



UNIVERSITY OF
HOHENHEIM



Foundation fiat panis

Guidelines for the Dr. Hermann Eiselen Research Grand

*The Foundation fiat panis offers grants to support students doing field research for their **Master thesis** in developing countries in the tropics and subtropics. Eligible countries are indicated under the country list of the Foundation fiat panis.*

Only those thesis-research projects are supported that are supposed to make a contribution towards alleviating malnutrition and food insecurity and/or combating rural poverty in the developing world.

The objective of the programme is to offer interested students the opportunity to obtain first hands-on experience in development issues.

I Submission of Applications/Pre-conditions

- Only study trips to the countries listed in the **country list of the fiat panis foundation** can be financed.
- Grants are awarded to highly qualified students studying in a MSc study program at the University of Hohenheim in a scientific field relevant to development or tropical/subtropical agriculture in a broader sense.
- In addition, in exceptional cases, students from other universities and universities of applied sciences can also be supported, provided that they complete their scientific thesis under Hohenheim supervision.
- **Applications can be submitted any time but latest 2 months before the intended begin of travel**, a retroactive approval is not possible. Applications including all documents (see below) are to be submitted **in a single pdf document**. Application forms can be retrieved from the webpage www.tropen.uni-hohenheim.de. Only formally correct applications will be considered.
- The duration of stay in the target country should be planned for **at least 2 months, but not more than 4 months**.
- The general topic of the foundation fiat panis (fighting poverty, malnutrition and hunger) must be recognizable in the application and work. Approaches to improve food security must be part of the work.

The following documents are required:

1. **Completed application form**, including project proposal and time schedule (see application form), duly signed by the applicant and the supervisor. The time schedule must be designed so as to warrant that the thesis work can be successfully completed within the

time frame prescribed by the respective examination regulations (6 months), of which a maximum of 4 months, may be spent for the field research abroad.

2. Certificates (issued by the examination office) regarding

- A) **Study progress/focus of studies:** Applicants should have completed all lecture modules and all exams in their respective study programme before starting on their thesis work. Applicants have to show their particular interest in development-oriented/tropical sciences by having successfully passed at least two modules related to the tropics.
- B) **Qualification:** Applicants must have a grade point average (GPA) across all modules of 2.5 ("good") or better. For those applicants who have not yet completed all modules/exams, the average mark or GPA will be calculated from those results available at the time of the application. Applications of students who fail to meet the above standards will only be considered in exceptional cases and if a second letter of recommendation from a university lecturer is provided, which explicitly emphasises the quality of the proposed project, the suitability of the applicant and plausible reasons for the below average performance of the candidate in the exams.

3. Curriculum vitae in tabular form (max. two pages with date and signature).

4. Letter of recommendation from the supervisor (who must be a lecturer at the University of Hohenheim), which explicitly states:

- the acceptance of the applicant as a Master thesis candidate,
- the scientific concept behind the project proposal,
- the feasibility of the field research, making clear statements on the working possibilities and supervision by the partner organisation abroad,
- the qualification and suitability of the applicant,
- the applicant's study progress,
- the relevance of the proposed project and the suitability of the candidate in regard to the objectives of the Foundation *fiat panis*.

5. Signed letter of invitation from the partner organisation abroad, indicating the possibility to carry out the research during the envisaged period and the readiness of a local supervisor to support the research.

6. Budget: Travel costs of the supervisor cannot be covered by the grant. The grant only covers the following cost items:

- Long distance travel costs (airline ticket; evidence must be given of the cheapest, reasonable travel option by means of at least three quotations, one being from Lufthansa). Additional costs for local travel expenses can be added up to an amount of 100€ (up to 400€ for justified exceptional cases and against proof);
- A flat-rate contribution towards the costs for personal subsistence abroad depending on the country where the applicant will carry out the research, for a maximum of four months. The correct figure for each country can be downloaded from www.tropen.uni-hohenheim.de. **Applicants must provide a tentative figure on the overall cost of personal subsistence during their stay abroad, and have to specify their own financial contribution;**
- A flat-rate contribution towards an overseas health insurance of € 40/month including a home transport option.

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II Organisational Processing of Applications

Applications for a Dr. Hermann Eiselen Scholarship should be submitted by students to the Institute of Tropical Agricultural Sciences, Dr. Marcus Giese (m.giese@uni-hohenheim.de).

1. **Decision:** The decision on acceptance or rejection of applications is based on two reviewer's comments and their final recommendations. Applicants do not have a legal right for being awarded a grant. Therefore, the decisions do not require to be justified. An application that has been rejected for scientific reasons may not be re-submitted.
2. **Notification of acceptance/rejection:** Applicants whose applications are rejected will receive a notification of rejection. Applicants whose applications are accepted will receive a letter of acceptance (applicants are requested to comment and consider the reviewer's suggestions), stating the amount of the grant that has been approved.
3. **Acceptance of the grant by the applicant:** The letter of acceptance must be completed and duly signed by the applicant and returned to the institute. Applicants have to advance the payment for their airline ticket and must submit a **copy of the airline ticket and the original invoice from the travel agency**. Further, applicants must provide proof of their health insurance including home transport for their stay abroad.
4. **Payment of the grant:** The grant will be paid in one lump sum upon receipt of all documents mentioned above. Only the actual cost of the airline ticket as stated in the invoice will be reimbursed, up to the amount specified in the letter of acceptance.

III Obligations of the grantees

With the acceptance of the grant, the grantee commits to:

1. **Take out a health insurance including an air emergency home transport and an accident insurance while they are abroad.**
2. **We strongly advice considering the recommended vaccinations and disease prophylaxis as well as to follow the most recent safety, warning and travel advices provided by the German Department of Foreign Affairs (www.auswaertiges-amt.de) for your target country. Non-German speaking scholarship holders obligate themselves to receive an up to date translation of the website mentioned above.**
3. **Report back to the institute immediately after their return to Germany**, using the form attached to these guidelines;
4. **Hand in the original ticket or boarding passes** for accounting purposes, otherwise travel expenses have to be repaid;
5. **Submit a bound copy of the Master-thesis (as submitted to the examination office).** In case of non-compliance, the grant has to be repaid;
6. If the thesis is written in a language other than English, provide a summary of the thesis in English language. In case that the summary is not included in the thesis itself, the supervisor has to confirm in writing to the management unit, that a summary in English language has been provided;
7. **The thesis is expected to contain a (brief but reasonable) chapter showing your project in the context to the overall goal of the foundation *fiat panis* to reduce malnutrition and poverty. Please add realistic and tangible suggestions to overcome malnutrition and/or rural poverty and transfer options of your results to stakeholders;**

8. Hand in a word document including the title/cover page, abstract and the chapter in context to the aim of the foundation *fiat panis* (see above). Please provide a selection of at least 3 pictures including captions illustrating the MSc project. The applicant agrees that this material including the pictures will be used for internal and external documentation including websites.

9. Prepare the following acknowledgement on the title/cover page of the thesis:

***This work was financially supported by the
Foundation fiat panis***

Or, in case the thesis is submitted in German language:

***Diese Arbeit wurde gefördert
aus Mitteln der Stiftung fiat panis***

10. Submit a copy of the Master-thesis, including the summary in English language to the partner organisation abroad. This is the responsibility of the grantee's supervisor at the University of Hohenheim.

To foster alumni networking, grantees are kindly requested to inform the Institute of Agricultural Sciences of any change of address even after leaving the Universität Hohenheim.