

**Guidelines
for the Awarding of Grants
under the
Comenius International Partnership Program
for International Researchers**

Preamble

The University of Siegen routinely seeks to expand its international network and profile, especially in the area of research. As a tool to strengthen networks between Siegen researchers and international colleagues, the University has now established the *Comenius Fellowship for International Researchers*.

1. Grants

Grants are available for researchers to the University of Siegen with an exclusively non-German affiliation who are currently working on or have already completed their doctorate. Research stays generally range from a minimum of two months to one full semester at a time.

The grant aims to support joint work on high-profile research projects, especially those with thematic relevance to the [research focuses](#) of the University of Siegen. Applications from guest scholars (including alumni) from the [focused partner universities](#) of the University of Siegen will be given priority.

The grant is paid to the guest scholar as a professional fee on the basis of a contract for services. The amount of the professional fee is based on the work to be performed by the guest scholar, but may not exceed 2,700 euros per month. The grant may be extended or increased from the funds of the inviting party.

Entry into a fee contract does not constitute an employment relationship. The agreed fee falls under "income from self-employment" from a tax law standpoint, and the guest scholar is responsible for paying taxes on it. The payment of any social security contributions is the responsibility of the guest scholar. According to his/her own statements, she/he is self-employed within the meaning of German Social Security Code IV (SGB IV) when carrying out the activity.

2. Application

Individuals as well as working groups, departments, and schools are eligible to apply. In all cases, the application must be submitted to the dean. The host institutions agree to provide the guest scholars with all conditions necessary for the research stay.

Applications may be submitted at any time and should be addressed to the Prorektorat for International Affairs and Lifelong Learning (Prorektorat-Internationales-LLL@uni-siegen.de). Applicants must use the form "Application for Comenius International Partnership Program for International Researchers."

3. Selection Committee and Awarding

As a rule, applications are reviewed twice a year (in spring and autumn) by the Committee for International and Lifelong Learning (subject to the availability of budget funds). The committee then makes a recommendation for each application, for which purpose it enlists the assessment of an external, independent examiner. This recommendation, including the examiner's assessment, is then submitted to the Rectorate for a final decision. There is no right or entitlement to a grant.

Following a positive award decision, the Prorektorat directs the guest scholars to the responsible office in the Finance Department for the purpose of concluding the fee contract ([link](#)).

No later than six months after the end of the stay, a report (max. 3 pages) on the course of the project and any applications for external funding or publications resulting from the project must be sent to the Prorektorat for International Affairs and Lifelong Learning (Prorektorat-Internationales-LLL@uni-siegen.de).

4. Revocation

The approval of a grant can be revoked and, if necessary, a claim for repayment can be asserted if it is

determined that false information was provided in the application documents, if funds from the grant have not been used for their intended purpose, or if the funding resources are canceled or otherwise unavailable.

Siegen, 11/2/2023