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**Guidelines
for the scholarship programme of the HYT Young Academy
of the University of Siegen**

Preamble

The Young Academy of the House of Young Talents (HYT) at the University of Siegen aims to provide financial and non-material support for outstanding students and doctoral researchers with excellent, promising doctoral projects by awarding scholarships in order to allow them the greatest possible freedom for their own academic activities. Funding is intended for excellent Master's graduates who would like to start or have recently started a doctorate at the University of Siegen. The start of the doctorate may not be more than one year before the start of the funding period (closing 1 April or 1 October). The scholarships are awarded across faculties and subjects and are limited to a maximum duration of three years.

§ 1

Requirements for applicants and mentors

- (1) Graduates of a Master's programme or degree programme in any subject that entitles them to a doctorate who are starting or wish to start a doctorate at the University of Siegen can apply for a doctoral scholarship.
- (2) The first supervisor of the doctoral project must be named as mentor in the application for a scholarship in accordance with the respective doctoral regulations. In the case of a change of mentor during the scholarship, the approval of the selection committee is required

§ 2

Application

- (1) The HYT Young Academy scholarships are typically announced twice a year. The respective call for applications is usually published in April and November.
- (2) The responsibility for the complete and timely submission lies with the applicant. Applications received late or incomplete will be rejected for formal reasons. Relevant is the date of receipt of the application by e-mail. The documents required for the application can be found in the respective call for applications.
- (3) The application and further correspondence are to be sent to the HYT by e-mail only.

§ 3

Selection committee

- (1) A selection committee decides on the awarding of the scholarships and, if applicable, the additional family component. It consists of the Prorector for Research and Junior Academics, the Vice-Deans for Research and Junior Academics of the individual facilities, the head of the HYT and an external member.
- (2) In addition, the persons responsible for the affairs of the Young Academy in the HYT participate with the right to speak in the meetings of the selection committee and take minutes.
- (3) The external member in the selection committee is proposed by the Senate Commission for Research and Junior Academics and appointed by the rectorate. The person to be appointed must be active in the support of junior academics and must not be a member of the University of Siegen.
- (4) To ensure that all faculties are always represented at the meetings of the selection committee, the vice-deans of the faculties should appoint a substitute from the dean's office of the respective faculty if they are prevented from attending. The head of the HYT may appoint another person from the HYT as a substitute. A substitute may also be appointed for the external member, whereby the substitute must also meet the requirements of § 3 Para. 3 Sentence 2. If it is not possible to appoint a substitute, a written statement on the applications may be submitted in exceptional cases.
- (5) The central equal opportunities officer must be given the opportunity to participate in the selection procedure in good time. She has the right to participate in the meetings of the selection committee with the right to speak and to submit motions and must be invited and informed in the same way as a member.
- (6) When a severely disabled person applies, the applicant may request that the representative for severely disabled persons be involved in the selection procedure. In this case, the representative for severely disabled persons has the right to participate in the meetings of the selection committee with the right to speak and to submit motions.
- (7) In the event that a member of the selection committee or his or her substitute is at the same time the proposed mentor of an applicant, or if there are other reasons for a conflict of interest, the member in question is not allowed to take part in the discussion of the application in question at the meeting of the selection committee and must leave the room. In a comparative review of all applications, the member may be present but is not allowed to comment on the application(s) discussed in his or her absence. The member is not allowed to participate in a vote on the application.

§ 4

Selection process and selection criteria

- (1) After a pre-selection by the committee, the shortlisted applicants are invited for a short presentation of the doctoral project to the selection committee.
- (2) The excellence of the applicant and consideration of the range of research areas represented at the University are decisive for the selection.
- (3) If possible, at least one of the advertised scholarships shall be awarded to an applicant with a foreign education entrance qualification.

§ 5

Scope of the funding

- (1) The amount of the scholarship is EUR 1,750 per month for a maximum of three years. For doctoral projects that will not have been completed by the end of the funding period, the supervising professor must endeavour to obtain any necessary further or final funding from chair or third-party funds. Further or final funding in the form of a scholarship from professorship or chair funds also fulfils this condition, provided that the necessary framework conditions (scholarship guidelines) are in place in the respective faculty. Alternatively, this funding can also be paid out by the HYT on the basis of this guideline, provided that the necessary funds are made available to the HYT by the professorship or chair.
- (2) The third year is initially only approved with reservations. 18 months after the start of the funding, the scholarship recipient must submit a reviewable progress report, in which the status of the doctoral project is presented and the milestones that have been reached and those that are still outstanding are discussed. At the same time, the mentor must submit an assessment of the status of the doctoral projects for completing the doctorate. If admission to the doctorate was subject to conditions, a confirmation of fulfilment of these conditions issued by the doctoral committee must also be submitted together with the progress report. Based on these documents, the selection committee decides whether the third funding year will be finally approved.
- (3) Within the scope of the doctoral scholarships, an additional family allowance can be granted to the scholarship holders upon request. The family allowance amounts to EUR 100 per month for each minor child living in the same household, up to maximum of EUR 300 per month. The HYT must be informed of the number of children at the time of application, birth or inclusion to the household; a retro-active consideration is not possible.
- (4) In addition to the basic funding according to § 5 Para. 1, the HYT Young Academy maintains a fund for material grants for the scholarship recipients to cover the costs of
 - research trips,
 - participation in meetings and conferences,
 - research-related acquisitions or
 - invitations of external guests, e.g., for talks.

The reimbursable costs for the above-mentioned activities are limited to EUR 1,500 per person per funding year – depending on the duration of the scholarship also in a proportionate basis – and can only be approved and reimbursed up to this maximum limit against appropriate proof. The HYT reserves the right to refuse reimbursement of purchases or services that fall within the scope of general living costs. Unused material funds from the funding year can be carried over to the next funding year if this is announced in writing for an appropriate purpose (e.g. trip abroad) before the end of the funding year in question.

- (5) Non-material support: The HYT Young Academy offers regular study-supporting events for the scholarship recipients, which are led in interdisciplinary groups by mentors and other persons organised by the HYT. Participation in the events is generally obligatory for the scholarship recipients.

§ 6

Exclusion from funding; gainful employment

- (6) Funding will not be granted if the applicant has already completed a doctorate or has already received or is receiving other funding from public or private institutions for the same project (double funding). If the applicant receives further funding or takes up gainful employment beyond the limits specified below, the scholarship ends when this funding or gainful employment begins. In the event of a termination of doctoral studies or a change of doctoral degree programme or university, the scholarship ends at the end of the month in which the termination or change takes place.
- (7) An extension or re-awarding of the scholarship is excluded.
- (8) Gainful employment in addition to the scholarship is generally possible. Scholarship recipients are permitted to work in a position that is relevant to the doctoral subject at the University of Siegen for the respective mentor as a research assistant in a qualification position or as "wissenschaftliche Hilfskraft" (WHK) with a maximum of half of the regular working hours; a combination of such an employment with another one is not permitted. Employment that is not relevant to the subject (scientific or non-scientific) is permissible up to a maximum of 10 hours per week only. In any case, the HYT must be notified immediately of the commencement or termination of employment or an internship, even unpaid, during the scholarship period.
- (9) The scholarship recipient is not obliged to provide a specific service in return or to work as an employee in connection with the scholarship. The scholarship does not constitute an employment relationship. It is not subject to social security contributions, as it does not constitute remuneration according to § 14 SGB IV. The scholarship is tax-free under the conditions of § 3 No. 44 EStG.
- (10) Consequently, the awarding of the scholarship does not entail the assumption of contributions for health or accident insurance. The same applies to private liability insurance. The scholarship recipient must take out such insurances at his or her own expense.
- (11) The scholarship may be suspended upon application due to personal or study-related circumstances. The duration of the suspension must be appropriate to the occasion. The duration of the suspension is appended to the total funding period. Such an application must be submitted to the HYT in advance with justification and time planning; there is no legal claim to approval.
- (12) Upon request, the scholarship may be suspended for the period of maternity leave and the duration of the suspension may be appended to the total funding period pursuant to § 6 Para. 6. In the case of parental leave, the scholarship may be suspended for up to one year upon application pursuant to § 6 Para. 6 and the duration of the suspension may be appended to the total funding period.

§ 7

Reporting and notification obligations

- (1) Upon receiving the funding, the scholarship recipient commits to informing HYT immediately and without being asked about all changes relevant to the funding.

- (2) Every semester (deadlines 31 March and 30 September), a progress report on the doctorate (informal one-page-report), countersigned by the mentor, as well as a current certificate of enrolment must be submitted to the HYT.
- (3) The HYT must be notified immediately of the commencement or termination of any gainful employment or an internship, including unpaid internships, during the scholarship period.
- (4) The scholarship recipient must report the completion of the doctoral project directly to the HYT, even after the scholarship has ended, and submit a copy of the certificate.
- (5) In accordance with the notification regulations, the university is obliged to notify the relevant tax authorities of the payment of the scholarship.

§ 8

Revocation

- (1) The scholarship is granted until revoked. It can be revoked and, if necessary, a claim for repayment can be made if it turns out,
 - that the information in the application documents is incorrect,
 - that the funds have not been used for the intended purpose,
 - that the funds for granting a scholarship no longer exist or are lacking,
 - that the scholarship recipient does not fulfil his or her reporting or notification obligations, or
 - if it becomes apparent that the scholarship recipient is not making the necessary or reasonable efforts to achieve the funding purpose.

§ 9

Association

- (1) Doctoral researchers at the University of Siegen who have been awarded a comparable scholarship that is geared towards scientific excellence and that will continue for at least one year may apply for association with the HYT Young Academy for the remaining duration of their scholarship. This will enable them to benefit from the non-material support of the HYT Young Academy. The application for association must include:
 - Letter of motivation
 - The duration of the scholarship
 - Name of the supervisor of the person to be associated
 - Declaration of commitment by the person to be associated to personally and actively participate in the study-supporting events of the HYT Young Academy and to immediately notify the HYT Young Academy in writing of the receipt of other funding, the termination of studies or the change of study programme or university
 - Declaration of commitment by the supervisor to organise an event for scholarship recipients on an interdisciplinary topic of their own choice in each funding year in coordination with the HYT

- (2) The application must be signed by the person to be associated and the supervisor. The following documents must be enclosed with the application:
 - Letter of approval of the scholarship
 - Certificate of enrolment of the person to be associated
- (3) The association does not give rise to any entitlement to a scholarship or to other funds.
- (4) The selection committee decides on the application for association.

These guidelines apply upon confirmation by the Rectorate of the University of Siegen. Scholarships awarded in accordance with the version of the guidelines valid up to this point in time will still be processed in accordance with the guidelines valid for the respective calls for applications.

*Approved by
the rectorate of the University of Siegen
on 28 November 2024*