember to cancel any funding you have been receiving in good time.

1.5 Can the funding period be suspended?

In exceptional cases, yes. The terms and conditions and requirements must, however, be checked in individual cases.

[>> back to top](#)

2. Deadlines for applications

2.1 When do I have to submit my application documents?

Please submit your complete application documents at the beginning of October (for the exact date please look at the [current call for applications](#)).

2.2 When do I have to submit my application for a continued scholarship?

Applications for continued scholarships have to be submitted at the beginning of October every year. The same deadline applies as for applications for the first year of funding (for the exact date please look at the [current call for applications](#)).

Exception: If the funding has been paused or started at a later date, please submit your application six weeks before the scholarship period ends, at the latest.

3. Application requirements & documents

3.1 How likely is it that I will be granted a scholarship?

This question cannot be answered in advance because it depends on the number and quality of applications.

3.2 Is there an age limit?

No, there is no age limit.

3.3 Do I need to be enrolled as a doctoral researcher at KIT to be granted a scholarship?

No, you do not need [to be enrolled](#) in order to apply for a scholarship. You do, however, need [Acceptance as a Doctoral Researcher](#) at a KIT Department. Please be aware that [Registration with KHYS](#) is obligatory for the acceptance as doctoral researcher at a KIT Department.

3.4 Are doctoral researchers from “Campus Alpin” (IMK-IFU) allowed to apply?

Yes, they are. But they need as any other applicant the acceptance as a doctoral researcher by the respective KIT department.

3.5 Can I apply for a Graduate Funding from the German States scholarship despite the fact that I have already reached an advanced stage of my doctoral research project?

The KIT considers Graduate Funding from the German States to be a start-up funding. Candidates at an advanced stage of their doctoral research project generally have less chance of success.

3.6 What do I need to include with my application form?

The [scholarship application form](#) must be accompanied by the following documents:

- (1) A short description of your work project, your work plan including your time schedule, which should be a maximum of five pages long.
- (2) The expert opinion of the supervisor of your research project (full/associate/assistant professor). This should include:

- a reliable answer to the question as to how you intend to finance your doctoral research in the case that your doctoral research period exceeds the funding period.
 - a statement to what percentage of the best students of his or her year the applicant belongs.
- (3) Document "[Guideline for assessment LGF](#)" of the supervisor (does not replace the expert opinion)
 - (4) The expert opinion of a second full/associate/assistant professor (signed original).
 - (5) A letter of confirmation from the KIT department ("Fakultät") stating that you have been accepted as a doctoral researcher
 - (6) Legally certified copies of your degree certificates (certificates from the preliminary and main study periods and/or Bachelor and Master certificates). Non-German degree certificates have to be submitted in an English, German or French certified translation.
 - (7) CV (in table form), in particular listing information concerning your course of study up to now
 - (8) If applicable, a complete list of scientific publications and conference contributions (including an indication if first author or peer-reviewed)
 - (9) A [declaration](#) in accordance with § 5 subsections 2 and 3 of the LGFG relating to § 6 of the Statute of the Karlsruhe Institute of Technology (KIT) for the implementation of the Law on Graduate Funding from the German States (LGFG)

Only if you have applied for a family allowance:

- (10) Written confirmation from the Residents' Registration Office ("Einwohnermeldeamt") stating that your child lives in your household.

3.7 To whom should the application be addressed?

The documents (reference letter etc.) should address the "Central Awarding Committee (LGF)". Your application has to be digitally submitted in one single PDF-file (apart from the XLS-file) to KHYS (lgf15@khys.kit.edu). It has to be in the order as indicated in the [checklist](#).

3.8 Do I have to submit my "Acceptance as a doctoral researcher at the KIT Department" or is the written letter of acceptance of supervision from my academic supervisor sufficient?

The written letter of acceptance of supervision from your academic supervisor **is not sufficient**. You must submit your "Acceptance as a doctoral researcher at the KIT Department".

3.9 May my work plan including my time schedule exceed 5 pages?

No. Please keep to the specified guidelines.

3.10 Where can I have copies of my certificates legally certified?

Certificates from the KIT can be legally certified at the Students' Office. Other certificates and documents need to be certified at the responsible public authorities (for example at the registry office).

3.11 The certificates have to be legally certified. How about other certificates of languages courses or internships?

You can hand in other certificates, but you do not have to legally certify them.

3.12 Do I have to add an application photo to my CV?

There are no advantages or disadvantages for you, if you hand in an application photo.

3.13 How to submit the letters of recommendation in digital form?

In case you received sealed letters of recommendation please forward them directly to us. We will complete your digital application.

3.14 I do not have a second assessor for my dissertation yet. Which person should I name in the respective column of the “Key data” file?

You should name the person, which gave you the second expert opinion for the application.

[>> back to top](#)

4. Additional funding during the scholarship

4.1 Can I work while being funded by the Graduate Funding from the German States (LGF)?

Generally, yes. Please note that the criteria might differ depending on the in each case applicable Statute of the Karlsruhe Institute of Technology.

The conditions of the current [Statute of the Karlsruhe Institute of Technology](#) (available in German only) § 6 Additional Income do apply. A translation of § 6 states:

- (1) "Scholarship holders are obliged to focus on the purpose of their funding.
- (2) Scholarship holders are allowed to have an additional income, as long as it does not interfere with the purpose of the funding. This condition is regarded as generally met, **if the time spent on one or more gainful activities in a week does not exceed one quarter of the regular working time of a full-time employment**. KIT examines whether the employment compromises the fulfillment of the purpose of the funding. In such a case, KIT has reserved the right to interrupt or terminate the scholarship.
- (3) Scholarship holders are obliged to inform the Karlsruhe House of Young Scientists about any additional income. Any taxable income which exceeds the annual sum of the gross salary which is equivalent to an 0,25 TV-L E 13 Level 2 employment position (in accordance with § 6 of the Statute of the LGFG) are not acceptable. For shorter funding periods than one calendar year, the exemption limit is reduced to 1 ½ per calendar month. If the additional income exceeds these limits, a scholarship cannot be granted.
- (4) In case of taking up an employment, KIT is to be informed preemptively about its duration. After the completion of the contract, a copy of it is needed and must be put in the files of the scholarship holder.
- (5) Duty of disclosure and reporting obligations in accordance with §§5 and 9 LGFG remain unaffected"

4.2 May I receive a scholarship from another sponsoring body while receiving LGF funding?

You are not permitted to receive **full** scholarships from other sponsoring bodies during the funding period. For a research stay abroad the LGF funding may be suspended for a maximum of one year so that you can receive a full scholarship from a different sponsoring body.

You may, however, apply for partial scholarships for a research stay abroad during the LGF funding period, for example the [KHYS Networking Grant](#) or the [DAAD \(German Academic Exchange Service\) Additional Scholarship GRAFÖG](#).

4.3 How much is the family allowance and what evidence do I need to submit?

The amount of the Family Allowance payment is regulated in the [Statute of the Karlsruhe Institute of Technology \(KIT\) for the implementation of the Law on Graduate Funding from the German States](#), § 2 Fördersätze, par. (2) and (3). Please note, that the law is available in German only. A translation of the paragraph states:

- (2) Scholarship holders receive an additional family allowance of 400 euros per month if they are responsible for a child under the age of 18. As evidence of this status, scholarship holders must submit written confirmation from the Residents' Registration Office ("*Einwohnermeldeamt*") stating that their child lives in their household. For scholarship holders with more than one child, the family allowance increases to a total amount of 100 euros per month. A higher family allowance may be granted in exceptional cases. This decision is made by the Central Awarding Committee.

(3) If both partners receive a scholarship in accordance with the Law on Graduate Funding from the German States (*LGFG*) or if the partner of a scholarship holder receives a scholarship that meets the objectives of the *LGFG* scholarship, the family allowance will only be granted to one partner.

[>> back to top](#)

5. Scholarship awarding and general procedure

5.1 What is the procedure for granting the scholarships?

After the formal check at KHYS, the applications will be forwarded to the respective committee at the KIT departments. Here the applications will be assessed and ranked and forwarded to the central committee. Taking note of the assessments and rankings of the respective department's committees, the central awarding committee (LGF) in mid-November each year makes the final decision. Chairman of the central committee is the Vice President for Research, Prof. Dr. Oliver Kraft.

5.2 Who is part of the selection committee who decides upon the applications?

The central awarding committee (LGF) is composed in accordance with the statutes of a member of the presidential committee, five members of the group of KIT department ("KIT-Fakultät") members and extraordinary professors, the spokeswoman for the Equal Opportunities Officer and 2 representatives of the group of academic / scientific staff.

5.3 When and how do I find out whether I have been granted a scholarship?

After the respective meeting on the granting of scholarships, applications will be processed in the following order:

- 1. Approvals
- 2. Rejections

A specific date cannot be specified because the processing time depends on other factors such as the number of applications. We will, however, try to inform you of the outcome of your application as soon as possible (by e-mail or post). Due to data privacy laws we are unable to provide you with any information about the decisions made by the Awarding Committee over the phone. Therefore, please refrain from calling us about such matters.

5.4 Do I have to write a progress report or a final report?

You don't have to write a progress report. If you are a scholarship holder and you want to apply for a continued scholarship, you have to submit a work report including the work and time schedule of the research completed so far and a work and time schedule for the work concerning issues that still have to be solved.

If the dissertation is not yet completed six months after the funding period according to § 9 LGFG you have to submit in digital form at KHYS via mail

- either an official confirmation of your KIT-department, that you have submitted your dissertation
or
- or a final report (1-2 pages).

5.5 What does the final report consist of?

Concerning the final report, the following aspects have to be considered:

- objectives and impact of the research work
- progress of work up to now
- steps and time required to complete the work
- information about published papers during the funding

- basic formal requirements (date, name, signature on the reports)

5.6 Do I have to submit a final report after I have finished my PhD?

After completion of your dissertation project you have to submit a copy of your PhD diploma and certificate as a verification (it does not have to be legally certified).

6. Contact in case of questions, changes or delays

If you have further questions, need to report changes in your income situation or experience a case of delay, please contact the Karlsruhe House of Young Scientists (KHYS) via e-mail at jgf15@khys.kit.edu.

[>> back to top](#)