

Guidelines for Gender Research Scholarships **(Research Committee, dated 07-12-2021)**

I General Information

A scholarship can be awarded to particularly qualified junior scientists. The academic doctoral project should be expected to make an important contribution to the field of gender research.

The decision to award the grant is taken by the Executive Board upon the recommendation of the Committee for Research and Junior Academics (Research Committee).

Both German citizens and citizens of foreign countries are eligible for the grant.

The scholarship is financed from the Fund for Measures for Financing Research Projects.

II Applications

The grant is only awarded upon application. Applications can be submitted by interested and qualified junior scientists and academics.

As a rule, applications must be submitted to the Research Committee at the end of February of each year (please note the current deadline for submitting the application) in accordance with the current call.

The application consists of the following documents:

1. Letter of motivation (according to template: max. 1 page, Arial 11 pt.)
2. Description of the doctoral dissertation project (Research Exposé, including the working title of the dissertation (max. 2 pages) + schedule and literature references
3. Tabular CV
4. Positive endorsement from the applicant's supervisor
5. Proof of the applicant's current income
6. Copies of the secondary school leaving/diploma/degree certificates (university entrance qualification, BSc., MSc.), including translation of the marks, if necessary
7. Declaration of consent to data processing (originally signed by the applicant)

VIII Funding conditions

Acceptance of the funding obliges the scholarship-holder to,

- comply with the guidelines and procedures for safeguarding good scientific practice at the Paderborn University,
- comply with the guidelines on stating affiliations in scientific publications at the Paderborn University,
- provide the acknowledgement of the dissertation with a reference to the support by the graduate scholarship of the Paderborn University,
- send a digital copy of the dissertation to the Research Committee after completion of the doctoral procedure,

- inform the Research Committee of the overall grade of the doctoral degree for statistical purposes,
- and to inform the Research Committee if a career perspective has resulted from the supported doctoral thesis.

IV Type of Funding

Financial support is provided in the form of a grant. The approval of the grant is subject to the proviso that appropriate budget funds (according to point I paragraph 4) are available for the grant period. There is no entitlement to the grant.

- 1.) A **scholarship** may be granted to applicants who demonstrate academic performance and exam results that are far above average requirements and who are preparing for a doctoral degree.

As a rule, the period between graduation with a university degree and the commencement of the grant funding should not exceed 15 months (exceptions must be explained in detail).

For applications for scholarships, prior academic achievements and the preparations for the doctoral project must be described and a work plan outlining the content and schedule for the doctoral dissertation must be submitted. The first two years of funding serve to implement the research work, the third year to write the doctoral dissertation

- 2.) A scholarship **cannot** be awarded if the grant applicant/holder receives or has received other funding from public sector or publicly-funded private institutions for the same purpose and for the same period.
- 3.) A doctoral scholarship cannot be granted if the scholarship holder is gainfully employed at the Paderborn University. An annual average of 9.5 hours of employment per week is permissible in addition to the doctoral scholarship if this is carried out outside the Paderborn University. Gainful employment must be reported to the head office of the Research Committee without being asked.

V Duration of Funding

The duration of the funding is generally three years.

The grant holder may extend the maximum funding period by up to 12 months if he/she lives with his/her child/children in a household at the time the grant period commences and if at least one child is under 12 years of age. This also applies if the first child is born during the scholarship period.

Extension requests must be submitted to the Research Committee in good time before the end of the eligibility period.

As an exceptional case, the grant period can be suspended one time only for a maximum of one year during the funding phase. A detailed and substantiated request for this must be submitted.

The grant holder must verifiably demonstrate the continuance of his/her academic education and the progress of the doctoral project.

VI Duration of Approval Period

The scholarship is approved and granted for three years.

The grant can be approved and granted for a shorter period of time if the funding purpose can be achieved during this shorter period or if a transition to another form of funding is expected to take place after this shorter period.

Changes in circumstances that are relevant to the award of the grant or concerning statements or explanations that were made in connection with the application must be reported immediately.

The scholarship instalment can be paid out for the last time at the time of the opening of the doctoral procedure, after which the entitlement to further funding lapses. The scholarship holder must inform the Research Committee of this in good time (two months before the opening).

VII Reporting Obligations

Prior to the end of the first funding year (after 10 months), and the second funding year (after 22 months) the grant holder must submit a progress report on his or her work during the grant period and describe the results of the dissertation project. The supervisor of the dissertation project submits a progress report on the grant holder's progress and achievements to date.

The Research Committee annually assesses the progress of the projects on the basis of the reports and expert opinions submitted by the supervisors and examines whether the scientific achievements achieved so far justify continued funding.

At the latest 6 months after the end of the grant period, the grant holder must inform the Research Committee whether and when the dissertation was submitted.

If, in an exceptional case, the grant holder is unable to submit the dissertation by the end of the grant period, he or she must explain the reasons, describe the status of the dissertation thus far and outline its intended progress in a work report.

If the grant is not extended or if the grant holder does not complete his or her dissertation after the end of the approved extension period, the grant holder shall be obligated to report annually, at a date to be determined, on the status of the doctoral project and dissertation until the dissertation has been completed, but at a minimum before three years have passed after the funding period.

If the doctoral project and dissertation are not completed within three years after the end of the funding period, the Research Committee will decide on the further course of action in one of its meetings by discussing it as a separate agenda item.

VIII Amount of Grant

A grant is awarded in the amount of **2,000 Euro** per month (maximum amount).

In line with the funding rates of the programmes of the scholarship organisations (*Begabtenförderungswerke*) under the umbrella of the German Federal Ministry of Education and Research (BMBF), the grant holder shall receive a child allowance in the amount of a lump sum of 400 EUR/month if he/she has to support at least one child under 18 years of age. This amount is increased by 100 EUR per month for each additional child.

If both parents receive a grant/scholarship in accordance with these guidelines or if the other parent receives funding for the same purpose, the child allowance is only granted to one parent. This must be communicated to the head office of the Research Committee without being asked. The child allowance is paid on presentation of the birth certificate from the month in which the entitlement arises.

The grant holder must proactively inform the Paderborn University about benefits he/she receives under the German Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz) and the state laws on child-raising allowances; such benefits will be credited against the scholarship.

The financial support is provided in the form of a grant. There is no entitlement to this grant.

Any taxes related to the grant are the responsibility of the grant holder. The grant holder is aware that the grant provider is required to inform the tax authorities in accordance with the German Transaction Reporting Regulations (Mitteilungsverordnung, last amended 23-09-2021).

IX Revocation of the Grant Award Notice

- 1.) The grant award notice may be revoked in whole or in part at any time, even with retroactive effect, if it becomes evident that the grant holder has not made the necessary efforts to achieve the purpose of the grant and is responsible for those circumstances. The grant award notice may be revoked in whole or in part at any time with retroactive effect if it is determined that the grant holder is not or was not continuously enrolled at Paderborn University during the funding period.
- 2.) If the grant holder postpones or suspends his or her academic project, he or she must immediately notify Paderborn University. Payment of the grant will then be revoked with effect from the time of the postponement or suspension.
- 3.) The notice of approval is to be revoked at the time of the opening of the doctoral procedure with effect from the end of the month.

The grant may be revoked in whole or in part with retroactive effect if the grant holder

- a) has obtained the scholarship by providing inaccurate or incomplete information or has not communicated any subsequent changes that would invalidate the requirements of the grant;

- b) has not submitted the dissertation by the end of the funding period or, in the case of Section V, by the end of the extended period and he/she is responsible for that circumstance;
 - c) has not complied with reporting obligations or has not complied with them on time;
 - d) has received other funding or financial support during the funding period within the meaning of IV. (2.).
 - e) has exercised a gainful occupation during the period of eligibility which is not permissible according to IV (3.).
- 4.) If the grant is revoked with retroactive effect, the grant must be repaid in accordance with the extent of the revocation.
- 5.) The approval of the grant award is subject to the proviso of the grounds for revocation specified in points 1 - 3. The right of revocation must be attached to the grant award notice.
- 6.) The Executive Board decides on the revocation upon the recommendation of the Research Committee. The grant holder is given the opportunity to make a statement beforehand.

X Framework Guidelines on Grant Awards at Paderborn University

The Framework Guidelines on Grant Awards at Paderborn University applies in its currently valid version, complementary in those areas in which no more specific requirements are made in this guideline.