

Guidelines for Doctoral Grant and Scholarship Awards **(Research Committee, dated 10-11-2020)**

I General Information

For doctoral students, at least two basic scholarships and one doctoral degree completion grant can be awarded annually to particularly qualified junior scientists and academics. The academic doctoral project should be expected to make an important contribution to research.

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

Paderborn University is committed to increasing the proportion of female junior scientists and academics. Therefore, women are strongly encouraged to apply. Provided the suitability, ability and professional achievements of the applicants are equal, preference will be given to women.

Both German citizens and citizens of foreign countries are eligible for funding.

Grants and scholarships are financed equally from the funds in the research reserve (50%) and the funds of the respective faculty of the scholarship holder's doctoral programme (50%).

II Applications

Grants and scholarships are only awarded upon application. Applications can be submitted by junior scientists and academics.

As a rule, applications must be submitted to the Research Committee at the end of February each year (please observe the current deadline for each application).

The application consists of the following documents:

1. Letter of motivation (max. 1 page)
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)

Acceptance of the grant or scholarship obligates the scholarship holder to follow the rules of good scientific practice of Paderborn University and to inform the Committee for Research and Junior Academics if a career opportunity arises from the funded doctoral dissertation.

III Type of Funding

Financial support and scholarships are provided in the form of grants. The approval of the grant is subject to the proviso that appropriate budget funds are available for the grant period. There is no entitlement to these grants or scholarships.

1.) Basic scholarship

A **basic 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/scholarship funding should not exceed 15 months (exceptions must be explained in detail).

For applications for basic 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 dissertation.

2.) Degree completion grants

A degree completion grant can be awarded if the doctoral project is largely completed and the doctoral dissertation is expected to achieve above-average results.

Scholarship holders who have already received a basic or gender PhD scholarship from Paderborn University **cannot** apply for a PhD completion grant.

As a rule, a degree completion grant can be awarded directly subsequent to employment. In particular, periods of maternity leave (Section 6 (I) German Maternity Protection Act) and childcare, as well as periods of military service and periods spent devoted to the German Federal Volunteer Service, remain unaffected.

For applications for degree completion grants, the applicant must submit a work plan that contains verifiable information on the status of the doctoral project and a work plan outlining the content and schedule for the doctoral dissertation.

3.) Other funding

A basic scholarship or degree completion grant **cannot** be awarded if the scholarship 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.

4.) Employment

A secondary employment of 9.5 hours (annual average) per week is permissible, but it must be performed outside the Paderborn University. Gainful employment must be reported without being asked.

IV Duration of Funding

With regard to the duration of the funding, a **basic scholarship** generally lasts three years, while a **degree completion grant** lasts up to one year.

A holder of a basic scholarship 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 scholarship 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. The holder of a degree completion grant can request an extension of the maximum funding period by up to 6 months if a child is born during the grant period.

Extension requests must be submitted in good time before the end of the funding period.

The degree completion grant is only valid for the approved period. A delayed start differing from the grant period, or a suspension of the degree completion grant is not possible.

As an exceptional case, the basic scholarship 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 scholarship holder must verifiably demonstrate the continuance of his/her academic education and the progress of the doctoral project.

V Duration of Approval Period

Basic scholarships are approved and granted for three years. Degree completion grants are approved and granted for up to one year.

Scholarships and grants 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.

The approval period shall expire no later than

- a) With the opening of the doctoral procedure
- b) when the criteria in Section III) points 3 and 4 are met.

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

At the time of opening the doctoral procedure, the scholarship rate can be paid out for the last time, after which the entitlement to further funding expires. The scholarship holder must notify the Commission for Research and Junior Academics in good time (two months before the opening).

VI Reporting Obligations

1.) Basic scholarship

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

On the basis of the reports and expert reports submitted by the supervisors, the Committee assesses the progress of the doctoral theses every year and checks whether the scientific achievements so far justify further funding.

2.) Expiration of the entire funding period

No later than 6 months after the end of the grant period, the scholarship holder must inform the Committee for Research and Junior Academics whether and when the dissertation was submitted.

If, in an exceptional case, the scholarship 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/scholarship is not extended or if the scholarship holder does not complete his or her dissertation after the end of the approved extension period, the scholarship 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 Committee for Research and Junior Academics will decide on the further course of action in one of its meetings by discussing it as a separate agenda item.

VII Amount of Grant/Scholarship

A grant/scholarship is granted 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 scholarship holder shall receive a child allowance in the amount of a lump sum of 400 EUR/month if the scholarship holder 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 (notification obligation applies). The child allowance is paid starting from the month in which the entitlement arises.

The scholarship holder must proactively inform the 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.

Financial support is provided in the form of grants. There is no entitlement to these grants or scholarships.

Any taxes related to the grant/scholarship are the responsibility of the scholarship holder. The scholarship holder is aware that the grant/scholarship provider is required to inform the tax authorities in accordance with the German Transaction Reporting Regulations (Mitteilungsverordnung, last amended 23-12-2003).

VIII Revocation of the Grant/Scholarship Award Notice

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

The grant may be revoked in whole or in part with retroactive effect if the scholarship 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 IV, 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 III.3.).
- 4.) If the grant is revoked with retroactive effect, the scholarship must be repaid in accordance with the extent of the revocation.
- 5.) The approval of the grant/scholarship 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 or scholarship award notice.
- 6.) The Executive Board decides on the revocation upon the recommendation of the Committee for Research and Junior Academics. The scholarship holder is given the opportunity to make a statement beforehand.