Programme Details

Pre-Doc Award 2020

Updated Version: 29th July 2019

The Pre-Doc Award

The Pre-Doc Award offers promising graduate students (hereafter candidates) and postdocs an opportunity to work in tandem on a research project. One goal of the Pre-Doc Award is that each tandem successfully acquires funding for the doctoral candidate. A second aim is to strengthen the career prospects of postdocs on their way to academic independence by gaining crucial experience in mentoring and supervising prospective doctoral candidates. Leipzig University provides 20 Pre-Doc Awards each consisting of a 19-hour per week position as a research assistant (WHK, Wissenschaftliche Hilfskraft) for 12 months for the candidate. Along with the funding phase come events as the kick-off and a grant-writing workshop.

The language of the Pre-Doc Award programme is English. This includes the application, communication and related materials (website texts etc.), as well as accompanying workshops and events.

Pre-doc requirements

Candidates with an excellent academic record and whose final exams (date of degree / certificate) date back no longer than eight months may apply. The degree does not need to be obtained by the application deadline, but before the contract signing (usually mid-December).

Postdoc requirements

- Employment at Leipzig University (no permanent contract!) or position at a faculty of Leipzig University that is financed by a scholarship
- still in the period of qualification after the promotion (the promotion should not date back longer than eight years (e. g. parental leave periods subtracted)
- Main part of the postdocs work needs to be scientific

Expectations of the Awardees

1. Candidates — supported by the postdoc — shall develop a doctoral project and prepare an application for a doctoral scholarship during the funding period
   or
   The postdoc — in collaboration with the candidate and based on the doctoral project — shall obtain third-party funding, ideally as the Principle Investigator (PI) of a project that also secures funding for the candidate.

2. Candidates and postdocs shall participate in the Pre-Doc Award events and networking activities, particularly:
   - Kick-Off Event for the Pre-Doc Award 2020 (half day; likewise, February 2020 at Villa Tillmanns)
   - Workshop about Grant Writing (obligatory for candidates and voluntary for postdocs)
   - Peer-Networking and Discussion meetings for the participants (conceptualisation in a joint-process with the participants; either as a whole group or separate for candidates and postdocs; quarterly or bi-annually, likely 90 minutes each)
   - Final Symposium

3. Candidates and postdocs shall support the public relations for the Pre-Doc Award by providing related information for respective channels, e.g. the Research Academy Leipzig website and Leipzig University’s staff magazine LUMAG.
(4) Candidates and postdocs shall participate reliably in the Pre-Doc Award evaluation. This means, the candidates and postdocs shall keep the Research Academy Leipzig informed about the submission plans and the status quo. The outcomes of each third-party funding application submitted during the Pre-Doc Award funding phase shall be reported. For a final evaluation a template will be provided to ease and standardize the procedure. The final report includes the following information for each submission: the submission date, the name of the funding body, the date of the funding body’s answer and the outcome (funding granted or not and if it was accepted or not). As application processes can take longer than the Pre-Doc Award funding period, this also applies for answers received after the Pre-Doc Award funding period.

(5) Candidates and postdocs shall inform the coordinating office of the Pre-Doc Award in case of any relevant change of contact data or employment status.

Application Documents

1) Jointly written statement summarizing the objectives of the joint work and detailing the working relationship
2) Project proposal (max. 3 pages), including:
   (1) hypothesis, (2) research objectives, (3) potential results, (4) work plan incl. work packages, milestones, timetable (table format) (5) plans for applying for third party-funding for the doctoral project/research project
3) CV of the pre-doc
4) CV of the postdoc
5) List of publications of the postdoc (and, if applicable, of the pre-doc candidate)
6) Certificate of completion of the studies (degree) of the candidate
   (If the degree will be obtained after the application deadline, please hand in a transcript of records)
7) A signed statement from the potential faculty supervisor(s) acknowledging the support of the candidate’s pursuit of doctoral studies and of the proposed project spearheaded by the postdoc.

Selection Procedure

Evaluation Criteria

Evaluation criteria are qualification of the candidate and postdoc, the fit of the collaboration of postdoc and candidate, the scientific quality of the proposed research and the potential for acquiring future funding for the candidate.

Who is evaluating the applications?

The Vice-Rector for Research and Young Academics will appoint a selection committee, which will decide on the projects to be funded. The committee will include:

- the Vice-Rector for Research and Young Academics
- the referent of the Vice-Rector for Research and Young Academics
- three representatives from the Research Commission
- the managing director of the Research Academy Leipzig
- the referent for academic staff development of the Research Academy Leipzig
- a representative of the Department for Research Services
- the Commissioner for equal opportunities
- if applicable, the representative for Employees with Disabilities
Pre-Doc Award Programme Timeline

The application deadline is **September 15th 2019**. Notification of the selection process will be given in the second half of October 2019. The administrative steps to prepare for the employment are to be taken shortly afterwards. Start of the programme for all collaborative projects shall be January 1st 2020. Exceptions can be discussed.

Implementational Details

**Exact Funding Terms**

The funding of the Pre-Doc Award is a position as a research assistant (**WHK**) at 19 hours per week for 12 months. Consequently, the candidate will be employed by Leipzig University. Detailed information on **WHK** contracts can be found in the [intranet](#) of Leipzig University; all awardees will receive detailed information. The postdoc will be the content-related supervisor of the candidate, but in most cases the head of the institute will be the candidate’s supervisor on the administrative level.

**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 also be found in the [intranet](#). The form shall be amended by the “Anlage: Begründung für Befristungen nach dem WissZeitVG”. Further information will be provided after the selection of the funded awardees.

The Department of Finances and Human Resources will carry out all administrative handling.

Your contact person for related questions:

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http://www.uni-leipzig.de/intranet/zentralverwaltung/finanzen-und-personal/sachgebiet-35/arbeits-und-tarifrecht.html
Sprechzeiten/consultation hours (also for contract signing):
Di/Tue 9.00 – 12.00 a.m. & 13.00 – 17.00 p.m. & Do/Thu 9.00 – 12.00 a.m.
6. Etage/ Zi. 630 – 6th floor / room 630
Contact Information

Responsible for the Pre-Doc Award is the Vice Rector for Research and Young Academics, Prof. Dr. Erich Schröger. The programme is coordinated by Dr. Nicole Koburger, referent for academic staff development, supported by Laura Matthes. Please submit your application, preferably via email, as one pdf-document to Dr. Nicole Koburger and Laura Matthes.

The contact details are:

**Vice Rectorate for Research and Young Scientists**

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Please also read the FAQs for further information.