

Programme to Promote the Internationalisation of Female Early Career Researchers
at Leuphana University Lüneburg

Evaluation scheme for the review of incoming applications by the Equal Opportunities Office and the International Office

Criterion	Date	Fulfilled	Revision required to meet the application requirements
Eligibility to apply exists (cf. Guidelines, RI 3.1)			
Counselling interview has taken place prior to application			
Application submitted by the application deadlines (01.03., 01.06., 01.09., 01.12. of a year)			
Stringency in the details of times, persons, places, etc.			
Clear structure and form of the application components, which are immediately comprehensible.			
Double funding excluded (e.g. other scholarships etc.)			
Completeness of documents (cf. RI 3.3.1)			
Project description: start, planning of networking, goal, added value, reason for start-up funding			
Work programme: organisational procedure and work steps			
Concrete cost plan, in order to be able to understand the real costs incurred (for measures 1.3 and 1.4)			
Completeness of the statement by the scientific supervisor			
Measure 1.3 international guest: additional evidence of expertise and institutional affiliation (cf. RI 3.3.2)			
No objections in terms of employment law			