

# Guide for DLGS Applicants

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## DLGS Scholarships

### 1. Eligibility checklist

In order to be considered for the selection process for DLGS Scholarships, applicants must comply with the following eligibility criteria:

- 1. Master's degree should have been obtained within the last 3 years** before the application deadline

This means that the **date mentioned on your first master's degree certificate** should not be older than 3 years, from the submission deadline.

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- 2. Obtaining a master's degree with an overall grade of "good" or better**

Master degrees obtained from countries other than Germany are subject to a grade conversion process in order to see whether the grading is equivalent to the German standard of 'gut' (good) or better. Among most German universities the grades from 1.51 to 2.50 are considered 'gut'.

To help you obtain a first orientation, you can use this online tool for grade conversion offered by the TU Munich. It allows you to convert your grades obtained abroad into the German equivalent:

<https://www.tum.de/en/studies/application/grade-conversion-formula-for-grades-earned-outside-germany/>

Please note that indications of this tool are **in no way binding for the DLGS**, and that the final selection depends exclusively on the grade conversion calculated after submission by the [International Office of TU Dresden](#).

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- 3. Research proposal within scope of IOER research areas (divisions)**

Addresses the topic of the [current DLGS call](#): Your research proposal subject and questions must clearly fit to the current call topic.

Aligns with [IOER research areas](#): Your proposal must be able to demonstrate its relevance for and connection to one or more research areas of the IOER.

You must identify at least one **potential supervisor at the TU Dresden or IOER**: You are required to be informed about the faculties and institutes at TU Dresden specifically by identifying up to three individuals (professors) who would be

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suitable for supervising your thesis. The IOER also shares several joint professor appointments with the TUD.

**Important: Do not contact any potential supervisors yourself.** This will be completed by the DLGS following your application. You just need to inform yourself at this stage of the application.

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4. **Complete application** You should use the application checklist to make sure that you provide all the required information and documentation. The following documents, along with the completed online form once submitted constitute a complete application:
- Certificates and transcripts of academic qualification (MA, BA, higher education entrance exam)
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## 2. Application checklist

A complete application for DLGS Scholarships includes all of the following components (section numbers correspond to the sections in the online application form):

Contact information	Provide your current address and contact information. <b>Important: The email you indicate here cannot be altered at a later date</b> following preliminary submission of the online form.
I Personal information	Please provide the personal information requested. EU residency information is required to assess your visa requirements in case of selection.
II Academic qualification	Please list all of your academic qualifications chronologically: Start with the highest degree (which qualifies you for doctoral studies, such as a Master's thesis or Diploma), and end with your university entrance qualification. If you have several qualifications of the same level (BA or MA) please include all of them (regardless of their <b>pertinence for the DLGS</b> ).

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For documentation please upload both the certificates and transcripts of all your academic qualifications in a single PDF file. Sort the documents in the same order you have entered them in this list before (starting with the highest degree).

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III Master's thesis Please indicate your thesis title, supervisor and his/her affiliation, as well as the final overall grade you have obtained for your Master's degree (i.e. not only for your thesis). The abstract should provide indications concerning the problem addressed, the approach and methods chosen, as well as the results obtained.

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IV Work experience Please list any professional employments you have had in chronological order, starting with the most recent.

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V Additional information Please list all your publications (Harvard referencing style), and provide details about awards, scholarships, distinctions, etc. you have received, if any.

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VI Research proposal Your research proposal should be limited to text only with a max. length of 13,000 characters (incl. blank spaces). The text must be inserted into the online form, no pictures or tables can be included.

Your proposal should provide a clear description of the research you intend to carry out, include references to support your argument, and must be structured by the following headings:

1. **Background and motivation:** What is the specific research subject and problem you want to address?
  2. **State of the art:** What is the current scientific knowledge and debate in this field?
  3. **Research approach:** What are your research questions and objectives, and what concepts and theories will you use to address them?
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4. **Research design:** What methodology are you proposing to answer your research questions?
5. **Work plan:** What are the main tasks, and what is the timeline of your research?

Furthermore, you will need to illustrate that your research proposal is within the scope of the DLGS. Please provide short explanations in response to the following 3 questions:

1. How does the described research proposal address the [current DLGS call](#) topic (max. 500 characters)?
2. How does your research proposal align with [IOER research areas](#) (max. 500 characters)?
3. Which **professors at TU Dresden / IOER** would be suitable to supervise your research? (up to three suggestions).

Finally, please describe how your academic and professional **experiences** enable you to carry out the proposed research (max. 500 characters).

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IX    References

Please provide the contact details of two references. The references should be familiar with your academic and/or professional activities and performance. DLGS may get in touch with them in the course of the selection process.

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X    Submission

You are requested to provide the following two obligatory confirmations:

- I confirm that the information provided in this form is true, complete and accurate. I understand that my application will not be considered or, in the case of selection, I will be dismissed immediately should any information in this application be identified as untrue.
- I confirm that the collected data can be stored, used and processed for the purpose of the application process.

**In order to complete your submission you need to:**

1. Click the PREVIEW button and check if your application is complete.
2. Click the SUBMIT button.

Your submission remains open to changes until the deadline has passed. You will receive an automated confirmation email with a link that allows you to access the form and make modifications.

- **Applications that remain incomplete after the deadline will be discarded.**
- **Applications submitted in any other way (e.g. by fax, email or post) will not be considered.**

To obtain a personal copy of your application you can always click the PRINT FORM button.

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## Rolling applications for open topics

### 1. Eligibility checklist

In order to be considered for the selection process for Rolling Applications, applicants must comply with the following eligibility criteria:

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|--|---|
| <p>1. <b>Master's degree should have been obtained within the last 3 years</b> before the application deadline</p> | <p>This means that the <b>date mentioned on your first master's degree certificate</b> should not be older than 3 years, from the date of submission of your application.</p>   |
| <hr/>  |   |
| <p>2. Obtaining a <b>master's degree</b> with an <b>overall grade of "good" or better</b></p>                      | <p>Master degrees obtained from countries other than Germany are subject to a grade conversion process in order to see whether the grading is equivalent to the German standard of 'gut' (good) or better. Among most German universities the grades from 1.51 to 2.50 are considered 'gut'.</p> <p>To help you with the first orientation, you can use this online tool for grade conversion offered by the TU Munich. It allows you to convert your grades obtained abroad into the German equivalent:</p> <p><a href="https://www.tum.de/en/studies/application/grade-conversion-formula-for-grades-earned-outside-germany/">https://www.tum.de/en/studies/application/grade-conversion-formula-for-grades-earned-outside-germany/</a></p> <p>Please note that indications of this tool are <b>in no way binding for the DLGS</b>, and that the final selection depends exclusively on the grade conversion calculated after submission by the <a href="#">International Office of TU Dresden</a>.</p> |
| <hr/>  |   |
| <p>3. <b>Research proposal</b></p>   | <p>Addresses the <a href="#">scientific profile and remit of DLGS</a>: Your research proposal subject and questions must clearly fit to the remit of the graduate school</p> <p>Aligns with <a href="#">IOER research areas</a>: Your proposal must be able to demonstrate its relevance for and connection to one or more research areas of the IOER.</p> <p><u>You must identify at least one <b>potential supervisor at the TU Dresden or IOER</b></u>: You are required to be informed about the faculties and institutes at TU Dresden specifically by identifying up to three individuals (professors) who would be</p>   |
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suitable for supervising your thesis. The IOER also shares several joint professor appointments with the TUD.

**Important: Do not contact any potential supervisors yourself.** This will be completed by the DLGS following your application. You only need to suggest the name(s).

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4. **Complete application** You should use the application checklist to make sure that you provide all the required information and documentation. The following documents, along with the completed online form once submitted constitute a complete application:
- Letter of motivation
  - Certificates and transcripts of academic qualification (MA, BA, higher education entrance exam)
- English proficiency level test certificate (e.g. TOEFL, IELTS, TOEIC)
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## 2. Application checklist

A complete application includes all of the following components. Please read carefully and follow the instructions. Submit the complete application in the order listed below as one PDF file to [dlgs@ioer.de](mailto:dlgs@ioer.de).

Contact information	Provide your current address and contact information. <b>Important: The email you indicate here cannot be altered at a later date</b> following preliminary submission of the online form.
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I Personal information	Please provide the personal information requested. EU residency information is required to assess your visa requirements in case of selection.
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II Academic qualification	Please list all of your academic qualifications chronologically: Start with the highest degree (which qualifies you for doctoral studies, such as a Master's thesis or Diploma), and end with your university entrance
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qualification. If you have several qualifications of the same level (BA or MA) please include all of them (regardless of their **pertinence for the DLGS**).

For documentation please upload both the certificates and transcripts of all your academic qualifications in a single PDF file. Sort the documents in the same order you have entered them in this list before (starting with the highest degree).

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III Master's thesis Please indicate your thesis title, supervisor and his/her affiliation, as well as the final overall grade you have obtained for your Master's degree (i.e. not only for your thesis). The abstract should provide indications concerning the problem addressed, the approach and methods chosen, as well as the results obtained.

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IV Work experience Please list any professional employments you have had in chronological order, starting with the most recent.

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V English language proficiency Applicants who are not citizens of English-speaking countries, or who did not receive an academic degree in one of these countries, are required to demonstrate their level of English language proficiency in either of these tests:

- International English Language Testing System (IELTS): 7 or higher on a 9-point scale
- English as a Foreign Language (TOEFL): 600 for paper based test, 250 for the computer-based test, or 100 for the internet-based test
- English for International Communication (TOEIC): 490 for listening, 455 for reading, 180 for speaking, and 180 for writing.

Please upload your English proficiency level test result as a PDF file

VI Additional information Please list all your publications (Harvard referencing style), and provide details about awards, scholarships, distinctions, etc. you have received, if any.

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VII Research proposal Your research proposal should be limited to text only with a max. length of 13,000 characters (incl. blank spaces). The text must be inserted into the online form, no pictures or tables can be included.

Your proposal should provide a clear description of the research you intend to carry out, include references to support your argument, and must be structured by the following headings:

6. **Background and motivation:** What is the specific research subject and problem you want to address?
7. **State of the art:** What is the current scientific knowledge and debate in this field?
8. **Research approach:** What are your research questions and objectives, and what concepts and theories will you use to address them?
9. **Research design:** What methodology are you proposing to answer your research questions?
10. **Work plan:** What are the main tasks, and what is the timeline of your research?

Furthermore, you will need to illustrate that your research proposal is within the scope of the DLGS. Please provide short explanations in response to the following 3 questions:

4. How does the described research proposal address the [current DLGS call](#) topic (max. 500 characters)?
  5. How does your research proposal align with [IOER research areas](#) (max. 500 characters)?
  6. Which **professors at [TU Dresden](#) / [IOER](#)** would be suitable to supervise your research? (up to three suggestions).
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Finally, please describe how your academic and professional **experiences** enable you to carry out the proposed research (max. 500 characters).

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### **Transdisciplinary approach**

DLGS considers an approach transdisciplinary where the entire research process (identifying research needs and setting-up joint research initiatives, problem diagnosis, solution design, decision-making, implementation, evaluation) is characterised by using and merging different forms and stocks of knowledge by actors from science and practice, as well as by the joint production (coproduction) of new knowledge. For e.g. urban experiments and urban living labs in which stakeholders can participate substantially and continuously in the research process (as researchers in citizen science, or as project partners with equal rights).

Therefore, please describe, both from conceptual and methodological point of view on how do you plan to integrate the transdisciplinary approach in the proposed research?

To ensure feasibility, transdisciplinary approaches can be proposed only in relation to the local DLGS context (Dresden/Saxony region - requires German language proficiency) and pertinent IOER projects.

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VIII Letter of motivation	Please provide a letter describing your background, motivation and objectives, as well as any other details you consider relevant for your application to the DLGS. The letter should be uploaded as a PDF file.
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IX References	Please provide the contact details of two references. The references should be familiar with your academic and/or
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professional activities and performance. DLGS may get in touch with them in the course of the selection process.

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X Submission

You are requested to provide the following three obligatory confirmations:

- I confirm that the information provided in this form is true, complete and accurate. I understand that my application will not be considered or, in the case of selection, I will be dismissed immediately should any information in this application be identified as untrue.
- I confirm that, if admitted to the DLGS, I will conform to all DLGS regulations.
- I confirm that the collected data can be stored, used and processed for the purpose of the application process.

**In order to complete your submission you need to:**

3. Click the PREVIEW button and check if your application is complete.
4. Click the SUBMIT button.

Your submission remains open to changes until the deadline has passed. You will receive an automated confirmation email with a link that allows you to access the form and make modifications.

- **Applications that remain incomplete after the deadline will be discarded.**
- **Applications submitted in any other way (e.g. by fax, email or post) will not be considered.**

To obtain a personal copy of your application you can always click the PRINT FORM button.

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## Visiting doctoral candidates (Short-term exchange)

### 1. Eligibility checklist

In order to be considered for the selection process visiting doctoral candidates, applicants must comply with the following eligibility criteria:

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|--|---|
| <b>1. Research proposal within the scope of scientific profile and remit</b> | <p>Addresses the <b>scientific profile and remit of DLGS</b>: Your PhD research proposal subject and questions must clearly fit to the remit of the graduate school</p> <p>Aligns with <b>IOER research areas</b>: Your proposal must be able to demonstrate its relevance for and connection to one or more research areas of the IOER.</p>  |
| <hr/>  |   |
| <b>2. Complete application</b>   | <p>You should use the application checklist to make sure that you provide all the required information and documentation.</p> <p>The following documents, along with the completed online form once submitted constitute a complete application:</p> <ul style="list-style-type: none"><li>• Letter of motivation</li><li>• Certificates and transcripts of academic qualification (MA, BA, higher education entrance exam)</li><li>• English proficiency level test certificate (e.g. TOEFL, IELTS, TOEIC)</li></ul> |

### 2. Application checklist

A complete application includes all of the following components. Please read carefully and follow the instructions. Submit the complete application in the order listed below as one PDF file to [dlgs@ioer.de](mailto:dlgs@ioer.de).

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|---------------------|--|
| Contact information | <p>Provide your current address and contact information.</p> <p><b>Important: The email you indicate here cannot be altered at a later date</b> following preliminary submission of the online form.</p> |
|---------------------|--|

I Personal information Please provide the personal information requested. EU residency information is required to assess your visa requirements in case of selection.

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II Academic qualification Please list all of your academic qualifications chronologically: Start with the highest degree (which qualifies you for doctoral studies, such as a Master's thesis or Diploma), and end with your university entrance qualification. If you have several qualifications of the same level (BA or MA) please include all of them (regardless of their **pertinence for the DLGS**).

For documentation please upload both the certificates and transcripts of all your academic qualifications in a single PDF file. Sort the documents in the same order you have entered them in this list before (starting with the highest degree).

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III Current PhD thesis proposal Please indicate your thesis title, supervisor and his/her affiliation. The thesis proposal should provide indications concerning the problem being addressed, the approach and methods chosen, as well as the expected outcome.

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IV Work experience Please list any professional employments you have had in chronological order, starting with the most recent.

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V English language proficiency Applicants who are not citizens of English-speaking countries, or who did not receive an academic degree in one of these countries, are required to demonstrate their level of English language proficiency in either of these tests:

- International English Language Testing System (IELTS): 7 or higher on a 9-point scale
  - English as a Foreign Language (TOEFL): 600 for paper-based test, 250 for the computer-based test, or 100 for the internet-based test
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- English for International Communication (TOEIC): 490 for listening, 455 for reading, 180 for speaking, and 180 for writing.
- Please upload your English proficiency level test result as a PDF file

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VI Additional information Please list all your publications (Harvard referencing style), and provide details about awards, scholarships, distinctions, etc. you have received, if any.

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VII Work proposal You should provide a clear and structured work plan for the duration of your stay at DLGS. It should demonstrate the main activities, tasks and how you intend to carry them out. Also mention the expected outcomes of carrying out the research activity. (max. 1000 characters).

Furthermore, you will need to illustrate that your proposal is within the scope of the DLGS. Please provide short explanations in response to the following 2 questions:

1. How does the described proposal address the scientific profile and remit of DLGS (max. 500 characters)?
2. How your academic and professional experiences enable you to carry out the proposed research (max. 500 characters).

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VIII Letter of motivation Please provide a letter describing your background, motivation and objectives, as well as any other details you consider relevant for your application to the DLGS. The letter should be uploaded as a PDF file.

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IX References Please provide the contact details of two references. The references should be familiar with your academic and/or

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professional activities and performance. DLGS may get in touch with them in the course of the selection process.

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X Submission

You are requested to provide the following three obligatory confirmations:

- I confirm that the information provided in this form is true, complete and accurate. I understand that my application will not be considered or, in the case of selection, I will be dismissed immediately should any information in this application be identified as untrue.
- I confirm that, if admitted to the DLGS, I will conform to all DLGS regulations.
- I confirm that the collected data can be stored, used and processed for the purpose of the application process.

**In order to complete your submission you need to:**

5. Click the PREVIEW button and check if your application is complete.
6. Click the SUBMIT button.

Your submission remains open to changes until the deadline has passed. You will receive an automated confirmation email with a link that allows you to access the form and make modifications.

- **Applications that remain incomplete after the deadline will be discarded.**
- **Applications submitted in any other way (e.g. by fax, email or post) will not be considered.**

To obtain a personal copy of your application you can always click the PRINT FORM button.

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## Evaluation criteria

All the applications: for fellowships, rolling, and visiting doctoral candidates, which have passed the eligibility check are evaluated based on two types of criteria:

### Selection criteria

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- a. Relevance                      How well does the proposed research fit with the overall [scientific profile and remit of the DLGS](#) and its concern for spatial sustainability transformations? How well does it address the specific challenge articulated in the [current DLGS call](#) (for fellowships only)? How well does it align with (one or more) [IOER research areas](#) and their respective programs? Is there a possibility to provide suitable supervision at [TU Dresden](#) / [IOER](#)?
- 
- b. Innovativeness                In how far does the proposal seek to go beyond the current international state of the art in the field(s) addressed? In how far does it make creative and innovative propositions regarding the research subject identified, the theoretical approach conceived, or the methodology designed? In how far does the proposal demand inter- or transdisciplinary knowledge creation? What level of novelty do the expected results offer?
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- c. Scientific soundness        How well are the research gap and questions justified through current scientific knowledge in the pertinent field(s)? How suitable are the suggested scientific approach and methods to effectively respond to the questions raised? How consistent is the overall research design regarding interrelations between research gaps, questions, objectives, approach and methodology?
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- d. Feasibility                      How plausible are the task divisions, duration and sequences? How realistic are the identified interim results and milestones? How suitable is the handling of implementation risks and contingency planning? How efficient is the overall work plan, and how well does it support the achievement of the final objectives by the end of the third year?
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### Balancing criteria

Our selection of fellows strives for strong coherence, complementarity and synergies within every cohort, as well as regarding previous cohorts. This allows us to build a vibrant community of young researchers engaging in a shared path of knowledge production and co-creation. Therefore, in addition to the selection criteria detailed above, the DLGS also considers the following balancing criteria:

- |    |                        |  |
|----|------------------------|--|
| a. | Gender                 | The graduate school aims to have a balanced gender composition                                       |
| b. | Scientific disciplines | The graduate school seeks to ensure a balance of different scientific disciplines                    |
| c. | Geography              | The graduate school strives for a geographical balance regarding fellows' origins and study regions. |