Scholarship Department

Info A 2 - 1

SCHOLARSHIP APPLICATION FOR DOCTORAL STUDIES (PhD)

September 2017

Please check our website (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.

<table>
<thead>
<tr>
<th>Germans/Foreign students educated in Germany</th>
<th>EU nationals/Students not educated in Germany</th>
<th>Non-EU nationals/Students not educated in Germany</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to doctoral studies</td>
<td>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.</td>
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</tr>
<tr>
<td>Application date</td>
<td>Preliminary work must have been completed and a valid timetable for completion must be submitted.</td>
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</tr>
<tr>
<td>Application procedure at Studienwerk (scholarship division)</td>
<td>As of 1st March and 1st September</td>
<td>As of 1st March</td>
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<tr>
<td>Subjects</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>PhD subjects related to focal points of the Foundation’s activities will be given priority.</td>
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</tr>
<tr>
<td>Up to one year’s funding to complete PhD studies</td>
<td>Not possible</td>
<td>Not possible</td>
</tr>
<tr>
<td>Regular duration of scholarship</td>
<td>Two years as a rule, may be extended twice at most by half a year.</td>
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</tr>
<tr>
<td>Proof of proficiency in German</td>
<td>Germans/Foreign students educated in Germany</td>
<td>EU nationals/Students not educated in Germany</td>
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<td>-------------------------------</td>
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<td></td>
<td>Level B2 or DSH 2 (with certificate)</td>
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</tr>
<tr>
<td>Scholarship amount</td>
<td>€1350,- per month basic scholarship plus €100 per month research costs allowance</td>
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</tr>
<tr>
<td>(Possibly plus family and/or childcare allowance, health insurance or similar)</td>
<td>Additional funding available for scholarship-holders only</td>
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</tr>
<tr>
<td>Funding of limited periods spent abroad for research purposes</td>
<td>Not possible in Germany. Possible to a limited extent in other countries</td>
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</tr>
</tbody>
</table>

Refugees are welcome to apply as of each 1st March and/or 1st 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:

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

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

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<tr>
<th>Application deadline (please note: we only accept online applications)</th>
<th>By 1 March*</th>
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</thead>
<tbody>
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<td>Interview with liaison lecturer</td>
<td>Generally by mid May</td>
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<td><strong>Probable commencement of scholarship payments</strong></td>
<td>1 October</td>
</tr>
</tbody>
</table>

* 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)

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“ Level DSH 2, or „TestDaF” 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.

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.

The referee should post or email the reference directly to the Heinrich Böll Foundation.
5. **Important notes for applicants**

... on how to present your application documents:

- All documents, including expert report by liaison lecturer and reference letters, need to be submitted by 1st March or 1st September. Only then the application is regarded as complete and we can work on it. We kindly ask for understanding that incomplete applications cannot be processed. In that case, 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 references and expert reports 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, www.boell.de/scholarships

**Office hours:**
10 a.m. to 1 p.m. on Mondays, Tuesdays, Thursdays and Fridays