

## Scholarship Department

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## SCHOLARSHIP APPLICATION FOR DOCTORAL STUDIES (PhD)

January 2018

**Please check our website ([www.boell.de/scholarships](http://www.boell.de/scholarships)) for the latest version of this information before submitting your application as details of application requirements and information for specific target groups are updated regularly.**

1. Requirements for your scholarship application
2. Selection procedure, stages and criteria
3. Deadlines
4. Documents to include with your application
5. Important notes for applicants

### 1. Requirements for your scholarship application

The Heinrich Böll Foundation's Scholarship Department awards scholarships to German and foreign PhD students in accordance with the guidelines issued by Germany's Federal Ministry of Education and Research (BMBF) and the Foreign Office (Auswärtiges Amt).

You will find details of special focus programmes on our website at [www.boell.de/scholarships](http://www.boell.de/scholarships).

	<b>Germans/Foreign students educated in Germany</b>	<b>EU nationals/Students not educated in Germany</b>	<b>Non-EU nationals/Students not educated in Germany</b>
<b>Admission to doctoral studies</b>	Proof of admission to doctoral studies by a state or state-recognised university, as a rule in Germany, must be included in with the application.	Proof of admission to doctoral studies by a state or state-recognised university, as a rule in Germany, must be included with the application.	Proof of admission to doctoral studies by a state or state-recognised university, as a rule in Germany, must be included with the application.
<b>Application date</b>	Preliminary work must have been completed and a valid timetable for completion must be submitted.	Preliminary work must have been completed and a valid timetable for completion must be submitted.	Preliminary work must have been completed and a valid timetable for completion must be submitted.
<b>Application procedure at Studienwerk (scholarship division)</b>	As of 1 <sup>st</sup> March and 1 <sup>st</sup> September	As of 1 <sup>st</sup> March	As of 1 <sup>st</sup> March
<b>Subjects</b>	All PhD subjects related to focal points of the Foundation's activities will be given priority.	All PhD subjects related to focal points of the Foundation's activities will be given priority.	All PhD subjects related to focal points of the Foundation's activities will be given priority.
<b>Up to one year's funding to complete PhD studies</b>	Not possible	Not possible	Not possible
<b>Regular duration of scholarship</b>	Two years as a rule, may be extended twice at most by half a year.	Two years as a rule, may be extended twice at most by half a year.	Two years as a rule, may be extended twice at most by half a year.

	<b>Germans/Foreign students educated in Germany</b>	<b>EU nationals/Students not educated in Germany</b>	<b>Non-EU nationals/Students not educated in Germany</b>
<b>Proof of proficiency in German</b>	–	Level B2 or DSH 2 (with certificate)	Level B2 or DSH 2 (with certificate)
<b>Scholarship amount</b> <b>(Possibly plus family and/or childcare allowance, health insurance or similar)</b>	€1350,- per month basic scholarship plus €100 per month research costs allowance	€1350,- per month basic scholarship plus €100 per month research costs allowance	€1,200 per month, plus € 100 mobility allowance per month, plus various individual allowances
<b>Funding of limited periods spent abroad for research purposes</b>	Additional funding available for scholarship-holders only	Additional funding available for scholarship-holders only	For scholarship-holders only: Funding is available for limited periods spent abroad.
<b>Funding of tuition fees</b>	Not possible in Germany. Possible to a limited extent in other countries	Not possible in Germany. Possible to a limited extent in other countries	Not possible

**Refugees** are welcome to apply as of each 1<sup>st</sup> March and/or 1<sup>st</sup> September – irrespective of their asylum status.

## **2. Selection procedure, stages and criteria**

The Heinrich Böll Foundation's selection procedure for scholarship applicants consists of **three stages**:

- 2.1 Submission of **written application documents**
- 2.2 **An interview with a liaison lecturer** (telephone interviews may also be held)
- 2.3 Attendance at a **selection workshop** in Berlin consisting of a one-to-one interview and a group discussion

At each stage only a small group is selected for the next stage. You will be notified in writing of the decision reached at each stage of the selection procedure.

### **Stage 1: Submission of written application documents**

The key criteria for assessing written applications and admission to the next stage of the procedure are:

- **Very good school and university academic record**
- **A convincing research project (exposé, innovative line of enquiry, realistic timetable, preliminary work that has reached an advanced stage)**
- **Social commitment and political interest**
- **Convincing arguments for applying to the Heinrich Böll Foundation**

### **Stage 2: Interview with a liaison lecturer**

At this stage a **report** by the liaison lecturer is added to your application. It is based on an interview of about **an hour** with the liaison lecturer appointed by the Heinrich Böll Foundation. In exceptional cases the liaison lecturer may agree to hold a telephone interview.

The main points dealt with in the interview with the liaison lecturer will be:

- PhD thesis subject, theoretical and methodical approach, relevance, status of preliminary work, timetable and, if appropriate, relationship between academic research, practice and politics
- Main focus of research work, research interests
- Career prospects, goal orientation
- Social commitment and political interest as appropriate
- Personal suitability

The liaison lecturer will then write an expert report on the interview covering the above-mentioned points.

### Stage 3: Selection workshop

On the basis of the liaison lecturers' and other expert reports and the quality of the exposé applicants will be invited to attend the selection workshop.

The selection workshop consists of a **structured individual interview** and a **group discussion**. The workshop will focus mainly on assessing applicants' personal abilities as described in our Mission Statement on Promoting Young Talent (see [www.boell.de/scholarships](http://www.boell.de/scholarships)).

**NB: If you have already attended a selection workshop and received a letter of rejection you may not re-apply.**

## 3. Deadlines

Please check our homepage [www.boell.de/scholarships](http://www.boell.de/scholarships) for our current application deadlines.

For German doctoral students and students who received their university entrance qualification from a German school ('Bildungsinländer/innen') the following deadlines apply:

<b>Application deadline (please note: we only accept online applications)</b>	<b>By 1 March*</b>	<b>By 1 September*</b>
Interview with liaison lecturer	Generally by mid May	Generally by mid November
Selection workshops	June/July*	Dec./Jan./Feb.*
Notification of scholarship award	July	January/February
<b>Probable commencement of scholarship payments</b>	1 October	1 April

For international doctoral students (both EU and non-EU) the following deadlines apply:

<b>Application deadline (please note: we only accept online applications)</b>	<b>By 1 March*</b>
Interview with liaison lecturer	Generally by mid May
Selection workshops	June/July*
Notification of scholarship award	July
<b>Probable commencement of scholarship payments</b>	1 October

\* Application deadlines are binding, with no exceptions permitted. You will be notified of your workshop date.

**Please note that additional special focus programmes (with a thematic focus or for a focus group) will be advertised in irregular intervals. Here, too, the above-mentioned deadlines for German and international students apply.**

Please consult our website [www.boell.de/scholarships](http://www.boell.de/scholarships).

**The password-protected web portal for online applications is accessible at least six weeks before the application deadline.**

## 4. Documents to include with your application

If you are interested in the Heinrich Böll Foundation's scholarship and funding programme, please use the web portal on [www.boell.de/scholarships](http://www.boell.de/scholarships) for your application.

A complete set of application documents needs to be uploaded to the web portal as pdf versions of the following documents.

## I. Application form for a scholarship for doctoral studies (PhD)

The document's template is available from our website and from the download center of the application portal. Please enter the following data online into the pdf form.

- Your personal data and CV
- Your motivation for applying to the Heinrich Böll Foundation
- An outline of your social commitments and political interests
- An outline of your PhD thesis project et al.

## II. Copy of your degree certificate or equivalent

If applicable, a translation of the documents in German or English, and with an explanation of the grading if it differs from the German system (cf *Modifizierte Bayerische Formel* on the Internet). The degree certificate or equivalent must be available at the time of application.

## III. Certification by the university of admission to doctoral studies or equivalent documentation (can be submitted later, but must reach us at the latest immediately before funding is authorised)

## IV. For foreign applicants: Proof of German language proficiency

- **Minimum requirement:** „Deutsche Sprachprüfung für den Hochschulzugang“ **DSH 2**, or Level **B2**

## V. Detailed exposé of your research project (max. 10 pages)

The exposé should be structured as follows:

- A detailed outline of your research project, including the research topic, current status of research, theoretical background, methodological approach and a research plan, academic and social relevance, including a bibliography of works cited: up to 8 pages
- Overview of the structure of your exposé: 1 page
- A preliminary research plan and timetable for, at most, 24 months, including a detailed description of the preliminary work you have undertaken to date: 1 page

## VI. A third-party reference on your social commitment (1–2 pages)

This should be a confirmation and detailed description of your social commitment by a person of your choice who knows you well and is able to assess your commitment. This person should be neither a friend nor a member of your family. Wherever possible, he or she should be a representative of an institution or an organisation. Internship testimonials are not suitable for this purpose. Foreign applicants from conflict areas or similar who are unable to provide a reference must explain why.

Please inform your referee that the reference should above all contain the following information:

- A description of your social commitment, especially in areas in which you have actively assumed responsibility, outlining what exactly you have done or achieved to date, assessing in particular aspects of your commitment that are not sufficiently apparent from your CV or your motivation outline.
- A personal assessment of your specific concerns and which particular causes you support
- An assessment of your ability to reflect on political affairs and an appraisal of your personality
- The context in which the referee made your acquaintance and how long he or she has known you.

The referee may post or email the reference directly to the Heinrich Böll Foundation. Alternatively you yourself can upload the reference to the application portal. The reference must be on letterhead and the original must be signed. A signature is not required if the reference is emailed directly by the referee from his/her email account.

## VII. Two expert references from university lecturers

The two expert references on your doctoral project should be written by a professor, an assistant professor or a private lecturer (Privatdozent). One of them must be the main supervisor of your PhD thesis.

Please inform your referee that for the expert reference he or she needs to use the form provided. It can be downloaded from the website at [www.boell.de/scholarships](http://www.boell.de/scholarships).

- The expert reference should preferably be sent directly to the Heinrich Böll Foundation by the referee by email or post. The contact details of the Heinrich Böll Foundation can be found on the form. If the expert reference is in your possession, please submit it directly with your application documents and upload it to the application portal yourself. To avoid duplication of work, please ensure that the expert reference is submitted to us only once – either directly by the referee by post or email, or by yourself in the application portal. The original reference must be signed. A signature is not required if the reference is emailed directly by the referee from his/her email account.
- Please note: The personal reference and the expert reference must come from different persons.

VIII. Refugees are requested to enclose a document providing information on their residence permit (asylum status).

## 5. Important notes for applicants

... on how to present your application documents:

- **The complete application – i.e. all application documents including (possibly separately submitted) expert and personal references** – must be submitted by the 1<sup>st</sup> March or 1<sup>st</sup> September. Only then can the application be deemed complete and ready for processing. The confirmation from the university regarding your acceptance as a doctoral candidate is the only document that may be submitted at a later date. We kindly ask for understanding that incomplete applications cannot be processed. If your application documents are not complete, we will let you know and inform you about the next application date.
- References sent to the Heinrich Böll Foundation by the referees directly must also reach us by the respective application deadline.
- Personal and expert references by university lecturers must contain the referee's original signature. This does not apply in case the referee sends the document directly to the Heinrich Böll Foundation by e-mail.
- All documents have to be provided in **German** (we also accept personal reference, expert references and exposé in English)

... on data protection:

- When you submit your application, your personal details will be saved electronically and later deleted in accordance with statutory data protection requirements.

... if your application is rejected:

- There is no legal entitlement to a scholarship or to funding.
- Please appreciate that we receive so many applications that we are unfortunately unable to state specific reasons why your application was unsuccessful.

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### Further information:

Iris Längert, Tel.: 030 28534-400,  
e-mail: [studienwerk@boell.de](mailto:studienwerk@boell.de),  
[www.boell.de/scholarships](http://www.boell.de/scholarships)

### Office hours:

10 a.m. to 1 p.m. on Mondays, Tuesdays, Thursdays and Fridays