
DKKV Promotional Award – Specifications for your application documents

The application documents for the DKKV Promotional Award and your thesis can be written in German as well as in English. For your application, please submit a total of three files in PDF format. Please name these files as follows:

1. Name_Prenam_e_[Bachelor/Master]thesis
2. Name_Prenam_e_proof_[ToR/certificate/examoffice]
3. Name_Prenam_e_application_PromotionalAward2024

1. Your thesis

This file contains your thesis as you submitted it to your university. You do not need to make any format changes here.

Please note that the date of submission of your thesis cannot be more than 24 months prior to the closing date of the application period. The submission date counts, which cannot be before 01.04.2022.

2. The proof of evaluation

The thesis must already have been evaluated by your reviewers at the time of submission. In order to check this, we require appropriate proof. Possible documents are your transcript of records, your degree certificate or a confirmation from the examination office. This document is only used for verification in the DKKV Office and will not be passed on to the jury in the interest of equal opportunities.

3. Your application

In this file, please assemble the following documents in this order:

1. cover sheet
2. curriculum vitae in tabular form without indication of grades
3. exposé of your thesis (approx. 3.000 characters)
4. *optional*: letter of recommendation of your referee
5. affidavit

The **cover sheet** with all the data to be entered on it can be [downloaded as a template](#). One part of the cover sheet is a "Social Media-friendly" short summary/teaser of your thesis, which should not exceed 144 characters (incl. spaces).

Please write the **exposé of your thesis** in accordance with the format requirements (font: Arial, font size: 11, line spacing: 1.5). The format requirements only apply to the exposé; your CV and any letters of recommendation are not affected. The exposé should be a maximum of two pages and consist of the following sections (with appropriate headings):

1. research objective and relevance of the work (*presentation of the research question*)
2. research approach (*used methods*)
3. central findings
4. usability of the results (*reflection on your work*)
5. relation to a given topic(s) (*see word cloud*)
6. literature sources (*if used, except page limit*)

In addition to your thesis, the exposé forms the central document of your application for the DKKV Promotional Award. On the basis of the exposé, a preliminary selection is made by the DKKV-head office. Only then does the jury read and evaluate the thesis together.