

GUIDELINE ON THE PROGRAMME TO PROMOTE THE INTERNATIONALISATION OF FEMALE EARLY CAREER RESEARCHERS AT LEUPHANA UNIVERSITY LÜNEBURG

The Presidential Committee of Leuphana University Lüneburg adopted the following guideline on the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg" on 07 April 2021. (Guideline edited and adjusted in May 2022 and April 2024).

1. Background and purpose of promotion

In most subjects, evidence of international research and publication activities as well as networking activities are indispensable for academic careers and the path to professorship.

Therefore, the objective of this measure is to provide excellent female early career researchers in the qualification phase (postdocs, junior professors, teaching professors (akad. Rätin) and advanced doctoral candidates in the final phase of their doctorate) with opportunities to establish or expand international contacts and networks for research and teaching activities. Funding is granted in the form of scholarships, which, among other things, allow for stays abroad. In the sense of international tandems, the visit of an international guest can also be financed in order to promote networking with international (early career) researchers and to increase the proportion of international guests at the university. The measure aims to increase the visibility of women in science and increase the proportion of women holding professorships.

This funding programme takes into account the increasing importance of evidence of international research and publication activities for the appointability of female early career researchers. This will also meet the needs of Leuphana's internationalisation strategy, which seeks to increase international visibility in research and teaching contexts and strengthen the targeted integration of international scientists (development planning 2016-2025). The aim is to support and promote female early career researchers across all faculties and institutions of Leuphana University in their academic careers in a target-group specific and needs oriented manner and to contribute to the realisation of the equality mandate according to Article 3 para. 3 NHG (Lower Saxony Higher Education Act).

The total volume of the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg" is up to 320,000 Euros. The term of the programme ends on 31 March 2025 (see 3.2 for the deadlines for financial settlement). The intention is to reserve funds of up to 80,000 Euros per year from the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg" that relate to the following measures. For many applications, a cap on the funding measures per year is planned in order to be able to distribute the available funds over the entire funding period.¹

2. Overview "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg".

¹ In this case, an extraordinary panel shall be established to decide on the selection.



No.	Measure / Objective of the funding	Implementation format	Costs covered	Eligible applicants ²
1.1	1 to 6-month residence at a partner university or at a university that is particularly renowned in the respective research field for research and networking purposes	Scholarship ³ - temporary leave of absence with, if applicable, cost-neutral extension of the position/doctoral or postdoctoral scholarship - following a fixed-term position or a doctoral or postdoctoral scholarship	Travel and living expenses, Compulsory insurance, research expenses, care expenses, university fees	Postdocs, teaching professors, and advanced doctoral students in the final phase of their doctorate ⁴
1.2	Building on 1.1.: in the case of a 4 to 8-week initial stay, a second longer residence ⁵ at a partner university or at a university that is particularly renowned in the respective research field, for research and networking purposes.	Scholarship ³ - Temporary leave with cost-neutral extension if necessary - following a temporary position or a doctoral or postdoctoral scholarship	Travel and living expenses, compulsory insurance, research expenses, childcare expenses, university fees	Post-doctoral students, teaching professors, and advanced doctoral students in the final phase of their doctorate
1.3	Establishment of an international tandem: residence is in combination with the visit of an international guest ⁶ for research and/or teaching purposes (max. 6 months each)	Scholarship - Temporary leave with cost-neutral extension if necessary - secondment in the employment relationship - following a fixed-term position or a doctoral or postdoctoral fellowship Official travel ⁷ as a civil servant	Travel and living expenses (for applicant and guest), compensation through teaching assignments at Leuphana (during the stay abroad); Tandem partner: Visiting scientists ⁸ (according to NHG),	On the part of Leuphana: female postdocs, junior professors, teaching professors, and advanced doctoral students in the final phase of their doctorate;

² The conditions and requirements for eligibility are specified in more detail in section 2.1 - the explanations there are authoritative.

³ Lump sum of 3,000€ and, if applicable, child allowance per child (according to Postdoc Fellowship Regulations §5, 3)

⁴ Opening of the doctoral procedure with submission of the dissertation in accordance with the PromO valid in the school at the time (cf. <https://www.leuphana.de/graduate-school/promotion/promotion-organisieren.html>).

⁵ The maximum funding period is 6 months per applicant (see also 2.2).

⁶ Special funding criterion if this increases the proportion of international female guest researchers.

⁷ The Lower Saxony travel expenses regulations are to be used as a basis (cf.

https://www.leuphana.de/fileadmin/user_upload/INTRANET/verwaltung/formulare/Dienstreise/VV_zu_NRKVO_v._-10.1.2017.pdf

⁸ Here, the integration at Leuphana must be specifically named and a visiting researcher application must also be submitted to the Professorship Service via the Dean's Office. Remuneration is based on the law on travel expenses abroad. With the payment of the monthly



			scholarship holders/ fellows	
1.4	Leuphana tasks or tasks during a scholarship are conducted at a (partner) university abroad (secondment or (business) trip) for research and/or teaching purposes (max. 6 months).	Travel expenses in the case of ongoing employment or in the case of an ongoing scholarship ⁹	Travel expenses	Postdocs, junior professors, teaching professors

3. Application procedure

3.1 Eligible applicants

In principle, female researchers in the postdoc phase with a completed doctorate are eligible to apply, i.e. postdoctoral researchers, advanced doctoral researchers in the final phase of the doctorate (doctoral procedure has been opened in accordance with Art. 9 PromO), junior professors, teaching professors, as well as doctoral and postdoctoral fellows at Leuphana University Lüneburg. Before submitting an application to the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg", advice should always be sought from the coordination office in the Equal Opportunities Office. If necessary, a preliminary check of the legal requirements for funding on the part of Human Resources or the Professorship Service is required.

The application is possible

- a) for employees or scholarship holders: In this case, a legal assessment is carried out to determine whether the employment relationship can be suspended for the time spent abroad, whether a secondment or leave of absence can be granted, or whether a limited extension of the position or continuation of the scholarship is possible afterwards.
- b) directly following a position/fellowship: Applications for funding from the "Programme to promote the Internationalisation of female early career researchers at Leuphana University Lüneburg" should be submitted at least three (3) months before the end of an academic staff position, junior professorship or doctoral or postdoctoral fellowship at Leuphana University Lüneburg or before the end of an external scholarship.

allowance, all costs incurred on the occasion of the assignment for travel between the place of residence and the place of work as well as for overnight stays at the place of work are compensated. There is no entitlement to the payment of a separation allowance or travel expenses for journeys between the place of residence and the place of employment. However, the entitlement to reimbursement of travel expenses for other official travel (e.g. participation in conferences, external working meetings, etc.), which serve the performance of the duties as a visiting scholar within the scope of the assignment, shall remain unaffected.

⁹ If necessary, additional teaching assignments on site are carried out as part-time work and must be commissioned and remunerated by the partner university.



- c) for those who have already left: female early career researchers, who were employed by Leuphana up to eighteen (18) months ago (as academic staff with research and/or teaching responsibilities), who were doctoral or postdoctoral scholarship holders or doctoral candidates at Leuphana, or who were on parental leave may also be considered eligible to apply.¹⁰
- d) for administrative employees: Postdoctoral researchers who are temporarily employed in the administration and have been visibly engaged in research throughout are also eligible to apply under certain conditions. In this case, a case-by-case assessment is highly recommended before submitting an application.

Here, too, a distinction must be made between different variants:

- following a temporary position,
- a secondment in the employment at Leuphana to a partner university,
- an unpaid temporary leave of absence, during which a grant/scholarship with independent insurance obligation can be claimed through the "Programme to promote the Internationalisation of female early career researchers at Leuphana University Lüneburg".

Double funding is excluded: Since simultaneous funding according to the doctoral scholarship regulations or the postdoctoral scholarship regulations¹¹ (Leuphana Gazette No. 07/14 of 30.04.2014), and funding according to the regulations of the programme at hand are excluded, female early career researchers who are or have been scholarship holders with Leuphana University Lüneburg must interrupt or have exhausted the funding opportunities within the framework of those regulations and no longer receive funding according to those regulations while they are receiving funds from the "Programme to Promote the Internationalisation of female early career researchers at Leuphana University Lüneburg".

In addition, however, there is the option of only applying for a travel allowance for the stay abroad and letting the previous scholarship continue.¹² Simultaneous funding from the Leuphana Equal Opportunities Fund is limited to the application for travel expenses for family members.

Those who take advantage of the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg" may only pursue a professional or other activity to an extent that does not prevent them from devoting themselves predominantly to the goals of the funding measure. Such activities may therefore take up a maximum of 8 hours per week on an annual average. Furthermore, simultaneous funding of stays abroad by the DAAD or the DFG or by other funding sources is excluded.

3.2 Deadlines, funding amount and duration

Applications in the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg" can be submitted three months in advance on 01.03., 01.06., 01.09. and 01.12. of a year.

¹⁰ Applications are not possible for subsequent employment at other universities or research institutions.

¹¹ Cf. funding guidelines of the Young Scientists Promotion Fund

¹² For a "pure" application for travel expenses, it may be advisable to contact the International Office in advance in order to check the possibilities within the framework of DAAD and DFG programmes, among others.



A monthly basic amount (allowance) for accommodation, travel costs, meals and incidental expenses of 3,000 Euros is paid, as well as a child allowance in accordance with Postdoc Fellowship Regulations Article 5, 3.¹³

The maximum funding period is 6 months in total, whereby the justification must be plausibly presented (cf. 3.3.1). An extension of the funding period is only considered in justified cases and can be requested for measure 1.2. Follow-up funding is not possible. Double funding is excluded. There is no entitlement to funding.

Applications received will generally be submitted to the Presidential Committee for a decision within four weeks after the end of the above-mentioned application deadlines. The measure must be started within one year after the application has been approved. As the overall funding period is limited, the last measure must be started in such a way that it can be completed and invoiced on 31 March 2025.

3.3 Application

Applications for funding of measures in the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg" should be submitted in writing to the Equal Opportunities Office of Leuphana University Lüneburg.

3.3.1 Components of the application for the promotion of one's own internationalisation

The application consists of:

- an application form (the form provided by the Equal Opportunities Office of Leuphana University Lüneburg has to be used),
- the scientific project description at the time of application (Annex 1, max. four (4) pages)
- the costs projection (for measures 1.3 and 1.4) (Annex 2, approx. 1 page),
- the work programme (Annex 3, max. two (2) pages) with the expected total duration of the networking/cooperation building measure(s),
- a scientific curriculum vitae (Annex 4, max. two (2) pages)
- a statement by the academic supervisor or a superior, the institute and, in the case of a junior professorship, the applicant's own presentation of the necessity of promoting the project for career development (Annex 5, max. two (2) pages, the form provided by the Equal Opportunities Office of Leuphana University Lüneburg has to be used).
- Letter of Intent of a designated contact person at the partner university (Annex 6, max. one (1) page, the form provided by the Equal Opportunities Office of Leuphana University Lüneburg has to be used).

The application including relevant annexes should not exceed twelve (12) DIN-A4 pages.

In addition, the following may be submitted: Possible periods of child-rearing or nursing as well as evidence of (chronic) illnesses must be proven by means of suitable documents, e.g. specialist medical certificate, birth certificates, certificates from the residents' registration office, nursing reports from the respective nursing care insurance fund, etc., when applying for a measure from the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg".

¹³ The child allowance is EUR 400 per month for one child and EUR 100 for each additional child.



In the case of the formation of a tandem, an application for the commissioning of guest researchers must also be submitted to the Professorship Service via the Dean's Office. In the case of applying for child allowance a certificate of birth for each child is to be submitted.

Academic project description

A short description of the strategic planning of the networking (e.g. the (planned) research project or project, the expected publication output or the teaching content) of a maximum of four (4) pages must be attached to the application form. In particular, the application should explain why start-up funding is needed, what the concrete goal of the measure is and what added value is seen in the international cooperation. In the case of an international teaching stay, the teaching content and format as well as the professional integration into the partner institute/university should be described.

Work programme

In addition to the scientific description of the project, a work programme should describe how the project will be organised and which concrete research steps or teaching content and formats will be undertaken to organise the international networking activities (together max. two (2) pages). The planned use of possible coaching measures¹⁴ in the run-up to the stay abroad should also be listed here.

Costs projection

The application for measures 1.3 and 1.4 must include the expected costs for the stay abroad, the tandem partnership or the stay as a visiting scholar. This includes:

- Travel and living expenses¹⁵ (including travel and living expenses for family members, if applicable),
- University fees, office space rent,
- Compulsory insurance,
- Research expenses, e.g. for interview travel and materials,
- Childcare costs for child(ren) under 13 years of age,
- if applicable, teaching substitutes at Leuphana.

Statement of the academic supervisor

The supervisor statement in the context of the application for a measure in the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg" should provide information in particular about the academic qualifications of the applicant, about the academic relevance of the planned research and networking stay and about the prospects of success of possible career opportunities.

¹⁴ The Coordination Office offers appropriate counselling in cooperation with the ProScience and ProViae mentoring programmes, the International Office and the Academic Personnel Development Office.

¹⁵ The valid daily rates according to the Lower Saxony Foreign Travel Expenses Act shall be used as a basis (cf. https://www.leuphana.de/fileadmin/user_upload/INTRANET/verwaltung/formulare/Dienstreise/Auslandstagegelder_und_Uebernachtungssaetze_2020.pdf).



Letter of Intent

The specification of a designated contact person with a short letter of intent from the international partner university should make it clear that an initial contact has been made for an international networking activity and that the applicant will also have an academic contact person on site and will be integrated.

3.3.2 Application for funding for tandem measures

For the application to the measure "Establishment of an international tandem: personal stay abroad in combination with the visit of an international guest" (cf. 1.3), the expertise and institutional affiliation of the guest must be presented in addition to the components already listed (cf. 3.3.1). Furthermore, it should be explained in which way the person is to be integrated here at Leuphana and which sustainable cooperative relationships are aimed for.

In line with the objectives of the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg", a visiting researcher can be invited to Leuphana University as part of the tandem measure. The assignment of visiting researchers is carried out by the Professorship Service on application after approval by the Faculty Council and the Presidential Committee.

4. Assessment of applications and approval procedures

4.1 Application criteria

The evaluation of the content is carried out according to the following criteria:

- Plausibility of the outlined work programme;
- Traceability of the costs projection (for measures 1.3 and 1.4);
- Potential for the expansion of professionally suitable international networking that supports the academic career of the respective female early career researcher.

4.2 Approval procedure

The Equal Opportunities Office together with the International Office checks the incoming applications for completeness, comprehensibility and fulfilment of the funding requirements. The Professorships and Personnel Service are also involved in the process.

Subsequently, a jointly agreed Presidential Committee draft is prepared.

As a rule, the Presidential Committee shall decide within four (4) weeks after expiry of the application deadline whether to grant the applications as

- eligible or
- not eligible.

In the case of eligible applications, the Presidential Committee shall also decide on the amount and duration of the funding.

Additionally, an extended review panel (consisting of the vice president for the promotion of early career researchers, the vice president for internationalisation, the head of the International Office and the central equal opportunities officer) will convene to discuss and review the applications if the number of



applications received exceeds the funds available per calendar year.
The decision will be communicated to the applicant in a notice of approval or rejection.

5. Management of funds and scholarships

The Equal Opportunities Office manages the established fund of available resources, the approved scholarships are authorised and forwarded to the finance department. All budgetary regulations of Leuphana University Lüneburg apply.

6. Obligations of the applicant in the event of a grant

A written final report of no more than four (4) DIN A4 pages must be submitted to the Presidential Committee via the Equal Opportunities Office no later than one (1) month after completion of the funding. The report should contain information on the networking activities achieved within the framework of the funding against the background of the objectives in the application.

7. Revocation and withdrawal of funding ¹⁶

7.1 Revocation

Leuphana University Lüneburg may revoke the approval of funding and other funding measures from the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg" with effect into the future if facts indicate that the funded female early career researcher is not making the necessary and reasonable efforts to achieve the funding objective. The same procedure shall be followed if the funded female early career researcher declares of her own accord that she will abandon the project. Should changes occur during the funding period that preclude funding, the scholarship as well as other approved funding measures from the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg" will be revoked as of that point in time. Overpaid amounts are to be refunded.

7.2 Withdrawal

Leuphana University Lüneburg may withdraw the approval of funding and other funding measures from the "Programme to promote the internationalisation of female early career researchers at Leuphana University Lüneburg", also with effect for the past, if it is subsequently determined that the funding requirements were not met at the time of approval.

¹⁶ According to Niedersächs. VwVfG § 1, para. 1 in conjunction with VwVG §§ 48, 49



Please note:

Only the German version of this guideline is legally binding. The English version is provided solely for information purposes.