

The Hamburg Centre for Ultrafast Imaging – Structure, Dynamics and Control of Matter at the Atomic Scale

***Guidelines for applications
for the employment of research students***



Last update: May 17, 2018

These guidelines should provide you with information concerning applications for funds for the employment of research students for a particular research project of CUI and hints in order to correctly fill in the corresponding application form. Note that the annual budget available for such employments is rather limited.

Who can apply?

Only the project leaders (i.e., principal investigators, young group leaders, associated researchers) that are members of CUI can apply for funds.

What is the compensation for a working hour?

According to the recently updated guidelines of the Senat der Freien und Hansestadt Hamburg the gross compensation corresponding to 1 hour is Euro 9.90. Please note, however, that the actual cost for the cluster for 1 hour is Euro 12.70. Thus, the latter value has to be used in the estimation of the costs.

What is the maximum number of working hours?

The maximum weekly number of working hours is 19. Nevertheless no more than 80 hours per month can be exceeded.

When can you apply?

You can apply at any time. It is recommended, however, to apply for funds at least six weeks before the starting date of the contract. You can apply for funds for the employment of a research student only within the corresponding calendar year.

How to apply?

You have to fill in all the fields of the application form that you can download as DOCX file at the following URL: <http://www.cui.uni-hamburg.de/en/links/>. Please, provide correctly and precisely the requested information in order to avoid a delay of the submission, to avoid generating confusion and mistakes, and therefore to speed up the evaluation process. In the applicant form you are also asked to provide the date and your signature. You can provide a digital signature or, alternatively, you can print the filled application form, sign and scan it. The application form has to be sent (as PDF file) to the Cluster Office of CUI (cui.office@cui.uni-hamburg.de) only per e-mail.

It is important to provide justification for the requested funds and, importantly, to highlight the connection of the work to be carried out by the research student with the particular CUI project.

What should you do after the approval of your application?

For any specific inquiry about any formal administrative aspect of your application, you have to contact either the Cluster Office of CUI (cui.office@cui.uni-hamburg.de) or the corresponding office of the administration of the University of Hamburg. The graduate school of CUI is only responsible for the scientific aspects of the programme for the employment of research students.