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**Please note: Only the German version of this regulations shall be valid exclusively**

- Revised Regulations on the Award of Doctoral Scholarships at Leuphana University Lüneburg
- Revised Regulations on the Award of Postdoc Scholarships/Habilitation Scholarships at Leuphana University Lüneburg

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## **Revised Regulations on the Award of Doctoral Scholarships at Leuphana University Lüneburg**

The Senate of Leuphana University Lüneburg passed the following revised version of the Regulations on the Award of Doctoral Scholarships at Leuphana University Lüneburg on 16 April 2014, which replaces and supersedes the regulations dated 21 July 2010 (Leuphana Gazette No. 13/10 of 17 August 2010) as amended on 21 March 2012 (Leuphana Gazette 03/12 of 05 April 2012). The Regulations were approved by the Presidential Committee on 24 April 2014.

### **§ 1 About funding**

Leuphana University Lüneburg awards scholarship to highly qualified young researchers to promote the next generation of scientists and academics.

### **§ 2 Funding for doctorates**

- (1) Students who have been accepted for a doctorate pursuant to section 9 par. 2 NHG [Lower Saxony University Act] are entitled to apply for a scholarship to assist them in their doctoral studies at Leuphana University Lüneburg. The admission requirements and procedure are defined in the applicable doctoral regulations (section 9 par. 3 NHG).
- (2) The scholarship holder must be supervised by a university teacher who holds at least a doctorate (*promovierte Hochschullehrerin or promovierter Hochschullehrer*) and who is authorised to act as doctoral examiner in accordance with Leuphana University Lüneburg regulations (supervisor). An agreement should be reached between the scholarship holder and the supervisor to define the details of their duties and entitlements on the basis of these Regulations.
- (3) Scholarships are not available to students who already hold a doctorate.

### **§ 3 General award procedure for scholarships**

- (1) The scholarships must be advertised at least on a University-wide basis. Leuphana University Lüneburg shall award scholarships by issuing a notice of award following a successful written application by the candidate.
- (2) For scholarships from University and external funding that is
  1. allocated to a supervisor (pursuant to section 2 par. 2), the supervisor shall select the candidate on the basis of applicants' qualifications. Consultation with the Graduate School and the equal opportunities officer should be held before a selection is made; reasons for the selection are to be given in writing in accordance with the criteria set out in the first sentence of section 3 par. 3.
  2. allocated to a university body (e.g. a faculty or central institute), a selection panel shall select the candidate on the basis of the applicants' qualifications. This decision may if necessary be taken in writing without a meeting of the selection panel. The selection panel shall be appointed by the member of the Presidential Committee who is responsible for the university body, or by the dean of the relevant faculty. The selection panel members with voting rights are as follows: at least two professors and one research assistant. The selection panel members with an advisory role are as follows: the head of the university body and the equal opportunities officer.  
Any requirements of the funding body must be met.

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- (3) Applications should include a description of the planned doctoral project including the provisional title of the thesis, a curriculum vitae and academic certificates. The written confirmation from the competent doctoral board that the candidate has been accepted for a doctorate is generally also to be provided. For scholarships that are allocated to a university body or faculty, applications should generally also include a statement from the intended supervisor at Leuphana University on the candidate's academic qualifications and doctoral project, and if applicable on the relevance of the candidate's prior qualifications. The supervisor or the selection panel shall only consider candidates who have submitted all the necessary documents.
- (4) The decision of the supervisor or the selection panel shall be submitted to the body responsible for the award of the scholarship with a request to issue a notice of award or rejection.

#### **§ 4 Award of scholarships under agreements with the Presidential Committee**

- (1) For scholarships that are awarded by the Presidential Committee under specific agreements, it shall be possible to depart from the provisions of these Regulations in individual cases where there is good reason to do so.
- (2) Notwithstanding the provisions of these Regulations, scholarships may be awarded from university funds that are at a supervisor's free disposal in order to fund the advanced stages of a doctorate and enable its prompt completion.
- (3) The same shall apply if a university body (e.g. faculty, central institutions, etc.) receives funding from the Presidential Committee for the purposes of funding the advanced stages of a doctorate and enabling its prompt completion.

#### **§ 5 Type and scope of funding**

- (1) The scholarships shall be awarded within the limits of the available budget or external funding as grants to assist students with their doctoral studies. Sections 23 and 44 of the Niedersächsische Landeshaushaltsordnung [Lower Saxony Budgetary Regulations] shall apply as appropriate. There is no fundamental entitlement to the award of a scholarship.
- (2) Scholarships usually amount to 1300.00 EUR monthly. In the event that external funding bodies approve a different amount, that amount shall apply.
- (3) Candidates with children under the age of 18 living in their household shall on application be granted a fixed monthly childcare allowance in addition to their scholarship to cover actual childcare provision; benefits received in accordance with the Bundeselterngeldgesetz [German Act on Parental Childcare Benefits] shall be taken into account in the award of the allowance. The childcare allowance for the first child amounts to 400.00 EUR and for each additional child 100.00 EUR. The childcare allowance shall be paid from the month following the application until the month prior to the child in question's 18th birthday.
- (4) Scholarships shall be awarded from the earliest from the month in which the candidate is admitted to a doctoral programme and for a period of up to one year. Continued funding in accordance with section 6 par. 1 is generally awarded for up to two further years. Scholarships must end at the end of the month in which the oral examination is held at the latest.
- (5) The following extensions of the scholarship term are possible on application:
  1. up to twelve months for a three-year scholarship
  2. up to nine months for a two-year scholarship

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3. up to four months for a one-year scholarship if the scholarship holder
- a) is responsible for the care of a child under the age of 13 who lives in his or her household, or
  - b) has taken on the care of a near relative.

Scholarship holders must provide suitable documentation to demonstrate that they meet the conditions pursuant to a) and b), for example a medical certificate from a specialist, a medical certificate from a medical officer, birth certificates, certificates from the Einwohnermeldeamt [residents' registration office], etc. Close relatives are defined as children, siblings, parents, grandparents, spouses and partners.

Any requirements of the funding body must be met.

- (6) The period for which the scholarship holder has received any other funding for their doctorate is to be deducted from the term of the scholarship. Such funding shall include any period in employment for the purposes of the doctorate.
- (7) Alongside work on the doctorate, the scholarship holder may only engage in professional or other activities if and to the extent that these do not prevent him or her from focusing on his or her doctorate. Such activities may not therefore exceed a maximum annual average of 8 working hours per week.
- (8) The documentation of use to be provided for scholarships is limited to submission of the reports pursuant to section 6 of these Regulations and the statement from scholarship holder that
  1. the scholarship has been used for the purposes of their doctoral studies
  2. he or she has not received any other scholarships during the term of the funding and
  3. he or she has not engaged in professional or other activities alongside his or her doctoral work, or only to the extent permitted under section 5 par. 7.

#### **§ 6 Continuation and suspension of the doctoral project; withdrawal of funding**

- (1) Candidates must apply for continued funding. To obtain continued funding in the second, if applicable third and if applicable pursuant to section 5 par. 5 fourth year, the scholarship holder (selected in accordance with section 3 par. 2 no. 1 and no. 2) shall report to the supervisor each year on the progress of his or her project. On the basis of this report and in the light of the scholarship holder's personal circumstances, the supervisor shall then decide on the continuation of funding for the scholarship holder. The decision of the supervisor shall be submitted to the body responsible for the award of the scholarship with a request to issue a notice of award or rejection. The documents required for continued funding must be submitted by the specified deadline. If they are not, payment of the scholarship shall be suspended. In the event that said documents have not been submitted by four weeks after the end of the previous scholarship term at the latest and the scholarship holder is responsible for this delay, he or she shall not be entitled to continued funding.
- (2) Following a written application by the scholarship holder, the scholarship can be suspended for a reasonable period in individual cases and within the limits of the available funds, provided there is good reason for this. The application for suspension should include a brief outline of the reasons and the period for which the scholarship holder wishes funding to be suspended. The decision on whether or not to suspend the scholarship shall be taken by the supervisor in the light of the scholarship holder's personal circumstances. The supervisor shall then notify the body responsible for the award of the scholarship of his or her decision. Any requirements of the institution providing external funding must be met.
- (3) Leuphana University Lüneburg shall withdraw the scholarship with effect for the future if evidence emerges that the scholarship holder is not working as required and as is reasonably to be expected to achieve the

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funding objectives. The same shall apply if the scholarship holder decides to withdraw from his or her doctoral project.

- (4) This shall not affect the provisions of the *Verwaltungsverfahrensgesetz über die Rücknahme und den Widerruf von Verwaltungsakten* [Administrative Procedure Act on the Withdrawal and Cancellation of Administrative Acts].

### **§ 7 Entry into force**

These Regulations shall enter into force on the day after their publication in the Leuphana University Lüneburg Gazette. On that date, they shall supersede the Regulations on the Award of Doctoral Scholarships at Leuphana University Lüneburg dated 21 July 2010 (Leuphana Gazette no. 13/10 of 17 August 2010) as amended on 21 March 2012 (Leuphana Gazette 03/12 of 05 April 2012).

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## **Revised Regulations on the Award of Postdoc Scholarships/Habilitation Scholarships at Leuphana University Lüneburg**

The Senate of Leuphana University Lüneburg passed the following revised version of the Regulations on the Award of Postdoc Scholarships/Habilitation Scholarships at Leuphana University Lüneburg on 16 April 2014, which replaces and supersedes the Regulations dated 21 July 2010 (Leuphana Gazette No. 13/10 of 17 August 2010) as amended on 21 March 2012 (Leuphana Gazette 03/12 of 05 April 2012). The Regulations were approved by the Presidential Committee on 24 April 2014.

### **§ 1 About funding**

To promote the next generation of scientists and academics in accordance with section 9a NHG, Leuphana University Lüneburg awards scholarship to highly qualified young researchers who have a good doctorate and wish to obtain a habilitation. The aim of a habilitation is to prove outstanding competence for independent research and teaching. Habilitation confers the "venia legendi" qualification for university teaching in a specific field.

### **§ 2 Postdoctoral funding for young researchers/habilitation funding**

- (1) Candidates who have successfully completed a doctorate in accordance with section 9 NHG are entitled to apply for a scholarship for habilitation at Leuphana University Lüneburg provided the habilitation project is expected to make a significant contribution to research in the field. The admission requirements and procedure are defined in section 9a NHG and the Joint Habilitation Regulations of the Faculties of Leuphana University Lüneburg as last amended.
- (2) The scholarship holder must be supervised by a university teacher who holds a habilitation (*habilitierte Hochschullehrerin or habilitierter Hochschullehrer*) and who is authorised to act as habilitation examiner in accordance with Leuphana University Lüneburg regulations (supervisor). An agreement should be reached between the scholarship holder and the supervisor to define the details of their duties and entitlements on the basis of these Regulations.
- (3) Scholarships are not available to persons who already hold a habilitation.

### **§ 3 General award procedure for scholarships**

- (1) The scholarships must be advertised at least on a University-wide basis. Leuphana University Lüneburg shall award scholarships by issuing a notice of award following a successful written application by the candidate.
- (2) For scholarships from University and external funding that is
  1. allocated to a supervisor (pursuant to section 2 par. 2), the supervisor shall select the candidate on the basis of applicants' qualifications. Consultation with the Graduate School and the equal opportunities officer should be held before a selection is made; reasons for the selection are to be given in writing in accordance with the criteria set out in the first sentence of section 3 par. 3.
  2. allocated to a university body (e.g. a faculty or central institute), a selection panel shall select the candidate on the basis of the applicants' qualifications. This decision may if necessary be taken in writing without a meeting of the selection panel. The selection panel shall be appointed by the member of the Presidential Committee who is responsible for the university body, or by the dean of the relevant

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faculty. The selection panel members with voting rights are as follows: at least two professors and one research assistant. The selection panel members with an advisory role are as follows: the head of the university body and the equal opportunities officer.

Any requirements of the funding body must be met.

- (3) Applications should include proof of a doctorate obtained from a German higher education institution or equivalent qualification, certificates of the candidate's academic training and qualifications, a detailed proposal of three to five pages in length for the planned habilitation project, a list of the candidate's main publications over the previous three years, a curriculum vitae and other academic certificates and professional references. For scholarships that are allocated to a university body or faculty, applications should generally also include a statement from the intended supervisor at Leuphana University on the candidate's academic qualifications and the expected contribution to research pursuant to the first sentence of section 2 par. 1. The supervisor or the selection panel shall only consider candidates who have submitted all the necessary documents.
- (4) The decision of the supervisor or the selection panel shall be submitted to the body responsible for the award of the scholarship with a request to issue a notice of award or rejection.

#### **§ 4 Award of scholarships under agreements with the Presidential Committee**

- (1) For scholarships that are awarded by the Presidential Committee under specific agreements, it shall be possible to depart from the provisions of these Regulations in individual cases where there is good reason to do so.
- (2) Notwithstanding the provisions of these Regulations, scholarships may be awarded from university funds that are at a supervisor's free disposal in order to fund the advanced stages of a habilitation and enable its prompt completion.
- (3) The same shall apply if a university body (e.g. faculty, central institutions, etc.) receives funding from the Presidential Committee for the purposes of funding the advanced stages of a habilitation and enabling its prompt completion.

#### **§ 5 Type and scope of funding**

- (1) The scholarships shall be awarded within the limits of the available budget or external funding as grants to assist students with their habilitation. Sections 23 and 44 of the *Niedersächsische Landeshaushaltsordnung* [Lower Saxony Budgetary Regulations] shall apply as appropriate. There is no fundamental entitlement to the award of a scholarship.
- (2) Scholarships usually amount to 2000.00 EUR monthly. In the event that external funding bodies approve a different amount, that amount shall apply.
- (3) Candidates with children under the age of 18 living in their household shall on application be granted a fixed monthly childcare allowance in addition to their scholarship to cover actual childcare provision; benefits received in accordance with the *Bundeselterngeldgesetz* [German Act on Parental Childcare Benefits] shall be taken into account in the award of the allowance. The childcare allowance for the first child amounts to 400.00 EUR and for each additional child 100.00 EUR. The childcare allowance shall be paid from the month following the application until the month prior to the child in question's 18th birthday.

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- (4) Scholarships shall be awarded from the earliest from the month in which the candidate successfully completes his or her doctorate and for a period of up to one year. Continued funding in accordance with section 6 par. 1 is generally awarded for up to two further years. Scholarships must end at the end of the month in which a decision is taken on the award of a habilitation at the latest.
- (5) The term of the scholarship can be extended beyond three years by up to twelve months on application if the scholarship holder
  - a) is responsible for the care of a child under the age of 13 who lives in his or her household, or
  - b) has taken on the care of a near relative.Scholarship holders must provide suitable documentation to demonstrate that they meet the conditions pursuant to a) and b), for example a medical certificate from a specialist, a medical certificate from a medical officer, birth certificates, certificates from the *Einwohnermeldeamt* [residents' registration office], etc. Close relatives are defined as children, siblings, parents, grandparents, spouses and partners. Any requirements of the funding body must be met.
- (6) The period for which the scholarship holder has received any other funding for their habilitation is to be deducted from the term of the scholarship. Such funding shall include any period in employment for the purposes of the habilitation.
- (7) Alongside work on the habilitation, the scholarship holder may only engage in professional or other activities if and to the extent that these do not prevent him or her from focusing on his or her habilitation. Such activities may not therefore exceed a maximum annual average of 8 working hours per week.
- (8) The documentation of use to be provided for scholarships is limited to submission of the reports pursuant to section 6 of these Regulations and the statement from scholarship holder that
  1. the scholarship has been used for the purposes of their habilitation
  2. he or she has not received any other scholarships during the term of the funding and
  3. he or she has not engaged in professional or other activities alongside his or her work on the habilitation, or only to the extent permitted under section 5 par. 7.

## **§ 6 Continuation and suspension of the project; withdrawal of funding**

- (1) Candidates must apply for continued funding. To obtain continued funding in the second, if applicable third and if applicable pursuant to section 5 par. 5 fourth year, the scholarship holder (selected in accordance with section 3 par. 2 no. 1 and no. 2) shall report to the supervisor each year on the progress of his or her project. On the basis of this report and in the light of the scholarship holder's personal circumstances, the supervisor shall then decide on the continuation of funding for the scholarship holder. The decision of the supervisor shall be submitted to the body responsible for the award of the scholarship with a request to issue a notice of award or rejection. The documents required for continued funding must be submitted by the specified deadline. If they are not, payment of the scholarship shall be suspended. In the event that said documents have not been submitted by four weeks after the end of the previous scholarship term at the latest and the scholarship holder is responsible for this delay, he or she shall not be entitled to continued funding.
- (2) Following a written application by the scholarship holder, the scholarship can be suspended for a reasonable period in individual cases and within the limits of the available funds, provided there is good reason for this. The application for suspension should include a brief outline of the reasons and the period for which the scholarship holder wishes funding to be suspended. The decision on whether or not to suspend the



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scholarship shall be taken by the supervisor in the light of the scholarship holder's personal circumstances. The supervisor shall then notify the body responsible for the award of the scholarship of his or her decision. Any requirements of the institution providing external funding must be met.

- (3) Leuphana University Lüneburg shall withdraw the scholarship with effect for the future if evidence emerges that the scholarship holder is not working as required and as is reasonably to be expected to achieve the funding objectives. The same shall apply if the scholarship holder decides to withdraw from his or her habilitation project.
- (4) This shall not affect the provisions of the *Verwaltungsverfahrensgesetz über die Rücknahme und den Widerruf von Verwaltungsakten* [Administrative Procedure Act on the Withdrawal and Cancellation of Administrative Acts].

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