



New University Endowment guidelines on the granting of the bridging scholarships “STAY!” and “Come and STAY!”

General

The New University Endowment Freiburg (NUS) was recognized as an incorporated foundation on 17.12.2007. It was recognized as a not-for-profit organization on the basis of its charter. The foundation's mission is set by the University of Freiburg and serves to promote, at the university, academic knowledge and research, education, and better understanding between nations. One of the ways in which the foundation's mission is effected is via scholarships for outstanding students both from within Germany and from abroad.

The NUS has set the following guidelines for the granting of the bridging scholarships “STAY!” and “Come and STAY!” to outstanding female post-doctoral researchers.

1. Purpose of funding

The purpose of granting the bridging scholarships “STAY!” and “Come and STAY!” is to promote female junior researchers who have a qualifying doctorate (at least *magna cum laude*) or who have submitted a doctoral thesis, and who have decided to pursue an academic career.

In order to promote female junior researchers, scholarships are to be granted to highly-qualified female researchers at the University of Freiburg at the start of their careers. The bridging scholarships “STAY!” and “Come and STAY!” are intended to unburden suitable junior researchers for the time needed to write a habilitation exposé or research exposé or an application for leadership of a research unit (six months) and enable them to subsequently apply for suitable follow-up financing in academia, such as a project staff position, a researcher's or habilitation scholarship, etc. (another six months).

2. Bridging scholarship “STAY!”

The bridging scholarship is awarded as a full scholarship. It is aimed at outstanding women junior researchers with innovative plans for their habilitation exposé or research exposé, or

for an application for a position as head of a research unit. The funding period is twelve months. If the applicant has already completed her doctorate, completion should not usually have been more than twelve months prior to application.

The minimum requirement for application is a doctoral thesis which has been submitted.

The monthly scholarship payment is 1,800 euros. If the applicant is eligible for child benefit or a child tax credit in Germany, the scholarship pays an additional 300 euros per child per month, upon application.

Each “STAY!” scholarship holder has the chance of being accepted into the university’s coaching program for female junior researchers.

The bridging scholarship is approved for an initial period of six months.

The New University Endowment’s academic advisory board makes a pre-selection of worthy candidates, where appropriate in consultation with an external expert, and presents its recommendation to the New University Endowment’s supervisory board for a final decision. Before the end of the six-month period, the scholarship holder makes to her supervisor a written report on the progress of her habilitation exposé or research exposé or application for a position as head of a research unit. If her exposé receives a positive evaluation from the supervisor, the scholarship holder may apply for a scholarship extension of six months upon presentation of the habilitation exposé and a written evaluation by the supervisor. The Endowment’s supervisory board will decide on such extensions, if necessary by written consent in lieu of a board meeting.

The scholarship comes to a premature end the moment the scholarship-holder receives funds from another source; otherwise it terminates at the end of the twelfth month of funding.

3. Bridging scholarship “Come and STAY!” for female junior researchers working abroad subsequent to doctoral studies

In addition to this “STAY!” scholarship program, which is open to all faculties, the New University Endowment Freiburg offers the bridging scholarship “Come and STAY!” for female junior researchers who have commenced academic employment outside Germany subsequent to their doctorate and who would like to conduct their next academic endeavor (habilitation project, research project, research unit leadership) at the University of Freiburg.

Furthermore the requirements set out under 2. apply insofar as the planned academic project at the University of Freiburg must follow on immediately from the conclusion of the postdoctoral employment abroad.

4. Requirements for the granting of a “STAY!” or “Come and STAY!” scholarship

The following documentation (single copies) must be submitted:

- a. Above-average assessed and non-assessed coursework
- b. Outline proposal for the research exposé or habilitation exposé or the application for leadership of a research unit, work plan and timetable (max. five pages): brief outline of the problem, current state of research, and suggested approach for solution; work plan and timetable must include information on registration and/or start of habilitation thesis or research project or planned project group leadership.
- c. Letter of motivation explaining the relevance of the planned academic project for the applicant’s professional and career planning (max. two pages)
- d. Report by applicant’s supervisor (max. two pages)

- e. Declaration of willingness to accept the applicant, issued by the relevant University of Freiburg faculty. The relevant faculty must guarantee that a workplace with sufficient space and equipment is available for the planned work.
- f. Tabular résumé
- g. Copy of:
 - a. High school leaving certificate
 - b. All higher education certificates (e.g. intermediate examinations, intermediate diploma, Bachelor's degree, Master's degree, Magister, diploma, doctorate)
- h. Written consent to supervise from an academic at the University of Freiburg
- i. If the applicant has already completed her doctorate, the oral defense should not usually have been more than twelve months prior to application. This does not apply to applicants for the bridging scholarship "Come and STAY!" (3.)
- j. If the applicant has not yet concluded her doctoral examination process, she must provide documentation that she has submitted a doctoral thesis
- k. A declaration that the planned project will not be financed simultaneously by other funding from foundations or sponsoring organizations.
- l. Written consent to the forwarding of the documentation submitted to the academic advisory board of the New University Endowment Freiburg.

5. Type of funding

The bridging scholarships are awarded as grants. They are not dependent on consideration. They do not form the basis of any kind of employment relationship. A bridging scholarship does not constitute earnings under § 14 of the German Social Code, part IV.

There is no right to the granting of a bridging scholarship even if all the requirements are met. If the planned project is prematurely aborted, payment will be stopped. Payments made up to that point will not be reclaimed. If funds are paid after the point at which the project was aborted, they will be reclaimed.

6. Application procedure

The bridging scholarships to be granted will usually be advertised publicly. The application for approval of a bridging scholarship must be submitted to the administration of the New University Endowment Freiburg.

A shortlist of worthy applicants in order of preference will be drawn up by the academic advisory board of the New University Endowment Freiburg. The New University Endowment Freiburg's supervisory board makes the decisions on granting the scholarships at the recommendation of the academic advisory board.

Alongside an evaluation of the documentation submitted, a personal interview may also form part of the basis for selection decisions.

Successful applicants must declare in writing their receipt of approval for a bridging scholarship and their compliance with the associated terms and conditions.

7. Earnings and employment

a. If the scholarship holder has earnings during the scholarship period, she must notify the responsible institution, documenting the earnings if required. Employment of up to 40 hours per month as a student assistant or as a research assistant shall not prejudice the terms of

the scholarship. Employment may not be in any immediate relationship with the project financed by the scholarship.

b. Earnings of up to a net monthly amount of 750 euros shall not be offset against the scholarship payments. The basis for this calculation is the scholarship holder's respective average annual income during the period of scholarship funding. If the scholarship holder's earnings are over a net monthly sum of 750 euros, the monthly scholarship payments shall be reduced by one-twelfth of the offsettable annual income. "Annual income" is defined as the sum of positive income under § 2 paragraphs (1) and (2) of the Einkommensteuergesetz, deducting the fixed income tax, church tax, solidarity tax, and the tax-relevant social security contributions for the relevant calendar year. Furthermore, forms of unemployment benefit as defined in the German Social Code - SGB III - are counted as income.

8. Obligation to report/ Rules of good academic practice

The scholarship holder makes a commitment to observe the rules of good academic practice. We refer scholarship holders to the requirements set out in the University of Freiburg's statutes ensuring good academic practice of 10 June 2011 (Amtliche Bekanntmachungen vol. 42, no. 38, pp. 395-399), as amended on 20 November 2014 (Amtliche Bekanntmachungen vol. 45, no. 86, p. 653).

After expiry of the "STAY!" or the "Come and STAY!" scholarships, the scholarship holder must make a final report on her research project as well as on her experience with the "STAY!" or "Come and STAY!" scholarship. Even if the sponsorship is terminated prior to the end of the twelve-month period, the scholarship holder must make a written report to the New University Endowment Freiburg administration on the reasons for, and the nature of, any activity taken up instead of the scholarship project.

Sponsorship from a New University Endowment Freiburg "STAY!" or "Come and STAY!" scholarship must be noted in publications.

9. Data protection

The university and the New University Endowment Freiburg store and process the data collected for the processing and evaluation of the scholarship application and forward it to the members of the committees involved in the selection. Data protection laws will be observed.

10. Revocation, reclamation

The New University Endowment Freiburg reserves the right to revoke approval of the bridging scholarship in whole or in part and to claim compensation, if:

- approval was obtained on false pretenses,
- requirements are not met, or are not met within a set time period,
- funds are not used for the purpose intended,
- there is good cause to believe the purpose of the scholarship cannot be fulfilled because the scholarship holder's personal contribution is no longer sufficient.

11. Effective date

These guidelines take effect upon the decision of the supervisory board of 26 July 2016 and the approval of tax office 22 September 2016.