**Guideline for Applications**

**03 BRIDGE SCHOLARSHIPS FOR PROSPECTIVE DOCTORAL CANDIDATES**

**Instructions for Applicants:**

1. First of all, please read the [Declaration](https://www.uni-bremen.de/de/forschung/f%C3%B6rderangebote-service/downloads/). A signed copy of this declaration must be sent by mail to the following address:

Universität Bremen

Referat 12 – Forschung und wissenschaftlicher Nachwuchs

Postfach 33 04 40

28334 Bremen

It is possible that applicants send a scan of their signed declaration via e-mail to their host professor at the University of Bremen. The professor then also should sign the declaration, and forward it to the Referat 12 via the responsible administration of the respective department. In case the declaration arrives after the deadline but the application via the online application form has been submitted on schedule, the application is regarded as being on time.

1. Please note that you are only eligible to apply at the earliest once you have started the second year of the Master phase and, at the latest, six months after graduating from Master studies (not including periods of practical training, i.e. “*Referendariats-Zeiten”*). Key date for calculating the time limit is the according deadline for these applications.

**Proposals have to meet the formal requirements in order to be considered.**

**Checklist:**

* + Complete your application text according to the guidelines below (numbers 1 – 6). The application text must not exceed a maximumof **three pages**.
	+ Scan your university certificates and the Letter of Recommendation (on a letterhead) signed by the professor.
	+ Save your application text, your C.V., the signed Letter of Recommendation and your university certificates/Master transcript together as one PDF file.
	+ Fill in the online application form and upload the application document, including attachment, as one PDF file.
	+ Send the duly signed Declaration via surface mail (see above).

**Any questions?** We would be happy to help you with your application**:**

* + Questions concerning applications within Natural Sciences and Engineering will be answered by Ms. Corinna Volkmann (Phone: +49 421 218-60321; corinna.volkmann
	@vw.uni-bremen.de); for Social Sciences and Humanities your contact is Ms. Petra Schreiber (Phone: +49 421 218-60319; petra.schreiber@vw.uni-bremen.de).
	+ General information for prospective PhD students can be found on the websites of [Bremen Early Career Researcher Development – BYRD](http://www.uni-bremen.de/byrd.html) or contact Dr. Diana Ebersberger (Phone: +49 421 218-60309; ebersberger@vw.uni-bremen.de).
	+ If you encounter technical problems (completing the online form, uploading the application text), please contact Mr. Stefan Lüttgens (Phone: + 49 421 218-60323; stefan.luettgens@vw.uni-bremen.de).

**Please include all headlines in bold type in the structure of your application.** If you would like to submit the proposal in German, please follow the German application guidelines.

**Name of student:**

**Name of professor:**

**Short title of application:**

**1 Project concept**

Describe the originality or the specific nature of the proposed project in one sentence.

**2 Summary**

Provide a concise summary of the core aspects of your application (maximum 1,800
characters).

**3 Description of project**

**3.1 Objective pursued by the PhD project**

Please give a brief description of the objectives of the proposed PhD project.

**3.2 Project implementation**

Provide a description of the current status of research and, if applicable, any preparations you have made for the proposed PhD project. Include a description of the planned work schedule, together with a time schedule for the period of the scholarship. Explain which prerequisites have to be met or are given in order to submit a future application to an external funding organization. Name the funding program you intend to submit your application to.

**3.3 Integration within the research environment of the University of Bremen**

Describe how your planned PhD project can be integrated within the existing research environment of the University of Bremen.

**4 Gender aspects**

If applicable, outline the gender aspects involved in your application. Be aware that your research might tackle a gender relevant issue or question even though gender is not an explicitly stated category in your research. In the event that gender aspects are relevant within the scope of the proposed research, you should be aware that their due consideration comprises an important selection criterion. You can find more information on this in the guideline [Gender aspects](https://www.uni-bremen.de/de/forschung/f%C3%B6rderangebote-service/downloads/).

**5 References**

Include a list of all references mentioned in your application.

**6 Status of Master studies**

Describe the current status of your Master studies and include a work and time schedule up to submitting your Master thesis. In the event that you have already completed your Master studies, provide a detailed description of your current occupation (e.g. salaried employee, unemployed, stipend, or parental leave) and for how long you have been in this status (beginning, end, unlimited).

**Attachments**

**A) Curriculum Vitae in tabular form**

Your C.V. must not be more than two pages long.

**B) Letter of Recommendation by professor**

At this point, include the separately scanned Letter of Recommendation duly signed by the professor supporting your application. The Letter of Recommendation is an important assessment criterion in the subsequent selection procedure. It is only possible to grant scholarships to students who demonstrate an outstanding capability in respect of the proposed research project. In the event that you will obtain, or already have obtained, your Masters from a university other than the University of Bremen, in addition to the Letter of recommendation from a professor of the University of Bremen you will also require a similar recommendation from the professor who supervised your Master thesis and who confirms your outstanding capabilities and past academic performance.

**C) University certificates**

Please include here scans of your university certificates (Bachelor and Master) or a transcript of Master studies results.