

Guidelines for the award of DAAD grants for doctoral teaching assistantships via the International Office at Gottfried Wilhelm Leibniz Universität Hannover

Section 1 – Object

The International Office (HI) awards DAAD grants for doctoral teaching assistantships (“DAAD-Doktorandenstipendien – Teaching-Assistantship”) to international doctoral candidates, in order to provide support for their involvement in teaching and research.

The teaching assistantship grant is intended for international doctoral candidates that are currently not in receipt of third-party funding (e.g. DAAD, grants from their home university, or similar). Grants will be awarded on the basis of academic qualification and social needs.

Section 2 – Award

Members of the International Office will assess applications and decide upon the amount to be awarded. The academic evaluation is based on a review or letter of reference written and signed by the supervisor of the doctoral thesis, which must be submitted to the International Office.

Section 3 – Procedure

(1) DAAD grants for doctoral teaching assistantships will be awarded as monthly instalments for an initial period of six months. An extension may be requested, however, the maximum funding period is 12 months. According to DAAD guidelines, grants amounting to a maximum of 400 € per month shall be awarded for teaching assistantships. Depending on the volume of eligible applications and the amount of funding available, the International Office is entitled to reduce the funding amount or temporarily suspend the programme if financial resources are exhausted.

(2) Eligible applicants include all enrolled international doctoral candidates at Gottfried Wilhelm Leibniz Universität Hannover that have received approval from their doctoral thesis supervisor and are involved in teaching at an institute or undertaking a degree programme in teaching.

(3) The following are not eligible to apply:

- doctoral candidates of German nationality or with a German spouse
- doctoral candidates with a substantial income (e.g. employed at an institute)
- doctoral candidates currently in receipt of another grant
- doctoral candidates with capital
- doctoral candidates that are not enrolled

(4) Applications must be submitted by the stipulated deadline for potential award of a grant. Application documents should include:

- the completed and signed application form
- a recommendation and letter of reference by the supervising university lecturer
- a short description of the doctoral project, i.e. project outline, including schedule
- detailed reasons for the application
- proof of income (if applicable)
- complete bank statements from at least the past three months, including any blocked accounts
- passport with residence permit and work status or eAT (electronic residence permit)
- current enrolment confirmation

(5) The central awards committee of the International Office shall decide upon the award of the DAAD grants for doctoral teaching assistantships. There is no legal entitlement to this grant.

(6) In the case of award of funding, the applicant shall promptly inform the International Office if the funding objective changes. In particular, the applicant shall inform the International Office if the doctoral programme is discontinued or suspended, if further grants will be received for the purpose of completing the doctoral programme or if the applicant's entire financial situation changes. In addition, the grant holder shall send the International Office a report signed by the supervisor, which covers the schedule and work plan stated in the application, describing the progress of the doctoral degree.

Section 4 – Criteria

The academic suitability and social situation of the applicant shall be decisive for the award of a grant.

Academic eligibility shall be determined by the applicant's supervisor, who will submit a review or a letter of reference to the International Office. In addition, the current social situation of the applicant shall be evaluated by the awards committee of the International Office on the basis of the submitted information and personal interviews.

Section 5 – Awards committee's decision

The central awards committee shall decide upon the award of a grant on the basis of the criteria stipulated in section 4. The awards committee shall make a decision based on the application documents. In addition, the International Office of Gottfried Wilhelm Leibniz Universität Hannover is entitled to invite suitable applicants to a selection interview in order to obtain further information for their decision.

Section 6 – Final provisions

This document is a translation and is provided for information purposes only. In the event of any inconsistency between the German version and the English version, only the German version shall apply.

Hannover, June 2018