

# COMPLETION GRANTS

## Call for Applications within the Excellence Initiative of the University of Heidelberg

The University of Heidelberg Graduate Academy awards funding support to doctoral candidates who require a maximum of a further 6 months to complete and submit their dissertation to the Faculty (excl. Rigorosum/Disputation). Completion grants of up to a maximum of 1000 € per month can be awarded for a duration of not more than 6 months. Grant recipients who fulfil the prerequisites are also entitled to apply for **child care benefits** ([www.graduateacademy.uni-heidelberg.de/stipendien/abschluss\\_kinderbetr\\_en.html](http://www.graduateacademy.uni-heidelberg.de/stipendien/abschluss_kinderbetr_en.html)).

**Please note** that this funding is tied to the financial year 2012; therefore, the grant period must begin in 2012.

**APPLICATION DEADLINE: OCTOBER 15th, 2011**

**NOTIFICATION OF AWARDS DECISIONS: MID DECEMBER 2011**

**EARLIEST FUNDING BEGIN: JANUARY 2012**

Please read through the following FAQs before applying for a grant: [www.graduateacademy.uni-heidelberg.de/stipendien/abschluss\\_faq\\_en.html](http://www.graduateacademy.uni-heidelberg.de/stipendien/abschluss_faq_en.html). Due to time constraints, questions dealt with in the FAQs will not be answered again by telephone or email.

**Please complete the following 4 steps in order to apply:**

1. Fill out the **online registration form** containing general application information at:  
[www.graduateacademy.uni-heidelberg.de/stipendien/abschluss\\_bewerbung\\_en.html](http://www.graduateacademy.uni-heidelberg.de/stipendien/abschluss_bewerbung_en.html)
2. Submit a **single** PDF file (max. 2 MB) containing the following documents to the Graduate Academy ([graduiertenakademie@zuv.uni-heidelberg.de](mailto:graduiertenakademie@zuv.uni-heidelberg.de)):
  - » The **completed application form\***. The form can be downloaded here:  
[www.graduateacademy.uni-heidelberg.de/md/gradakad/stipendien/bewerbungsbogen\\_de\\_en\\_2012.pdf](http://www.graduateacademy.uni-heidelberg.de/md/gradakad/stipendien/bewerbungsbogen_de_en_2012.pdf)
  - » A **summary** of your dissertation (max. 2 pages). The emphasis of this summary should be on the work still to be completed during this final phase (6 mos.) of the dissertation. Please give only a brief description of the sections of the dissertation that are already finished.
3. Please submit with your application a scanned copy of your **letter of admission** ("Annahme als Doktorand") from your Faculty at the University of Heidelberg.
4. Ask both your primary and secondary doctoral supervisor to each fill out a **reviewer evaluation form\***. The form can be downloaded here:  
[www.graduateacademy.uni-heidelberg.de/md/gradakad/stipendien/abschlussstipendien\\_gutachterfragebogen\\_de\\_en\\_2012.doc](http://www.graduateacademy.uni-heidelberg.de/md/gradakad/stipendien/abschlussstipendien_gutachterfragebogen_de_en_2012.doc)  
**Supervisors must send their completed form by email directly to the Graduate Academy ([graduiertenakademie@zuv.uni-heidelberg.de](mailto:graduiertenakademie@zuv.uni-heidelberg.de)).**

\* Despite ongoing efforts, we have not been able to make the application form **compatible with the Macintosh system**. Therefore, we strongly recommend that you fill out the form only on a PC with a Microsoft Windows operating system.

**PLEASE NOTE: Incomplete applications and applications sent after October 15th will not be considered.**

Please do not hesitate to contact our office if you have any questions that are not answered in the FAQs.

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**Office Hours:** Mon through Thurs 10 am -12 pm & Mon and Thurs 1:30 pm -3:30 pm

**GRADUATE ACADEMY**  
Promoting Young Researchers!