

Guidelines for the allocation of subsidies regarding the programme for transitional funding for female doctoral and post-doctoral researchers

Preamble

The University of Siegen grants funds to provide transitional funding for female doctoral and post-doctoral students. The funds are to be granted for the completion of a doctoral or habilitation project if it can be proven that all other financing options have been exhausted and the completion of the project within the given time is realistic. The funds can be made available to finance preliminary work (start-up financing), e.g., to obtain a doctoral or habilitation scholarship, or to cover the period in which other financing options are evidently not available.

Funds for transitional financing are awarded once a year upon application. The Rectorate decides on the approval of applications on the proposal of the Equal Opportunities Commission.

§1 Submission of applications

Applications can usually be submitted by mid-March of a year based on a respective call for proposals. Female doctoral and postdoctoral researchers of the University of Siegen are eligible to apply for funding.

Female students and graduates of the University of Siegen are eligible to submit applications. The application must be submitted in electronic form (e-mail, C-ROM or USB stick) to the chairperson of the Equal Opportunities Commission and must consist of the following documents and information:

- a) An exposé of the project, approx. 5 - 8 pages (contents, goals, methods, envisioned progress).
- b) The candidate's CV.
- c) In the case of an application for final funding, a precise list of the completed and outstanding steps with a detailed timetable as well as information on the scientific career to date.
- d) In the case of an application for interim funding, a precise list of the completed work steps and those planned for the funding period with a detailed timetable as well as information on the scientific career to date.
- e) In the case of an application for start-up funding, a description of the preliminary work and a detailed list of the work steps planned for the funding period with a detailed timetable showing when the project will possibly be completed.
- f) In the case of an application for start-up funding and an application for interim funding, the applicant is asked to state which follow-up funding will be provided
- g) The applicant ought to indicate the desired funding period and the desired amount of funding.
- h) Proof that other funding options have been exhausted / are not available has to be provided. For applicants from non-EU countries, it is taken into account that at least the BAFöG maximum monthly income must be proven in order to receive the visa.
- i) The immediate follow-up of a transitional funding to a funding by the House of Young Talents (HYT) is not permitted. Applicants who have already received a doctoral scholarship from the House of Young Talents (HYT) must document that the supervising professor has taken over funding periods for the doctoral project from funds of the chair or third-party funds following the funding by the HYT (according to the guideline for the awarding of scholarships HYT, § 5 Para. 1). Hence, transitional funding immediately following HYT funding is not possible.
- j) Information on any income from employment (cf. § 4, Para. 2).

- k) Doctoral researchers (*Promovierende*) applying must enclose a letter of recommendation / academic reference by one of the supervisors.
- l) Doctoral candidates must submit a written declaration by their supervisor, stating that they will write and submit a short report after the completion of the funding period.
- m) Post-doctoral candidates (*Habilitierende*) must submit a written declaration that they will submit a short report after completion of the funding.
- n) Doctoral candidates must enclose their university degree certificate / certificate of graduation. Post-doctoral candidates must not only enclose their university degree certificate / certificate of graduation, but also their doctoral certification.

The applicant is solely responsible for submitting a complete application by the deadline. Applications received late or incomplete will be rejected for formal reasons. Usually, the Equal Opportunities Officer will inform the applicants of the decision on the grant by 30 April of the same year.

§ 2 Amount of funding

Funding through transitional funding is possible for a maximum of up to six months and up to € 1.250 per month.

§ 3 Award Committee and Selection Criteria

- (1) The Rectorate will decide on the granting of funds upon the recommendation of the Equal Opportunities Commission.
- (2) Transitional funding may be applied for dissertation and habilitation projects (and comparable) by female candidates of all departments, regardless of the specific topic.
- (3) The prerequisite for funding is the content-related quality of the exposé. In the case of equal quality, criteria of a societal character will determine the grant.

§ 4 Exclusion from funding, employment

- (1) Funding will not be granted if the applicant is already receiving other funding from public or private institutions for the same project. In case of the applicant receiving another regular grant, the scholarship shall end at the beginning of this grant.
- (2) It is generally possible to earn a salary in addition to the scholarship. If the scholarship is drawn in full, the amount of employment may not exceed 10 hours per week as a rule. If the scholarship is drawn to a lesser extent, the extent of employment may not exceed 15 hours per week as a rule.
- (3) There is no entitlement to the scholarship.
- (4) The scholarship does not constitute an employment relationship. It is not subject to compulsory social insurance, as it does not constitute remuneration according to § 14 SGB IV. The scholarship is tax-free under the conditions of § 3 No. 44 EStG.
- (5) Accordingly, the awarding of the scholarship is not associated with the assumption of contributions for health or accident insurance. The same applies to private liability insurance. The scholarship holder must obtain such insurance at their own expense.
- (6) Upon formal request, the scholarship may be suspended for the period of maternity leave and appended to the total funding period. In the case of parental leave, the scholarship may be suspended upon application and added to the total funding period.

§ 5 Duty of notification

- (1) Upon obtaining funding, the scholarship holder agrees to inform the chairperson of the Equal Opportunities Commission immediately and without being asked about any changes relevant to the funding.
- (2) After completion of the funding of a *doctoral* project, the supervising professor shall submit a brief report on the supervised person, stating whether the doctoral project has been completed or how further funding has been secured. After completion of the funding, a funded *habilitation* candidate

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submits a short report on the completed project, indicating whether it has been successfully completed and how further funding has been secured. The short report is necessary in order to be able to assess the overall success of this grant.

(3) According to the notification regulations, the university is obliged to notify the scholarship holder's tax office of the payment of the scholarship.

§ 6 Revocation

The scholarship is granted on revocation. It may be revoked and, if applicable, a claim for repayment may be asserted if it becomes apparent that,

- a) the information in the proposal documents is incorrect,
- b) the funds have not been used for the intended purpose,
- c) the funds for the grant have expired or are no longer available,
- d) the grant holder does not fulfil their reporting or notification obligations, or
- e) it becomes apparent that the scholarship holder is not making the necessary or reasonable efforts to achieve the purpose of the funding.

Based on the decision of the Rectorate of the University of Siegen of 19 December 2019, amended on 19 May 2020, 17 December 2020, 15 July 2021 as well as 16 December 2021.

