**Application form for a dissertation completion scholarship**

**Personal details**

|  |  |
| --- | --- |
| Form of address: | (please fill in) |
| Surname: | (please fill in) |
| First name: | (please fill in) |
| Date of birth: | (please fill in) |
| Birthplace: | (please fill in) |
| Citizenship: | (please fill in) |
| Single parent? | Yes [ ] No [ ]  |
| Children (number/age): | (please fill in) |

**Home address**

|  |  |
| --- | --- |
| Street, house number: | (please fill in) |
| Postal code, city: | (please fill in) |
| Phone: | (please fill in) |
| E-mail: | (please fill in) |

**Studies**

|  |  |
| --- | --- |
| Type of graduate degree: | (please fill in) |
| Number of semesters (entire studies, incl. BA etc.): | (please fill in) |
| Subject(s): | (please fill in) |
| Titel of thesis: | (please fill in) |
| Supervisor: | (please fill in) |
| Date of final exam: | (dd.mm.yyyy) |
| Grade(s): | (please fill in) |
| University: | (please fill in) |

**Details about the dissertation**

|  |  |
| --- | --- |
| Department: | (please fill in) |
| Institute/area of research: | (please fill in) |
| Supervisor: | (please fill in) |
| Topic of dissertation project: | (please fill in) |
| Cumulative dissertation? | Yes [ ] No [ ]  |
| Start of doctoral work:  | (please fill in) |
| Planned Submission of dissertation to the examination board: | (please fill in) |
| Requested funding period: | From: (dd.mm.yyyy)To: (dd.mm.yyyy) |
| Please indicate whether you will receive any funding during the requested period, and if so, specify the amount (e.g., scholarship, academic/professional employment, income from capital gains, etc.).. | (please fill in) |
| Member of MARA: | Yes [ ] No [ ]  |

**Were there any special circumstances (e.g., childcare responsibilities, single-parent duties, health limitations, international background, first-generation academic, pandemic-related challenges, etc.) that affected or delayed the progress of your qualification work? (max. 1000 characters including spaces)**

|  |
| --- |
| (please fill in) |

**Documents to be attached to the application form (please only submit documentation in German or English. Please include translations of any other languages):**

Please attach only files in the PDF format. Make sure that the files attached are not protected to allow for further processing.

1. **Description of the dissertation project (**max. two pages; please note that exceeding two pages will result in the disqualification of your application):
Please, provide a brief summary of the research project and the current status of your work. Outline the specific work plan for the requested scholarship period (including a table or graphic presentation, if applicable) and specify the planned submission date for the dissertation and the defense.
2. **Recommendation Letter** (using the [designated form](https://www.uni-marburg.de/en/mara/funding/doctoral-scholarships/completion-scholarship_recommendation_form-eng.docx)) from the primary supervisor of the dissertation
3. Admission to pursue a doctoral degree by the doctoral committee (Promotionsausschuss)
4. Proof of MARA membership: Submit a screenshot of your registration in Marvin (Marburg Administrative and Information System). The screenshot must display your name and role in the Marvin system. **WITHOUT** this screenshot, the application will be considered incomplete and will not be processed.
5. Copies of all Degree Certificates (with final grades)
6. Tabular curriculum vitae, including a complete list of publications: For cumulative dissertations, identify publications that are part of the dissertation work. Furthermore, other publications that are thematically relevant to the dissertation must be marked. Submitted and accepted (citable) publications may also be listed with a corresponding reference. Publications that are in progress or preparation will not be accepted.
7. If a child allowance is claimed: Copy of the birth certificate(s) of the child/children

By submitting your application for a PhD completion scholarship, you also confirm that you have read our [Data Privacy Statement (PDF)](https://www.uni-marburg.de/en/mara/institution/legal-issues/data-privacy-statement.pdf) published on our website and accept the procedures described therein for processing your personal data. You may revoke your permission at any time

**Please save this application form and send it along with all supporting documentation (complete, not write-protected, and compiled into a *single* PDF file) to:**

**mara.foerderungen@uni-marburg.de**

**Only the supervisor's report can be sent separately by e-mail.**

**Please note that the application documents must be submitted in full and *in one PDF*. Unfortunately, incomplete application documents cannot be considered. You will not receive a reminder or deadline extension.**

If you have any questions, please contact:

Dr. Jan-Paul Klünder

MArburg University Research Academy (MARA)

Funding

Tel.: +49 (0)6421 28 21299

E-mail: mara.foerderungen@uni-marburg.de