

Information sheet

Application for extension of a scholarship under the Landesgraduiertenförderungsgesetz (LGFG)

To apply for an extension of your LGFG scholarship, the following documents must be submitted to the examinations office:

1) Application document

The application document should contain:

- Heading: “Application for extension of a scholarship under the Landesgraduiertenförderungsgesetz (LGFG)”
 - First and last name, including home address, e-mail address and telephone number
 - Details of the previous scholarship approval (funding period as stated in the decision of the Graduate Academy)
 - Indication of whether this is an application for the first or second extension of the scholarship
 - Requested funding period (extension period)
 - Department/chair
 - Name of the supervisor
 - Topic/title of the dissertation
 - Expected completion of the dissertation
-

2) Certificate of enrolment

- Current certificate of enrolment (Immatrikulationsbescheinigung).
-

3) Curriculum vitae

- Up-to-date CV in tabular form.
-

4) Progress report on the PhD project

Progress report on the dissertation including timetable and justification of the extension request:

- Factual and chronological course of the work carried out so far
 - Timetable for addressing the remaining problems/research questions
 - The report must clearly show what still needs to be done until completion of the dissertation
 - If deviations from the original project design have occurred or are foreseeable, these must be explained in particular
 - The request for extension must be explicitly justified in all cases
-

5) Supervisor's report

Report by the supervisor (based on the progress report of the applicant, which must be submitted to the supervisor beforehand):

- Evaluation of the applicant's progress report
 - Statement on the extent to which the report indicates that the dissertation can be successfully completed within the maximum possible funding period
-

Notes on submission

- Documents 1 to 4 must be submitted by the applicant combined into a single PDF file.
- Document 5 must be submitted by the supervisor in the form of a PDF file directly from the supervisor to the examinations office.