

# Fact Sheet

## Application for Participation in the Programme Promotion plus<sup>+</sup> qualifiziert

Promotion plus<sup>+</sup> qualifiziert (PhD and beyond<sup>+</sup>) is a programme that helps PhD students and postdocs in the early stage of their postdoc careers to strategically plan and prepare the next professional steps outside academia. It conveys management and key competencies that are necessary when entering a position in businesses or in public and private institutions and it prepares to adjust to the working reality in the non-university sector.

In order to personally benefit from the programme, it is necessary to bring along a certain way of "out of the box" thinking, to leave one's own (university) comfort zone and to actively engage in the workshops. The object of successful participation in the programme is thus active participation in the events belonging to the programme. Participants mostly attend the consecutive workshops in fixed, interdisciplinary work teams of up to 12 people.

In order to directly apply the skills acquired in the programme, at the beginning of the programme each work team agrees on a small project work that is run alongside the programme. The results will be presented the closing event. After successfully completing the programme, each participant receives a certificate at the ceremonial closing event documenting their attendance at the events.

### Duration and time frame

The programme starts in late fall and runs until summer of the following year. The consecutive courses comprise about 72 hours plus the time that the respective work team estimates for an accompanying project work.

### Attendance Fee

- 120,- euros for two semesters
- The attendance fee is due in two instalments. However, successful applicants can as well pay in total at the beginning of the programme if desired.
- We invite applicants to check out if there are any possibilities at their institutes to financially support the attendance. There are a number of employers with a budget for further education of their employees and they are therefore interested in supporting their PhD students and postdocs.
- The three applicants with the most convincing applications will be attending the programme without paying.

### Eligibility to Apply

- registered doctoral students and postdocs who completed their doctoral studies during the two preceding years of Leibniz University Hannover
- On request, we admit doctoral students and postdocs of other universities to the application process.

### Selection Criteria:

- Letter of motivation\*, which includes the following aspects (see overleaf):
  - reasons for application & description of what the applicant expects the programme to convey
  - willingness to "think out of the box"
  - addressing career objectives
- academic qualification & achievements
- activities (e. g. volunteering, attendance of committees, scholarships and awards) career objectives

When selecting participants we can take into account an already advanced stage of the doctorate as well as a repeated programme application.

### Application Documents

- completed application form Promotion plus<sup>+</sup> qualifiziert (please see the application form on our website)
- Letter of motivation\* (see overleaf)
- CV
- copy of the the latest higher education diploma with transcript of records, the final mark has to be identifiable (Please also identify the final mark according to the German note system!)
- certificate of enrolment (doctoral students only)
  - If this is not available by the application deadline, we require a mandatory declaration of intent (in written form) that enrollment will take place no later than the start of the programme. A copy of the certificate must then be submitted immediately.

\* Please address the following aspects in the motivation statement:

- reasons for application & description of what the applicant expects the programme to convey, e. g.
  - connection between the programme Promotion plus<sup>g</sup> qualifiziert and one's own background/professional phase
  - close to business situations (in the past) or previous experience in which applicants bore responsibility (if possible)
  - if possible, already established contacts to companies, private or public institutions (established in internships, project works or the like)
- willingness to "think out of the box", i. e. to bring one's own creativity into teamwork, to question one's own way of thinking and acting, to leave the familiar (university) comfort zone when working on tasks,...
  - How do I ensure this willingness in the course of the programme or how do I adjust to it?
  - What skills and competences do I want to bring into the programme?
- career objectives

## Application Deadline and Selection Procedure

- Application deadline: July 31
- We generally inform the participants within eight weeks after application. Delays due to the Lower Saxony summer holidays are possible. However, we inform applicants about the results by the end of September at the latest.

## Submission of Document

- electronically as one single PDF document to: [graduierenakademie@zuv.uni-hannover.de](mailto:graduierenakademie@zuv.uni-hannover.de)  
Subject: Promotion plus<sup>g</sup> qualifiziert

## Commitment

- After the selection of participants has been finished, the successful applicants will receive a form in order to sign and accept participation in the programme.
- Participants should not exceed the allowed maximum of three days absence within the two-term programme (In case of hardship, the participant should contact the programme's co-ordination). In case of absence, we cannot document the trainings on the certificate. If participants exceed the maximum of three days, there is no claim for the programme's certificate.
- Throughout the programme, experienced trainers provide practical guidance. We expect, though, consistent participation and the willingness to transfer knowledge and skills to the prospective fields of work in business, the non-profit or the public sector. The programme benefits from the participants' commitment.
- Each participant is responsible for attending at least one elective module during the course of the programme and for informing the programme's coordination about it.

## Declaration of Data Protection

According to the European General Data Protection Regulation (GDPR) we would like to inform you that we are storing and processing the data you disclose in your application in order to conduct the application procedures.

Object of data protection regulations are your personal data, i.e. all information considering your personal circumstances you are disclosing in your application for the Promotion plus<sup>g</sup> programme of the Graduate Academy. You can find detailed information on our data protection regulations at <https://www.graduiertenakademie.uni-hannover.de/en/our-offers/promotion-plus/promotion-plus-qualifiziert/>.

Data processing and storage demands your consent. By sending of the application documents via post or email you agree with the collection, storage and the usage of your personal data for the purpose of carrying out the selection process.

You may revoke your consent at any time without stating reasons. Please inform the Graduate Academy in writing about revoking your consent using the email address [graduierenakademie@zuv.uni-hannover.de](mailto:graduierenakademie@zuv.uni-hannover.de).

## Further Information:

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