

---

POLMAR announces its members the possibility to spend time abroad. We offer

## Outgoing Scholarships for POLMAR PhD Students

- 2<sup>nd</sup> Call for 2017 -

The **Helmholtz Graduate School for Polar and Marine Research (POLMAR)**, funded by the German Helmholtz Association, offers short term stays (between 1 and 3 months) abroad for POLMAR members only, providing them with the possibility to undertake part of their doctoral studies in a foreign country, and to allow them the benefit of working within an internationally recognised group of researchers in their specialised area of research.

With the outgoing scholarships, POLMAR aims to:

- ❖ Offer its members the possibility to undertake a PhD relevant scientific stay abroad of up to three months
- ❖ Assist in increasing the competence of POLMAR students through an international research experience
- ❖ Contribute to further develop scholarship holders' knowledge and skills in their respective field of study
- ❖ Promote scientific and intercultural exchange
- ❖ Help building international linkages and networks

### 1. Target Group

The outgoing scholarships are available to doctoral candidates that belong to the Helmholtz Graduate School POLMAR. In order to ensure meaningfulness of the scientific stay abroad, the scholarships are targeted for POLMAR students, who are -in priority- in their second or third year of the PhD project. A POLMAR scholarship can only be granted once within a PhD project, regardless of the length of stay abroad.

### 2. Reasons for applying for an Outgoing Scholarship

The outgoing scholarship is available for any scientific rationale that clearly contributes to the objectives of the students' PhD project (e.g. learning of new methods, labwork, joint scientific publication). Field work as the main purpose of the stay abroad will not be funded. The scientific stay may take place at a university, an independent research institution, or a research laboratory.

### 3. Eligibility Criteria

Eligibility criteria are the justified quality, feasibility and added value of the proposed scientific project. Applicants must provide proof that they have regularly undertaken their half-yearly PhD committee meetings.

### 4. Amount and Tenure of Fellowships

The scholarships will be granted for the duration of stay between 1 and 3 months (max. 92 days). Any leave and subsequent extension of the AWI contract is not possible.

The outgoing scholarship comprises the following expenditures:

- Travel expenses to and from the host institution (daily transfers between accommodation and research site will not be refunded but are covered by the day rate)
- Accommodation
- Day rate according to the AWI rates for the respective host country (please see table below or consult the "AWI Reisekostenabteilung")
- Visa expenses if applicable

Applicants are requested to hold a health insurance valid in the country of destination for the time of stay abroad. Furthermore, it is heavily recommended to obtain a personal accident insurance. Insurance costs cannot be refunded.

#### 4.1. Cost Calculation

Applicants are required to submit a cost calculation for the duration of their stay in advance, which includes all items listed above. Applicants should choose the most appropriate and cost-effective fares wherever possible and plan ahead of time.

The following table provides the day rates of selected countries of interest. Please consult the “AWI Reisekostenabteilung” (Frau Fröhlich (A-K) / Frau Kappmeier (L-Z)) if your country of destination is not listed in the table or if you need the day rate for larger cities.

Country	Day rate [€]
Argentina	28
Australia	46 (Canberra 48 €, Sydney 49 €)
Austria	30
Brasil	45 (Rio de Janeiro 39 €, São Paulo & Brasilia 44 €)
Canada	36 (Toronto 43 €, Ottawa 29 €, Vancouver 40 €)
Chile	33
China	33 depending on location (Hong Kong 61 €, Peking 38 €)
France	36 (Paris 48 €)
UK	37 (London 51 €)
Italy	28
New Zealand	39
Norway	53
Russian Federation	17 (Moscow 25 €, St. Petersburg 20 €)
South Africa	18 (Cape Town 22, Johannesburg 24 €)
Spain	24 (Barcelona 26 €, Madrid 34 €)
Switzerland	51 (Geneva 53 €)
The Netherlands	38
USA	San Francisco 40 €, Boston 40 €, Miami 47, L.A. 40 €

#### 5. Application Requirements and Procedure

Official documents of the POLMAR members like academic records are already at hand. Therefore, applicants are only required to submit the following supporting documents:

- Cover letter
- Proposal (max. 5 pages),
  - Describing work content and specifying the objectives of the stay abroad  
(→ What are your aims and what will be the final scientific output?)
  - Describing the relevance of the stay for your PhD project  
(→ In what way will the stay abroad contribute to the PhD project?)  
and displaying in a time table at what time the stay abroad will take place during the PhD project
  - Providing a detailed time table about the work schedule planned abroad
  - Including a brief description giving the reasons for choosing a particular host institution/working group  
(→ What will be the benefit for your PhD work from working in this specific host institution/working group?)
  - Specifying the corresponding address of the host institution and/or inviting scientist to be in charge
- Letter of approval by the head of the host institution/ the scientist to be in charge
  - Stating that the planned research can be carried out
  - Confirming the duration of stay
  - Assuring that necessary academic support is in place and meets the applicants’ requirements to successfully accomplish the proposed scientific target (e.g. availability of lab space, working place, access to instruments, sample material if applicable)
- Supporting reference letter of the main supervisor of the PhD project
- Thorough cost calculation, which includes the items listed in 4.1
- Date of the last committee meeting; proof of committee meetings have to be provided on inquiry.

---

### **5.1 Application Documents**

All documents have to be submitted in English.

Please send complete documents in a single pdf-file to [admission.polmar@awi.de](mailto:admission.polmar@awi.de).

### **5.2. Deadlines**

Deadline for application is:

- a. **December 1<sup>st</sup>, 2017**, for stays abroad that will start in early 2018 or later.
- b. The next call can be expected for August 2018 for stays abroad starting in autumn 2018.

Applicants will be informed about the final decision latest 8 weeks after the respective deadline.

### **5.3 Evaluation Process**

In order to be considered for the outgoing scholarship, applicants have to meet all eligibility requirements and must provide the requested information in time. Representatives of the official POLMAR Steering Committee will perform the selection process. The Steering Committee is an official organ of the POLMAR Graduate School and consists of representatives of the three AWI departments Biosciences, Geosciences, Climate Sciences and representatives of the cooperating institutions. If requested by the POLMAR Steering Committee, an additional scientist (expert) can be consulted to obtain an additional opinion.

## **9. Responsibilities**

### **9.1 Final Reports**

In return for granting an outgoing scholarship, successful applicants are requested to deliver a final report not later than eight weeks after his/her return. The final report should provide information of the benefits of the stay abroad with respect to the respective PhD project but also indicate possible inconveniences. Submission of final reports helps POLMAR to advise future students about potential host institutions in case of future calls.

### **9.2 Liabilities**

With approval of an outgoing scholarship the successful candidate must sign a contractual commitment that assumes overall responsibility to meet the objectives of the sponsorship. Moreover, POLMAR must be acknowledged in any publication or poster presentation resulting from the stay abroad.

### **9.3 Further questions**

Any questions regarding the POLMAR Outgoing Scholarships can be sent to [info.polmar@awi.de](mailto:info.polmar@awi.de)