

To Internationell koordinator
BKV office

Request to establish a research preparatory scholarship

Subject area: _____

Project titel: _____

Stipend period (date): _____

Project number: _____

Supervisor: _____

Date/Supervisor signature

Decision to establish a research preparatory scholarship

Date/Head of Department

HR notes

Registration number: _____

Check, no salary/stipend paid to the scholar _____

Finacial reconsiliation with financial officer date: _____

Stipend announced date: _____

Application deadline: _____

Scholarship decision date: _____

Copy of decision to salary department for payment: _____

*Copy of decision to scholar, supervisor,
head of division, division coordinator:* _____

Original documents to records manager for closure date: _____