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— Guidelines on the Awarding of Fellowships Beginning with the Postdoctoral Phase at Leuphana University Lüneburg

This is the translation into English of the „Richtlinie über die Vergabe von Stipendien ab der Postdoc-Phase an der Leuphana Universität Lüneburg“. In the event of discrepancies or differences in interpretation between language versions, only the official German version shall apply. The German version can be found here:

https://www.leuphana.de/Gazette_2026_50_2026-07-28.pdf

Guidlines on the Awarding of Fellowships Beginning with the Postdoctoral Phase at Leuphana University Lüneburg

The Presidential Board of Leuphana University Lüneburg, pursuant to Section 3(1), first sentence, nos. 3 and 5, in conjunction with Section 37(1), third sentence, clause 1 of the Lower Saxony Higher Education Act (Niedersächsisches Hochschulgesetz—NHG) in the version dated February 26, 2007 (Nds. GVBl. p. 69), last amended by Article 14 of the Act of December 13, 2024 (Nds. GVBl. 2024 No. 118), adopted on July 15, 2026, the following guidelines on the awarding of fellowships beginning with the postdoctoral phase at Leuphana University Lüneburg. The guidelines shall enter into force on July 21, 2026, and shall apply to all fellowships advertised as of that date.

The guidelines for the awarding of research fellowships to outstanding researchers from the early to established stages of their careers by the Leuphana Institute for Advanced Studies at Leuphana University Lüneburg, dated February 22, 2023, shall continue to apply to fellowships approved through July 20, 2026, and shall otherwise expire on July 20, 2026.

Section 1: Principles of Funding

- (1) To promote research, academic development, international research collaboration, or artistic and civic engagement in academic contexts, Leuphana University Lüneburg awards fellowships starting from the postdoctoral phase (hereinafter referred to as “fellowships”) to researchers who have earned a doctorate, as well as to established artists and public figures whose achievements can contribute to the university’s mission, development, goals, strategy, and the academic content of the university.
- (2) ¹ The fellowships are awarded as grants within the scope of available budgetary funds or third-party or special funds that have been secured. ² Sections 23 and 44 of the Lower Saxony State Budget Regulations (Niedersächsischen Landeshaushaltsordnung) apply mutatis mutandis. ³ There is no entitlement to the award of a fellowship.
- (3) ¹ Fellowships may only be awarded to individuals who have completed their doctoral degree with outstanding results or who have demonstrated comparable excellence as highly qualified artists or public figures. ² To satisfy the standard of excellence expected of funding recipients, recipients must be present on the campus of Leuphana University Lüneburg to the extent appropriate to the needs of the funding purpose.
- (4) Concurrent funding through various types of fellowships awarded under these guidelines or by third parties is not permitted.

- (5) With the prior approval of the Presidential Board, exceptions to the provisions of these guidelines may be made in justified individual cases.

Section 2: Type of Funding

Fellowships may be awarded for the following purposes:

1. Early-stage postdoctoral research fellowship: Doctorate completed no more than two years ago; fellowship term: 6 to 24 months;
2. Postdoctoral research fellowship: Doctorate completed more than two to four years ago; fellowship term: 6 to 24 months;
3. Research fellowship for experienced researchers: Doctorate completed more than four years ago; fellowship term 3 to 24 months;
4. Short-term fellowship: depending on qualifications, for the purposes listed under Nos. 1 and 2 with a fellowship term of 1 to 6 months, and under No. 3 with a fellowship term of 1 to 3 months;
5. Fellowship for artists who, for a limited period at Leuphana University Lüneburg, pursue their own academic, artistic, or civil-society objectives by engaging in the activities required for that purpose; fellowship term of up to 12 months;
6. Fellowship for public figures who, for a limited period, pursue their own academic, artistic, or civil-society objectives at Leuphana University Lüneburg by engaging in the activities required for that purpose; fellowship term of up to 12 months.

Section 3: Amount of Funding

- (1) The monthly base fellowship amount shall be awarded in accordance with Appendix 1 and, for the following fellowship types, shall generally be based on:
 1. an early-stage postdoctoral research fellowship: the then-current base amount for research fellowships of the German Research Foundation (Deutsche Forschungsgemeinschaft—DFG);
 2. a postdoctoral research fellowship: the then-current base amount for postdoctoral Alexander von Humboldt Research Fellowships;
 3. a research fellowship for experienced researchers: the then-current base amount for experienced researchers under the Alexander von Humboldt Research Fellowship program;
 4. a short-term fellowship: the then-current base amount for the applicable category specified in nos. 1–3 above;
 5. a fellowship for artists: the then-current base amount of the Cultural Foundation of the German Federal States (Kulturstiftung der Länder);
 6. a fellowship for public figures: a base fellowship amount to be agreed upon individually.
- (2) To cover expenses incurred as a result of the academic work and the purpose of the grant, subsidies for material costs are provided in accordance with Appendix – Table 1.

- (3) In addition, a one-time reimbursement of travel expenses may be awarded in accordance with the Appendix, Table 2, for travel to Lüneburg to begin the fellowship on site and for departure from Lüneburg after completion of the fellowship on site. If this option for reimbursement of travel expenses is available, it must be noted in the call for applications.
- (4) ¹Upon application, fellowship recipients receive a child allowance in addition to the fellowship for the actual care of their children with whom they live in the same household, in accordance with Appendix – Table 1. ²A child allowance is granted only once per household in which the child or children have their primary residence. ³A child allowance is paid per child starting from the month following the application and continuing through the month before the child turns 18. ⁴Proof of eligibility must be provided in an appropriate manner in accordance with Section 4 (2), sentence 3.
- (5) To the extent that third-party funders or grant providers of special funds have stipulated or approved amounts that differ from those specified in subsections (1) through (3) or have granted additional funding, the respective amount or the respective additional funding shall be used as the basis.

Section 4: Commencement and Duration of Funding

- (1) The start date and duration of the fellowships referred to in section 2 are specified in the grant award notice.
- (2) ¹ The term of a research fellowship or a fellowship for artists or public figures may be extended upon application by up to one-quarter of the originally approved term (examples: for a 6-month term, by up to 1.5 months; or for a 24-month duration, by up to 6 months) if the grantee
 - i) is caring for a child under the age of 14 and lives with that child in the same household, or
 - ii) is prevented from continuing the project due to their own disability or illness, or because they are providing care at home for a close relative in need of care.² An application form is provided for submitting the application. ³ Compliance with the requirements under sentence 1, nos. 1 and 2, must be demonstrated by appropriate documentation, such as a medical certificate from a specialist, a public health officer's certificate if applicable, birth certificates, certificates from the residents' registration office, etc. ⁴ Close relatives include children, siblings, parents, grandparents, spouses, and registered civil partners.
- (3) To the extent that providers of third-party or special-purpose funding impose different requirements relating to subsections (1) and (2) that are not specific to an individual, those requirements shall apply.

Section 5: Application Procedure

- (1) ¹ Fellowships shall be advertised at least throughout the University, at a minimum. ² The duration and content of the announcement must be documented in writing.
- (2) Applications for fellowships shall be submitted electronically through a platform provided by Leuphana University Lüneburg.
- (3) ¹ The application materials for fellowships must include, at a minimum,
 - i) a detailed proposal outlining the research project, artistic project, or civil-society project in an academic context,
 - ii) a resume,

- iii) proof of academic qualifications to date in the form of certificates (master's degree or equivalent, as well as a doctoral degree certificate) or proof of outstanding qualifications as an artist or public figure,
- iv) and, if applicable, any additional documentation specified in the call for applications.

² The application must be received complete and in the prescribed form.

- (4) ¹ Professors pursuant to Section 6(2), members of the selection committee pursuant to Section 6(3), and members of the Prsidential Board or the deans' offices may actively inform suitable applicants of the announcement and invite them to apply. ² This must be documented in writing. ³ All applicants must be treated equally in the selection process.

Section 6: Selection Process

- (1) Only applications that meet the formal criteria shall be considered in the selection process.
- (2) ¹ For fellowships financed from funds assigned to a professorship at Leuphana University Lüneburg, the professor shall make the selection decision.
- (3) ¹ For fellowships allocated to a university unit (e.g., faculties, institutes, centers, and other units for research, knowledge, and technology transfer), a selection committee composed of professors shall make the selection decision. ² The selection committee shall be appointed by the member of the Presidential Board responsible for the university unit or by the dean of the relevant faculty.
- (4) The selection for fellowships is based on the submitted application materials, taking into account the criteria announced in the call for applications. To assess academic excellence, consideration shall be given to the contribution the project is expected to make to research, academic training, international research collaboration, or artistic and civil society discourse in academic contexts—as well as the extent to which it contributes to Leuphana's mission statement, development, goals, strategy, and academic content. In addition, other criteria—such as the following (or equivalent criteria suitable for artists or public figures)—should be taken into account:
 - 1. outstanding doctoral dissertation
 - 2. above-average achievements in other areas relevant to the project, and
 - 3. relevant publications pertaining to the project.
- (5) The decision regarding fellowship selection must be documented in writing.
- (6) If third-party funders or providers of special funding impose other, non-personal requirements, these must be followed.

Section 7: Approval and Denial

- (1) Approval or denial shall be communicated electronically through a platform provided by Leuphana University Lüneburg. The communication shall specify the type of fellowship and, in the event of approval:
 - i) the amount of funding;
 - ii) the fellowship commencement date;
 - iii) the fellowship term;
 - iv) the payment arrangements;

- v) where the University has a particular interest in maintaining an affiliation, authorization, where granted, to use the designation “Leuphana Fellow” or—if working at the Leuphana Institute for Advanced Studies—“LIAS Fellow”;
 - vi) authorization, where granted, to obtain a Leuphana Account in order to facilitate communication, provide access to electronic resources, promote public visibility as a Leuphana Fellow, and, where applicable, obtain additional rights to use other University facilities in support of the funding purpose; and
 - vii) the obligations arising from the funding under Section 8 and any additional details of the funding.
- (2) A denial must state the reasons for the decision and include notice of available legal remedies

Section 8: Obligations in the Event of Funding

- (1) ¹ Fellows are required to report their scholarly achievements or their artistic or civic contributions in academic contexts—in particular, publications or other works resulting from their work—to the university’s research information system. ² Information regarding the procedure is provided by Leuphana University Lüneburg.
- (2) Fellowship recipients are required to immediately report any changes that affect the approval and amount of the fellowship.
- (3) ¹ In addition to the fellowship, fellows may engage in professional or other activities only to the extent that such activities do not prevent them from devoting the majority of their time to the respective purpose of the fellowship. ² Funding is generally excluded if the fellow engages in (part-time) work exceeding 8 hours per week.
- (4) ¹ For research fellowships, a progress review must be conducted no later than halfway through the funding period with the professor to whom the fellowship is assigned or a member of the respective selection committee to ensure adequate progress of the research project and the associated objectives.
- (5) A final report must be received no later than 4 weeks after the end of the total funding period, in accordance with the guidelines specified in the grant award notification. Along with the final report, the grant recipient must submit the following declarations:
 - 1. The grant was used to support the project or to secure independent funding,
 - 2. no other grants to support the project or to secure independent funding were utilized during the funding period, and
 - 3. no professional or other activities were carried out alongside the grant, or such activities were carried out only to the extent permitted.

Section 9: Suspension and Revocation of Funding

- (1) ¹ Upon application by the fellowship recipient, the fellowship may be suspended without payment for a reasonable period of time in justified cases and within the limits of available funds. ² Leuphana University Lüneburg shall determine and publish the minimum information required to decide the application
- (2) ¹ If a fellowship is assigned to a University unit, the head of that unit shall decide whether to suspend the fellowship. ² If the fellowship is funded from resources allocated to a professorship at Leuphana University Lüneburg, the decision is made by the respective professor. ³ The decision is made taking into account the respective personal circumstances and is communicated to the office responsible for the administrative processing of the fellowship. That office shall issue an amendment to the grant award notice, to which Section 7 shall

apply accordingly. ⁴ The requirements of the institution providing third-party or special funds must be observed.

(3) ¹ A fellowship may be revoked if

1. the fellowship recipient obtained the award through false or incomplete information,
2. the necessary budgetary funds or secured third-party or special funds are no longer available,
3. the fellowship recipient fails to fulfill his or her obligations under Section 8 (1) through (4);
4. the fellowship recipient fails to fulfill any conditions specified in the award notice or fails to do so within a set deadline,
5. the fellowship recipient abandons the project,
6. it becomes apparent that the fellowship recipient is not making the necessary and reasonable effort to achieve the purpose of the funding,
7. the fellowship recipient fails to fulfill his or her obligations under Section 8(5), or
8. the fellowship recipient fails to repay any overpayment immediately.

As a general rule, the fellowship shall be revoked prospectively. In the cases specified in subsection (3), items (i), (iv), and (vii), however, the fellowship may also be revoked retroactively; in such cases, benefits received must be repaid and, where applicable, damages, such as lost interest, must also be paid.

(4) The provisions of the Administrative Procedure Act (Verwaltungsverfahrensgesetz) regarding the withdrawal and revocation of administrative acts remain unaffected.

Section 10: Processing of Personal Data

(1) Personal data of applicants and fellowship recipients is processed for the purpose of reviewing and administering the the funding.

(2) ¹ For the purposes of applying for, reviewing, awarding, and monitoring the grant, as well as for related communication, the following data will be processed: names; personal data; private and University contact details; deadline data; degree-completion data; student master data; education and training data; information concerning funding eligibility, processing of the application, and selection for funding (for example, information from the proposal and application form, project title, type of funding measure, and amount of payments made); information concerning the fellowship's organizational placement within the University; information concerning all results, achievements, and works arising from or in connection with the fellowship; and information from fellowship recipients' reports. Data concerning enrolled students already held by Leuphana may also be used. ² In addition, information regarding previous employment/funding and professional qualifications may also be used.

(3) ¹ In addition to the data specified in subsection (2), the following categories of data may be processed for fellowships in order to verify the requirements under Section 3 (3) and Section 4 (2):

- i) information concerning personal circumstances, such as existing children;
- ii) medical information concerning a need for care, personal limitations, or illnesses;
- iii) information concerning the degree of disability; and
- iv) the outcome of and reasons for the decision under Section 3 (3) and Section 4 (2).

²Sensitive data as defined in sentence 1, nos. 2 and 3, as well as data from third parties (e.g., family members), may only be processed by the respective responsible authority with the express consent of the data

subjects or the legal guardians of the data subject and must be deleted within one month after the conclusion of the review, leaving only a note containing the information specified in sentence 1, no. 4.³ In all other respects, to protect data within the meaning of Article 9 (1) of the General Data Protection Regulation (GDPR), the responsible office shall ensure that the measures required under Section 6 (2) of the Data Protection Policy of Leuphana University Lüneburg (Datenschutzordnung—DSO) are implemented.

- (4) ¹ To ensure secure communication during the application process and for the duration of the fellowship, communication with applicants takes place via a user account on a web platform of Leuphana University of Lüneburg. ² The email address provided is to be used exclusively for verification purposes and to receive notifications of changes and new messages in the -protected applicant portal. ³ Section 19 (1) DSO applies to members and affiliates of Leuphana.
- (5) Payment data (bank account information, payment status, due dates) may be processed for the administration and settlement of the grant.
- (6) ¹ If fellowship recipients are authorized to obtain a Leuphana Account (Section 7 (1), no. 6), that account entitles them to use a University email address. If, in exceptional cases, broader access rights to Leuphana systems are necessary, the grant award notice shall specify those rights together with the requirements that recipients must observe when exercising them. ² In all other respects, Section 20 DSO applies.
- (7) ¹ If, for project-related purposes, it is necessary to regulate the purposes pursued by Leuphana and the fellowship recipients and the means used for the processing of personal data, data protection agreements may be entered into with the fellowship recipients at any time; however, these must be coordinated with the unit to which the fellowship recipients are directly assigned and with Leuphana's data protection management. ² To the extent necessary in the cases described in sentence 1, Leuphana University of Lüneburg may provide fellowship recipients with devices and systems to ensure IT security and the confidentiality of personal data.
- (8) ¹ For statistical analysis and the evaluation of the long-term effects of the fellowship award program, data pursuant to subsection (2) and subsection (3), no. 4—with the exception of names, personal data, and contact information—may be analyzed. ² Evaluation data shall be anonymized as soon as the purpose of the evaluation permits. ³ The results of the analyses may be disclosed to parties other than the relevant responsible body or to third-party funding providers only in anonymized form or with the consent of the fellowship recipients.
- (9) To establish an alumni network of fellowship recipients based on publicly available personal information, Leuphana may process necessary personal data with the express consent of the individuals concerned. The data collected in this manner will be stored only for as long as necessary for alumni communication purposes, but in no event beyond withdrawal of consent by the applicable data subject.
- (10) ¹ Leuphana may make the names of fellowship recipients and details regarding their funding publicly available, and their university contact information may be made accessible to the university community. ² With the express consent of the fellowship recipients, additional information may be made public.
- (11) In all other respects, Part I of the DSO applies accordingly.

Appendix

Applies to fellowships advertised on or after July 20, 2026.

Table 1 – Funding Rates for Fellowships Starting in the Postdoctoral Stage

Designation		Career Phase	Target Group	Base Amount EUR/month	Materials and Supplies Sub- sidy EUR/month	Child allowance EUR/month	Term
1	Early Stage Postdoctoral Research Fellowship	Doctorate completed no more than 2 years ago	Postdoctoral researchers	2,188 ^a	313 ^a	400 (first child); + 100 (each additional child) ^a	6–24 months
2	Postdoctoral Research Fellowship	Doctorate completed more than 2 to 4 years ago	Postdoctoral researchers	3,170 ^b	313 ^a	400 (first child); + 100 (each additional child) ^a	6–24 months
3	Research Fellowship for Experienced Researchers	Ph.D. completed more than 4 years ago	Experienced researchers	3,770 ^b	313 ^a	400 (first child); + 100 (each additional child) ^a	3–24 months
4	Short-term fellowship	Depending on qualifications, Categories 1–3	See 1–3	See 1–3	See 1–3	See 1–3	1–6 months for 1 & 2; 1–3 months for 3
5	Fellowships for Artists^e	Established	Artists ²	2,670 ^c	Included in the base amount	400 (first child); + 100 (each additional child) ^a	1–12 months
6	Fellowships for Public figures^e	Established	Public figure ^e	max. 1,000 ^d	Included in the base amount	Included in the base amount	1–12 months

^a Based on the current rates of the DFG

^b based on the current rates of the Alexander von Humboldt Foundation

^c based on the current rates of the Cultural Foundation of the German Federal States (Kulturstiftung der Länder)

^d The monthly amount is to be agreed upon individually with the public figure and shall not exceed 1,000 EUR

^e Outstanding artists and public figures who contribute to public debates and societal developments

Table 2 – One-time reimbursement of travel expenses for arrival and departure

Recipients of scholarships beginning at the postdoctoral stage may additionally be awarded a one-time reimbursement of travel expenses for travel to Lüneburg to begin the scholarship on site and for departure from Lüneburg after completion of the scholarship on site. If this option is available, it must be noted in the call for applications; reimbursement is subject to the applicable provisions of the Lower Saxony Travel Expenses Regulation (Niedersächsische Reisekostenverordnung—NRKVO) and the associated administrative regulations (VV-NRKVO).

A request for reimbursement of travel expenses must be submitted within 6 months of the completion of the respective trip. Expenses may no longer be claimed after that period expires.

The following table provides information on the key points regarding the reimbursement of travel expenses. The table is intended as a guide and does not replace the official regulations.

A contact person is available to answer questions regarding the reimbursement of travel expenses in connection with fellowships starting from the postdoc phase. If applicable, this contact person will be specifically named in the call for applications.

Travel Expenses

Train Travel

- Second-class train tickets, including seat reservations, are reimbursed.
- Please use your Bahncard (if available) and, whenever possible, take advantage of saver fares or other discounts.

Air Travel

- Economy-class airline tickets are reimbursed.
- Air travel within Germany is not reimbursed.

Receipts and Proof of Payment

- We require the original invoices showing VAT. Please send us any receipts you receive in digital form via email.
- For payments in foreign currencies, please include:
 - a printout showing the exchange rate on the date of the invoice or receipt,
 - a bank statement showing the conversion to euros.

General Information

- In addition, no private travel-related insurance (e.g., travel, accident, trip cancellation insurance, etc.) or booking fees (e.g., from booking portals) will be reimbursed.

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