



# Pre-Doc Award 2023/2024

## Application and Programme Details

5 April 2023

### Timeline

5 April 2023	Start of the call
11 June 2023	Application deadline
July 2023	Meeting of the selection committee
August 2023	Notification of acceptance or rejection
Oct. 2023 – Jan. 2024	Start of the contracts
Oct/Nov. 2023 – Sep. 2024	Pre-Doc Award framework programme (with the Kickoff Event, several workshops for predocs and postdocs, the Exchange Meeting, the Final Symposium and individual funding opportunities for predocs)

### Application Details

#### Predoc requirements

Graduates with an excellent academic record

1. from Leipzig University and other nationwide and international universities,
2. from diploma or master's degree courses or those leading to a state examination and that allow to start doctoral studies in Germany,
3. in the transition period at the end of the university studies, either being
  - maximum of eight months after graduation (date of the certificate is decisive) at the time of the deadline for applications

**or**

  - **for EU citizens:** shortly before completion of studies (final certificate has to be achieved within the first six months of the Pre-Doc Award funding period). Exception: Students who complete their studies with the state examination for the teaching profession ("Lehramt") can apply if they complete their studies in the summer semester 2024 at the latest in order to ensure the connection to a possible traineeship at school ("Referendariat").
  - **for non-EU citizens:** due to residence regulations, having their final certificate latest in the month before the contract start (the contract can start between 1<sup>st</sup> October 2023 and 1<sup>st</sup> January 2024),
4. with the intention of a doctorate and interest in a scientific career,
5. who have not started their PhD and are therefore not yet on any faculty list of doctoral students.



## Tandem partner requirements

### – Postdocs

1. of all faculties and research institutions at Leipzig University with an at least 25% full time equivalent position,
2. usually with a temporary employment contract or a position that is financed by a scholarship,
3. in the period of qualification after the dissertation,
4. with the main part of their work being of scientific nature.

### – Junior Professors and Tenure track professors from Leipzig University

(In the following, both groups are jointly addressed with the term ‘postdoc’.)

## Application Language

Submissions are preferred in English language. German applications are possible.

When applying, please be aware, that due to the international character of the programme the preferred communication language for any activities and most of the written communication will be English.

## Application Documents

Please provide the following documents preferably via email as one PDF file in the indicated order. For further information, please also read the call and the FAQs.

Document title	Explanation and remarks
Cover letter	<ul style="list-style-type: none"><li>- form: 1-2 pages maximum (Times New Roman or similar font, size 11, 1.5 line spacing)</li><li>- Statement jointly written by the predoc candidate and the postdoc, summarizing<ul style="list-style-type: none"><li>o the <b>objectives</b> of the joint work,</li><li>o <b>reasons</b> for the application and</li><li>o detailing the previous and/or planned <b>working relationship</b> (e.g. frequency and type of meetings).</li></ul></li><li>- The postdoc is asked to <b>explain the planned support</b> for the predoc candidate in achieving the joint objectives.</li><li>- At the end of the cover letter, both predoc candidate and postdoc shall confirm that they have read, and agree to adhere to, the Pre-Doc Award programme details (see underneath).</li></ul>
Project proposal	<ul style="list-style-type: none"><li>- form: 3 pages maximum, including references and graphics (Times New Roman or similar font, size 11, 1.5 line spacing)</li><li>- Content:<ul style="list-style-type: none"><li>o project title</li><li>o broader research context, subject area</li><li>o 2-3 sentences on the current state of research</li><li>o research question(s)/hypothesis</li><li>o research objectives</li><li>o potential results</li></ul></li></ul>



Document title	Explanation and remarks
	<ul style="list-style-type: none"> <li>○ work plan incl. timeline (focus: Pre-Doc Award year; dissertation may be considered in addition)</li> <li>○ plans for applying for funding (third party funding or scholarships for the doctoral project/research project), please take into account the funding agencies' terms and conditions (e.g., language of application, nationality of applicants)</li> </ul> <p>→ The proposal should be <b>self-explanatory</b> (for an audience not doing research in the same field of expertise), enable a classification in the field of expertise and assessment of eligibility for funding</p> <ul style="list-style-type: none"> <li>- The proposal should outline the main features of the planned dissertation project, as well as the work in the Pre-Doc Award year</li> <li>- It does not have to be a final exposé of the later doctorate.</li> </ul>
CV of the predoc candidate	<ul style="list-style-type: none"> <li>- To ensure equal opportunities, please list times of family-related leaves (e.g., parental leaves or care periods).</li> <li>- For statistics and monitoring of the programme, please list your gender (m/f/d) and nationality.</li> <li>- For non-EU citizens: For visa purposes, please include your date of birth.</li> </ul>
CV of the postdoc	<ul style="list-style-type: none"> <li>- To ensure equal opportunities, please list times of family-related leaves (e.g., parental leaves or care periods).</li> <li>- For statistics and monitoring of the programme, please list your gender (m/f/d) and nationality.</li> </ul>
List of publications of the postdoc (and, if applicable, of the predoc candidate)	3 pages maximum, if necessary, please focus on the most recent and subject-related publications
Predoc: Graduation certificate	<ul style="list-style-type: none"> <li>- If the degree was obtained more than eight months prior to the time of application, please provide an additional explanation (see pre-final line of this table).</li> <li>- If the degree will be obtained <i>after the application deadline, but prior to potentially starting the Pre-Doc Award funding</i>, please hand in a transcript of records as well as an estimation for the date of receiving the final certificate. Once received, please submit the final certificate without being asked.</li> <li>- If the degree will be obtained <i>after starting the Pre-Doc Award programme period in October 2024</i>, please provide additional documents (see final line of this table). <ul style="list-style-type: none"> <li>○ For EU citizens, the final certificate has to be achieved six months after funding/contract start (Exception: Students with the state examination for the teaching profession (“Lehramt”) can apply if they complete their studies in the summer semester 2025 at the latest),</li> </ul> </li> </ul>



Document title	Explanation and remarks
	<ul style="list-style-type: none"><li>○ For non-EU citizens, due to residence regulations, the final certificate has to be obtained latest in the month before the contract start (the contract can start between 1<sup>st</sup> October 2023 and 1<sup>st</sup> January 2024).</li><li>- If the degree is international, please provide a prove of equivalence to a German degree or a prove that it permits to start doctoral studies at a German university. Please note: In case both is not provided until the selection committee meets, your acceptance to the programme is preliminary.</li></ul>
Confirmation of support of potential faculty supervisor(s)	<p>This shall not be a letter of recommendation, but rather a signed confirmation regarding the following points:</p> <ul style="list-style-type: none"><li>- Project is known and supported in terms of content,</li><li>- The best possible ideological and organizational support will be granted (e.g. by granting access to colloquia for the predoc candidate; integration into the working group),</li><li>- Willingness, in case of departure or longer absence of the postdoc, to take on mentoring and supervising tasks during the Pre-Doc Award year, or to find (together with the applying postdoc) a new postdoc tandem partner,</li><li>- Willingness, in case of success of the predoc candidate, to supervise her or him in the doctoral research/dissertation and to include the postdoc in further supervising, or, if more suitable, to help in finding other supervisor(s).</li></ul>
	<p>If your graduation was more than eight months prior to the time of your application, but you still wish to apply, please provide in addition:</p> <ul style="list-style-type: none"><li>- A plausible explanation outlining the reasons for the present timing and the motivation of your tandem to participate in the Pre-Doc Award programme (maximum half a page, Times New Roman or similar font, size 11, 1.5 line spacing)</li></ul>
	<p>If you expect to achieve the final certificate of the predoc candidate after the start of the funding and contract, but within its first six months (or, as a student with the state examination for the teaching profession (“Lehramt”), in the summer semester 2024 at the latest), please provide in addition:</p> <ul style="list-style-type: none"><li>- A plausible justification in plain text (half page maximum, Times New Roman or similar font, size 11, 1.5 line spacing),</li><li>- Your personal schedule outlining the major steps to be taken until receiving the final certificate from studies (including the period during which any compulsory final thesis is evaluated),</li><li>- As far as possible, documents that provide proof of the statues and the to be expected certificate within the indicated time of the funding period (e.g., an extract from the examination regulations stating the time period you have for preparing the final thesis after its registration and proof of the registration of your thesis, if the final thesis is compulsory),</li><li>- Transcript of records,</li></ul>



Document title	Explanation and remarks
- 1-page exposé on the content of the final thesis (e.g. Master's thesis; does not apply for studies graduating with a state examination).	

## Selection

### Evaluation Criteria

Evaluation criteria are the

- Qualification and academic potential of the predoc and postdoc candidates,
- Fit of the collaboration between postdoc and predoc candidate,
- Innovativeness of the approach and the subject,
- Plausibility and comprehensibility of the proposed research and working schedule,
- Plausibility and comprehensibility of the proposed funding concept,
- Gender and faculty balance in the funded tandems.

Predocs with disabilities and equal qualifications are given preference.

### Who is evaluating the applications?

The Vice-Rector for Talent Development will appoint a selection committee deciding on the projects to be funded. Although this committee is interdisciplinary, it is not possible to represent all subjects.

The committee shall include:

- The Vice-Rector for Talent Development,
- The referent of the Vice-Rector,
- At least three professors of Leipzig University being part of or being appointed by the Board of Directors of the Graduate Academy Leipzig
- A representative of the Department of Research Services,
- The Commissioner for equal opportunities,
- If applicable, the representative for Employees with Disabilities.

The referent for academic staff development, coordinating the Pre-Doc Award, will take part in the selection commission in a consultative capacity and in the function of protocolling the session.

## Programme Details

### Pre-Doc Award Programme Timeline

The application deadline is **11<sup>th</sup> June 2023**. Notifications of acceptance/rejection will be given in August 2023. The administrative steps to prepare for a potential employment are to be taken shortly afterwards. The start of the programme for all projects will take place with a Kickoff event in October or November 2023, the contract as a research assistant can start between 1<sup>st</sup> October 2023 and 1<sup>st</sup> January 2024.



The Pre-Doc Award programme consists of the individual project activities for each Pre-Doc Award tandem and a number of pre-defined activities for the overall group cohort. The most important of them are the Pre-Doc Award Kickoff Event (October or November 2023) as well as the Final Symposium towards the end of the funding period (likely September 2024) and several workshops for the predocs and postdocs.

## Expectations of the Awardees

When selected for funding within the Pre-Doc Award programme, all awardees (predoc candidates and postdocs) are expected to adhere to the following aspects. In order to assure that all candidates and postdocs are aware of this, a confirmation is requested in the cover letter of the application.

### (1) Strive for funding (scholarships and third party funding):

Predoc candidates – supported by the postdoc – shall develop the doctoral project presented in the application and prepare at least one application for a doctoral scholarship during the funding period **and/or** the postdoc – in collaboration with the predoc candidate and based on the planned doctoral project – shall apply for third party funding, ideally as the Principle Investigator (PI) of a project that secures funding for the predoc candidate.

### (2) Participate in the Pre-Doc Award framework programme:

Predoc candidates and postdocs shall participate in the Pre-Doc Award events and networking activities, particularly the:

- Kickoff Event (half day; October or November 2023),
- Workshop “Erfolgreiche Stipendienbewerbungen” (for predocs)
- Workshop “Interviewtraining” or another academic and funding acquisition related topic such as academic writing by arrangement (obligatory for predoc candidates and voluntary for postdocs),
- Peer networking and discussion meetings for the participants (organised by the awardees; likely 90 minutes each),
- Exchange Meeting (half day; March/April 2024),
- Workshop “Leadership” and potential further workshops (for postdocs)
- Potential further events like Lunch Lectures upon demand and feasibility
- Final Symposium (full day; likely September 2024).

### (3) Support public relations for the Pre-Doc Award:

Candidates and postdocs shall support the public relations for the Pre-Doc Award by providing related information for respective channels, e.g. the website and Leipzig University’s staff magazine ‘LUMAG’, if requested. They shall also make the Pre-Doc Award visible in the Leipzig University Research Information System (leuris) and “Forschungsbericht” (FOB). They are further encouraged to add the Pre-Doc Award to their personal CVs.

### (4) Provide information for the programme evaluation:

Candidates and postdocs shall participate reliably in the Pre-Doc Award evaluation. This means, the predoc candidates and postdocs shall take part in event evaluations and may keep the coordination informed about the submissions, their status quo and particularly outcome. For the mandatory final evaluation, a questionnaire will be provided to ease and standardise the procedure. The final evaluation will likely include, among general feedback about the programme, the following information



for each submission: the submission date, the name of the funding body and the outcome (funding granted or not and if the funding was accepted or not by the awardees). As the funding application process may take longer than the Pre-Doc Award funding period, this also applies for answers received after the Pre-Doc Award funding period.

## **(5) Keep your contact data up to date:**

Predoc candidates and postdocs shall inform the Pre-Doc Award coordinating office in case of any relevant change of contact data or employment status.

## **Funding Terms**

The funding of the Pre-Doc Award is a position as a research assistant (*Wissenschaftliche Hilfskraft, WHK*) with 19 hours per week for 12 months. The candidate will be employed by Leipzig University, Federal State of Saxony.

In most cases, the rate will be the one for WHKs with a master's degree (or equivalent degree). Please note that the time as a research assistant with a master's degree is counted as time for the qualification period before finishing the PhD according to the "Wissenschaftszeitvertragsgesetz". Should you wish to apply for the Pre-Doc Award funding phase and make use of the option that the final degree will be received within the first six months of the funding period, the rate for WHKs with a bachelor's degree will apply for this first part of the funding. For graduate students striving for a state exam, the contract, in this case, would start with a position as student assistant (*Studentische Hilfskraft, SHK*). As soon as the final certificate is achieved, both contracts can be changed to WHK with a master's or equivalent degree).

Detailed information on *WHK* contracts can be found in the [intranet](#) of Leipzig University.

## **Who is who in the Pre-Doc Award**

There are on the awardees' side at least three people involved in the Pre-Doc Award application and programme: The predoc candidate, the postdoc, a supervisor/professor.

### **(1) The predoc candidate**

### **(2) The postdoc**

The postdoc shall function as a mentor for the predoc candidate, supporting the process and progress, as well as other questions related to the Pre-Doc Award and later dissertation period. If the discipline of the tandem allows, she/he will also be the content-related supervisor of the candidate. For the period after the Pre-Doc Award year, her/his ongoing contribution to the supervision of the PhD is strongly recommended.

At the same time, the postdoc is an awardee her-/himself. She/he gains access to the programme network and fosters personal supervision skills. Individual advice regarding the postdoc awardee role or personal career pathway may be requested from the academic staff development.

### **(3) The supervisor**

For administrative handling as well as the planned dissertation, the involvement of a professor is essential. She/he, usually the head of the chair, institution or working group, functions as the disciplinary superior of the predoc candidate. This means, she/he has to sign the employment forms and usually all the other official documents and shall support the predoc in the best possible ideological



and organizational way (e.g. by granting access to colloquia for the predoc candidate; integration into the working group).

At the same time, in most cases, this person will be the/a supervisor of the future dissertation project and potentially one of the reviewers of the dissertation.

Other (junior) professors and, depending on the regulations for supervising and reviewing PhD researchers of the faculty, postdocs may later on be involved in the supervision of the PhD, e.g. via forming a Thesis Advisory Committee (TAC).

We recommend to prepare and sign a supervision agreement outlining the roles, rights and duties of the above named for the Pre-Doc Award period. A doctoral supervision agreement is not (yet) required, but the [template provided by the Graduate Academy Leipzig](#) may serve as an orientation and inspiration for your supervision agreement for the Pre-Doc Award period.

## Administrative Steps

Prior to the employment, the employing institution will have to hand in a “request for employment” (ANTRAG auf Einstellung einer Hilfskraft an der Universität Leipzig) signed by the head of the institution. This form can be found in the [intranet](#) of Leipzig University. The form shall be amended by the “Anlage: Begründung für Befristungen nach dem WissZeitVG”. Detailed information about steps to take, contact persons and templates for the forms will be provided after the selection of the funded awardees.

## Contact Information

The Pre-Doc Award is led by the Vice-Rector for Talent Development. The programme is coordinated by the referent for academic staff development (Dr. Nicole Koburger), supported by Tordis Trull.

Please submit your application preferably via email as one PDF file and in the indicated order to Dr. Nicole Koburger. For further information, please also read the call and the FAQs.

Programme Lead	Programme Coordination	Coordination Assistance
<b>Vice-Rector for Talent Development</b> Prof. Dr. Roger Gläser +49 341 97-30010 Prorektor.talententwicklung@uni-leipzig.de	<b>Academic Staff Development</b> Dr. Nicole Koburger +49 341 97-35093 <a href="mailto:nicole.koburger@zv.uni-leipzig.de">nicole.koburger@zv.uni-leipzig.de</a>	Tordis Trull +49 341 97-34993 <a href="mailto:tordis.trull@uni-leipzig.de">tordis.trull@uni-leipzig.de</a>

## Notes on Data Protection

By submitting your application documents, you acknowledge your consent to the processing of the data contained therein for the Pre-Doc Award selection procedure. Please note that this also allows the doctorate list responsible at your (future) faculty to inform the Pre-Doc Award coordination team if you are listed already. You have the right to revoke that consent at any time. The data that you provide in the application will only be used for the selection procedure and, in case of selection and funding, for programme purposes, carried out in accordance with Art. 6 of the General Data Protection Regulation (DSGVO, Datenschutzgrundverordnung). This means, that you, for example, agree your data to be shared among the selection committee members from different university bodies (for restricted use within the Pre-Doc Award selection procedure) or to the coordination to address and exchange information with members from the faculty you are aiming for to be employed within the awardee period, e.g. for the purpose of the selection, contract preparation or individual funding processes.





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The storage of data is subject to the relevant provisions of the DSGVO on archiving of data.

According to the DSGVO, you have the right to ask for information concerning the processing of your data from the data controller (i.e. the application addressee); you also have the right to rectification, erasure, restriction of processing, as well as the right to object to the processing of the data.

An application via email is considered questionable under data protection law. The applicant assumes full responsibility.