

Guidelines for submitting applications a Adveniat

– ANNEX POSTGRADUATE STUDIES –

Complementary information to the guidelines for submitting applications to Adveniat

- Please also use the guidelines for submitting applications to Adveniat and the attached excel sheet.
- Adveniat can only accept complete applications.
- The aids are granted at an institutional and not at a personal level. The applicant shall justify the need for postgraduate studies in view of the future assignments of the candidate. The institution guarantees the occupation of the candidate according to the training obtained. In case of laypersons, an agreement between the institution, diocese or congregation and the candidate shall be made for the application of the studies in the local Church or the institution over a period of five years.
- Studies in Latin America or Germany have priority over studies in other countries.
- Find out whether the institution chosen awards scholarships. If this is the case, you should first submit an application to that institution and inform us of the results obtained.
- The candidate must be no older than 40 years of age and already have had at least three years of pastoral experience; in case of priests, this applies from the date of the priestly ordination.
- Please submit the application at least six months before the studies start.
- The aid requested is considered as a supplement to the own funds in case these are not sufficient. The own contribution must be as extensive as possible, in addition to the travel expenses to the place of study and back.
- Adveniat can neither help to liquidate incurred debts nor to finance studies that have already been completed or started.
- Adveniat only grants a limited number of scholarships for postgraduate studies to each diocese, congregation or institution at a time.
- Once the studies are completed, the responsible person - usually the applicant - shall present a narrative and financial report, a copy of the degree obtained and information on the current assignment of the beneficiary. In the case of a doctorate, please provide us with a copy of the doctoral thesis.

Complementary elements to your application for postgraduate studies

Personal information about the candidate

- Name and surname (and religious name), nationality, place and date of birth, photo, place of residence
- For priests or members of religious orders: date of priestly ordination or of religious profession
- For laypersons: information on the marital status
- Studies carried out to date
- Language skills
- Current and past pastoral activities since the date of priestly ordination, religious profession or basic qualification

Protection against sexual violence

- Confirmation by the applicant that he/she has ascertained that there are no allegations against the candidate.

Planned studies

- Detailed statement of the purpose of the studies or special formation in relation to the subsequent occupation in the local Church or an institution: please justify the need for the studies, the selection of the candidate and of the study institution; reasons of the applicant institution and the candidate
- Beginning and duration of studies, subjects, expected academic degree
- University or institution: place, name and address, proof of admission to the studies
- Address of the candidate at the place of studies (full address)
- For laypersons: an agreement that the student will cooperate for at least 5 years with the applicant institution or another ecclesiastical entity after completion of the studies

To specify the costs and financing plan, please fill in the attached excel sheet considering the following specific data:

1. Income

- Total income
- Contribution of the applicant institution
- Candidate's contribution and possible income during the studies
- Other contributions: partial scholarships, discounts, bonuses, aid from third parties (please indicate the institutions which contribute)
- Amount requested from Adveniat

2. Expenditure

- Actual total costs
- Travel expenses to the place of studies abroad and for the return journey
- Enrolment fee, tuition fees, materials, etc.
- Expenses for the stay: accommodation and living expenses
- Other costs: social security, health insurance, local transportation, personal expenses, etc.

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