

# **Guidelines for Scholarships for Doctoral Students at the Academy of Mission at Hamburg University**

in the version of 2013, as changed by the Board on October 21<sup>th</sup>, 2019

The Academy of Mission at Hamburg University awards scholarships to theological students, generally from non-European countries, who are preparing a doctoral dissertation in Protestant Theology at Hamburg University. The decision on awarding a scholarship is made by the Board of the Mission Academy. A prerequisite is that the proposed topic has been accepted by a professor in the Faculty of Protestant Theology. The Academy of Mission grants exclusively individual scholarships.

## **1. Prerequisites**

### **1.1 Academic qualifications**

In order to be admitted for doctoral studies a candidate must have completed a Master of Theology (MTh). In exceptional cases another degree may be counted as equivalent.

### **1.2 Age**

Applicants should not be older than 39 years at the time of application.

### **1.3 Proficiency in German**

For admission for doctoral studies at the University of Hamburg, the language proficiency is required as follows: For those who write their dissertation in German, the knowledge of German language at the level of "Deutsches Sprachzeugnis für den Hochschulzugang (DSH)" is required. For those who write their dissertation in English, proof of English (B1 level) and of German (B2 level) is necessary.

### **1.4 Knowledge of classical languages**

As per the rule for doctoral studies at the Faculty of Protestant Theology, language examinations in at least two of the three classical languages (Hebrew, Greek, Latin) are required. Knowledge of classical languages can be acquired during the first phase of doctoral studies. The studies and subsequently the scholarship payments will be extended by one semester per classical language, successfully learned in the context of the scholarship.

### **1.5 Application**

Applications may be received at any time, there being no application deadlines. Applications should be sent to the Heads of Studies at the Academy of Mission (Rupertstraße 67, 22609 Hamburg, email: [application@missionsakademie.de](mailto:application@missionsakademie.de)).

Applications shall consist of the following documents:

- a letter of motivation by applicants explaining why they wish to study at the Academy of Mission
- an outline of the planned dissertation project (between 10 and 20 pages)
- CV with photo
- a copy of the passport
- degree certificates, above all, for the Master's degree
- the Master's thesis
- an academic reference
- a reference by a church representative
- a medical certificate

All documents may be submitted initially by email.

## **2. Doctoral studies**

### **2.1 Language acquisition**

If the required level of language proficiency (according to 1.3) is not available, it can be obtained in a one-year language course at the "Ökumenisches Studienwerk" (ÖSW) in Bochum, once the scholarship is granted. Missionsakademie will cover the costs involved.

In exceptional cases the Board of the Academy of Mission may extend the period of the language course.

### **2.2 Attending lectures**

Scholarship-holders are obliged to attend at least one lecture or class per semester at Hamburg University during their doctoral studies, alongside the doctoral colloquium run by their supervisor. This attendance must be documented by an attendance certificate. No examinations need to be taken. This obligation shall not apply during the period in which the student is still learning classical languages.

### **2.3 The first phase of doctoral studies**

The scholarship shall be awarded for an initial period of two years, once the candidates have successfully completed the German language requirements (cf. 2.1). Further details will be included in the letter of award. At the end of the first phase, progress will be evaluated in the form of a conversation with the supervisor, the accompanying head of studies and the doctoral student. In addition, candidates shall present their work in the context of a study evening at the Academy of Mission.

The Board shall decide on the continuation of studies by a further two years.

### **2.4 Second phase of doctoral studies**

The second phase focuses on writing up the results achieved and consistently working towards shaping the whole body of the text. Dissertations may be written in German or English after consultation with the supervisor (see Promotionsordnung §1[3]). If writing in English, the candidate must give proof of relevant language proficiency (see Promotionsordnung §3[5]).

After the second phase of doctoral studies the Board may only approve a further extension in exceptional cases on presentation of special grounds.

## **2.5 End of the scholarship**

The scholarship shall end

- prematurely if the German language examination could not be passed successfully.
- if the evaluation leads to a premature conclusion of the doctoral programme, to be decided by the Board  
(The decision shall name the date on which the scholarship lapses.)
- after the final examination  
(If this falls in the first half of the month, the scholarship shall end at the end of the month; if it falls in the second half of the month, on the 15th day of the next month.)
- if the scholarship-holder ends the scholarship at his/her own wish by notifying the Board  
(If this communication occurs in the first half of the month, the scholarship shall end at the end of the month; if it is in the second half of the month, by the 15th day of the next month.)

## **3. The scholarship**

### **3.1 One-time payments**

#### **3.1.1 Travel costs for incoming and return journey**

The Academy of Mission shall take on the costs for arriving and leaving. The booking shall be done by the Academy of Mission or by submitting an estimate that is lower than the price at which the Academy of Mission can book the tickets.

#### **3.1.2 Costs of procuring a visa and obtaining a residence permit**

The Academy of Mission shall reimburse fees due for procuring a visa and obtaining a residence permit. In presentation of special grounds, approved in advance, the Academy of Mission may reimburse further costs of up to €100 arising through obtaining the visa (e.g. travel expenses to the nearest consulate).

#### **3.1.3 Costs of additional luggage or freight**

- a) For the incoming journey the cost of excess luggage will be reimbursed. This is the (pro rata) reimbursement of real costs.

Accompanied luggage (by air)

If up to 23 kg per person are allowed, the reimbursement is € 75.-.

If over 23 kg per person are allowed, the reimbursement is €25.-.

- b) Freight costs for return journey will be paid at the following rates. This is the (pro rata) reimbursement of real costs.

If the period of stay is 12-24 months, € 375,- will be covered by Mission Academy.

If the period of stay is longer than 24 months, € 500,- will be covered by Mission Academy.

### **3.2 Living allowance**

#### **3.2.1 Basic scholarship**

The monthly payments of the scholarship to the Mission Academy shall cover the basic scholarship of € 785, € 200 will be deducted from this amount for accommodation at the Academy of Mission. In the

first four months of the time at the Academy, € 50 shall be retained (totalling € 200) as a deposit. This will be paid back when the scholarship-holder moves out, provided that the room is in an orderly state.

### **3.2.2 Health insurance**

The Academy shall pay the monthly contributions for private health insurance.

### **3.2.3 Trips home**

Scholarship holders will be granted three air-travels during their overall study period upon written request. These travels can be claimed either in the form of travels of the scholarship holder to her or his home country or for travels of close relatives to Hamburg. The duration of stay in the home country is maximum of three months. Guests from the home country can stay in Hamburg up to three months, depending on the Visa regulations. As per the rule, the first travel can be claimed only after 18 months of commencing the scholarship.

## **3.3 Payments for study purposes**

### **3.3.1 Book money**

The scholarship-holder shall receive a monthly book allowance of € 85.

### **3.3.2 Tuition fees**

The Academy of Mission shall reimburse 50% of the semester fee.

### **3.3.3 Grants for publishing the dissertation**

The photocopying and publication of the doctoral dissertation in the form required by §13 of the rules for doctoral studies shall be supported on application and supplying evidence of real costs by a sum of up to € 1000. That shall also include the costs of the copies of the dissertation to be submitted with the application for admission to the defense exam (Promotionsordnung §7, 6).

As a rule, scholarship-holders of the Academy of Mission publish their dissertations in the SITMA series (Studien zur interkulturellen Theologie an der Missionsakademie – Studies in Intercultural Theology at the Mission Academy). In the event of publication by another publisher, a cost estimate by the publishing house must be submitted along with details of further grants applied for or obtained.

Scholarship-holders shall ensure that the following each receive one copy of the dissertation: the Board of the Academy of Mission, the library of the Academy of Mission, the library of the Centre for Global Ministries and Ecumenical Relations of the Evangelical Lutheran Church of Northern Germany, the library of the Faculty of Protestant Theology at Hamburg University and the Hamburg State and University Library.

### **3.3.4 Research and exposure trips**

For trips to archives or for field work, or to attend conferences either required in the framework of the doctoral studies or significant for another reason for the scholarship-holder's academic training, a sum of up to €500 p.a. shall be available for each scholarship-holder. These sums may be cumulated on request. The permission for such a trip shall be given by the Heads of Studies following a written application. Research work in the home country has to be organised within one of the travels mentioned under 3.2.3.

## **4 What is expected of scholarship-holders**

### **4.1 Living in the Academy of Mission**

Scholarship-holders are obliged to reside in accommodation made available by the Academy of Mission.

#### **4.2 Sharing in life at the Academy of Mission**

Scholarship-holders are obliged to take part in the life of the Academy of Mission. That includes attending study evenings, showing an interest in the intellectual and cultural life of the Academy of Mission and occasionally collaborating in seminars and conferences.

#### **4.3 Notification of absence**

Scholarship-holders must notify the Heads of Studies if they absent for longer than two weeks. There must be special grounds for this happening during the lecture period.

### **5. Family reunion via third-party funding**

If the scholarship-holder finds a supporter or support group to finance the family coming to reside at the Academy of Mission, the supporter or support group must make approx. €12,000 per annum available. This shall include the cost for the family's return trip, the monthly support, health insurance and removal costs. The exact sum will be calculated in each individual case.

Having the family come to join the scholarship-holder must be approved by the Board and shall only be possible if there is adequate space in the Academy of Mission.

Families living in Hamburg via third-party funding may also apply to the Heads of Studies for funding in the context of the spouse funding scheme (e.g. for language courses, integration measurements or school activities).