

MAILING ADDRESS AND CONTACTS

Universität Hamburg
Fakultät für Wirtschafts- und Sozialwissenschaften
Graduate School
Von-Melle-Park 5, Staircase C
D-20146 Hamburg
www.wiso.uni-hamburg.de/einrichtungen/graduate-school

Dr. Ulf Beckmann

Managing Director
Room 2144
Tel: +49 40 42838-5563
ulf.beckmann@uni-hamburg.de

Michaela Bredehöft

Economics
Room 2143
Tel: +49 40 42838-7953
michaela.bredehoeft@uni-hamburg.de

Claudia Salinger

Socioeconomics
Room 2145
Tel: +49 40 42838-4090
claudia.salinger@uni-hamburg.de

Marisa Shabaz

Social Sciences
Room 2142
Tel: +49 40 42838-3621
marisa.shabaz@uni-hamburg.de

FACULTY

**OF BUSINESS, ECONOMICS AND
SOCIAL SCIENCES**

GRADUATE SCHOOL



**FINANCIAL SUPPORT FROM
THE GRADUATE SCHOOL FOR
2020**



FINANCIAL SUPPORT FROM THE GRADUATE SCHOOL FOR 2020

In 2020, the office of the dean will once again provide extensive funding for doctoral candidates in the Faculty of Business, Economics and Social Sciences.

We are very happy about these resources and hope they contribute to creating the conditions required for first-class research.

In 2020, the maximum funding amount per doctoral candidate is roughly €1,000. This can be distributed among several projects.

Applications for funding must be submitted to the Graduate School Office no later than **31 March, 30 June, 30 September, and 31 December**.

The funding amount will not be disbursed until invoices or receipts are received.



TO APPLY

The doctoral researcher must fill out the respective funding application for

- taking part in academic conferences;
- field research and research trips;
- summer school programs and external workshops;
- direct research funding; or
- proofreading of English-language texts.

The student then submits this along with any further required supporting documents (justification, statement, information about the workshop or conference, etc.) by the respective deadline to the Graduate School.

Exception: applications for funding for copyediting can be submitted at anytime.

You can find the forms on our homepage under “Downloads/Support.”

APPROVAL

If an application for financial aid is approved, the original receipts, e.g., for plane or train tickets or hotel bills, etc. must be submitted subsequently. Please attach smaller receipts to a DIN-A4 page

and always submit proof of payment (e.g., bank statement).

If you have applied for an advance payment, include the professorship’s SharePoint account statement and, in case of trips abroad, a conversion from the Oanda currency converter.

INTERNET ADDRESS:

<https://www.oanda.com/lang/de/currency/converter>

Finally, submit a statement of accounts.

TIPS FOR RESEARCH ASSOCIATES IN THE FACULTY

To take part in conferences, external workshops, summer school programs, and research trips, you must also submit a work-related travel request to the Travel Management Team (731).

FURTHER INFORMATION

Decisions about funding are made quarterly, based on the available funding and funding criteria. Applications for funding must be submitted to the Graduate School Office no later than 31 March, 30 June, 30 September, or 31 December.

The Graduate School will review the application and supporting documents (for example, to check for missing documents), and then confirm financial support and forward

the confirmation to the respective department (Travel Management or Purchasing Team). They will check to see if procedures comply with official guidelines, and then forward the application to the responsible sections in the Department of Finance and Accounting so the amount can be transferred. Thus, you should anticipate a total processing time of 4 to 6 weeks (starting from the date on which the application is approved, not from the date of submission).

