



FAU guidelines on scholarships in the Emerging Fields Initiative

(passed by FAU's Executive Board on 21/03/2012)

The Emerging Fields Projects can award scholarships of a previously approved amount from the funds of the Emerging Fields Initiative of Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU hereafter). The scholarships are financed by FAU's state funding and third-party funding. Emerging Field scholarships can be awarded to adequately qualified junior and senior researchers as qualification scholarships, PhD scholarships or post-doc and Habilitation scholarships. By accepting the scholarship, researchers commit themselves to work exclusively on the project for which the scholarship was granted.

1. General guidelines

Scholarships can be awarded to excellent researchers on all qualification levels. They are granted for work on specific problems addressed in one of FAU's Emerging Fields Projects. The Emerging Fields Projects must include adequate measures to support the researchers funded by a scholarship to improve interdisciplinary networking activities and to promote internationalisation. Scholarships are awarded according to specific criteria set out by the Emerging Fields Projects before the award of the scholarship. Scholarships in Emerging Fields Projects may be subject to certain stipulations which guarantee that the purpose of the foundation is met. Simultaneous funding from a second scholarship is not permitted.

A scholarship does not represent an employment contract. Recipients of the scholarship must not be obligated to carry out work outside of the funded project.

2. Responsibilities

EFI scholarships can be awarded on application by one of the FAU professors participating in the Emerging Fields Project, by the co-ordinator of the Emerging Fields Project in question, or by a committee established for this purpose according to the criteria listed under Section 1 within the budget of the funds granted for the Project.

3. Procedure

It is within the Emerging Field Project's discretion to define the details required for scholarship application, which should be adapted to the specific requirements and practices of individual projects. The funding duration of the scholarships shall be specified by the Emerging Fields Projects. The duration of the scholarship must not exceed the funding duration of the Emerging Fields Project itself. Scholarships can be extended within the granted budget and within the funding period of the Project.

Funding decisions shall be taken by the co-ordinator of the Emerging Fields Project in question or a committee established by him/her and shall be set down in writing. The

recipient of the scholarship shall receive a written notification detailing the scientific project, funding sum and duration.

For each scholarship, a supervisor shall be named who must be a full-time academic employee at FAU and in a position to guarantee that all necessary scientific equipment is available.

4. Funding

The amount of the scholarships shall be set by the Emerging Fields Projects and be in accordance with the type of scholarship and DFG standards. Any deviations must first be approved by the Vice-President for Research. The Emerging Fields Projects are requested to stipulate the amount of the scholarships in writing. The amount shall not exceed the actual funds necessary for research expenditure, reasonable subsistence, education and training.

All funding options include the possibility to grant child care allowances of up to 400 euros for one child. For all further children, the allowance may be increased by 100 euros per child per month.

For family reasons, which have to be sufficiently substantiated, the scholarship can also be awarded as a partial scholarship with twice the funding duration. The working hours for the project shall be reduced accordingly. The scholarship awardee will receive half of the scholarship's regular monthly amount. Only half of the monthly limit for paid employment applies to partial scholarships. Funding must not be extended beyond the funding period of the Emerging Fields Project.

5. Conditions

All scholarships permit short stays abroad for research purposes. During these research stays, the scholarship may be continued when the supervisor confirms that the research stay is directly related to the Emerging Fields Project.

The researchers receiving funding must work exclusively on their academic project. For PhD scholarships, paid employment outside of the project of up to 5 hours per week or up to 2 semester hours per week (SWS) of unpaid teaching activities are permitted. For post-doc, Habilitation or external experts scholarships, paid employment outside of the project of up to 10 hours per week or up to 4 SWS of unpaid teaching activities are permitted. For partial scholarships, the permitted hours of further paid employment are reduced accordingly.

The scholarship recipient must acknowledge notification that the scholarship has been granted and accept the accompanying stipulations and regulations. The scholarship recipient must also confirm that they do not receive any other scholarships. The scholarship recipient must give immediate notification if they accept another scholarship.

In accordance with the specific regulations of Section 3 (44) *EStG* (Income Tax Act), FAU considers the scholarships awarded as tax-free. They are not subject to compulsory social security since they do not represent income in the sense of Section 14 SGB IV. Scholarship recipients should seek individual advice from their tax advisor.

The University advises that scholarships are considered as income when calculating child benefits, and may affect entitlement to *BAFÖG*. It is therefore recommended that scholarship recipients consult the authorities responsible before accepting the scholarship.

Additional allowances (e.g. social security contributions, sickness benefits, child allowance, etc.) exceeding the funds granted cannot be assumed. FAU recommend that scholarship recipients take out health, accident, liability and life insurance in their own interest. Costs for these services cannot be borne by FAU.

PhD scholarships can only be paid out to doctoral candidates registered with FAU's Graduate School.

Each scholarship recipient must:

- state all details relevant to funding, especially with regard to secondary employment and, upon request, agree to the provision of relevant information by third parties.
- give immediate notification of changes in personal circumstances relevant to funding (this also includes changes of address) or in information provided in connection with the application for funding.

On accepting the scholarship, scholarship recipients commit themselves to observe all regulations and laws pertinent to their academic work. This includes in particular

- the regulations on good academic practice as laid down in FAU's guidelines on safeguarding good academic practice (http://www.uni-erlangen.de/universitaet/organisation/recht/sonstige_satzungen/Praxis.pdf)
- the Declaration of Helsinki of the World Medical Association in its current version on the planning and conduction of experiments on humans
- laboratory safety regulations.

6. Maternity protection and parental assistance

After the birth of a child, the funding period can, upon written application by the scholarship recipient, be extended by the duration of the maternity leave as laid down in the *Mutterschutzgesetz* (Maternity Protection Act). Extension is also possible if the funding period of the scholarship ends within the mandatory maternity leave. However, in both cases, extension is only possible within the granted funding period of the Emerging Fields Project.

In the following cases, the scholarship can be suspended for a maximum duration of 12 months upon written application by the scholarship recipient:

- necessity to take care of a child living in the recipient's household who is under 12 years old or in permanent need of care (severely disabled).
- own serious illness
- care of close relatives
- other comparable urgent reasons.

7. Academic results

It is of great importance to FAU that the research results achieved with the help of the funding granted are published. In all publications and all other public presentations, reference must be made to the support received from FAU's Emerging Fields Initiative at an appropriate point.

Thereby, FAU aims to safeguard that patentable results achieved by the scholarship recipients have a commercial value and are protected under patent law. Recipients of scholarships must report any inventions made during the funding period to FAU's Office for Knowledge and Technology Transfer, Continuing Education, and Patents (F2) immediately. F2 will then evaluate the invention, assess the pertinent legal regulations and then advise the scholarship recipient upon the recommended further procedure. It is essential that F2 is consulted before original research is published to avoid endangering the patent application process.

If the scholarship recipient participates in projects financed from third-party funds, they have to observe the stipulations by the funding organisation. In specific cases, it might be necessary that scholarship recipients commit themselves to transfer research findings to the funding organisation.

8. Revocation

Prospective revocation of the scholarship is possible when the research project within the framework of the Emerging Fields Initiative has not started or was terminated prematurely.

The scholarship can be revoked – also retrospectively – when:

- the scholarship was initially granted on the basis of false or incomplete information
- stipulations have not been met or not been met within the deadline
- the scholarship recipient has neglected their duty to provide information on changes in circumstance
- the scholarship recipient has failed to observe the current regulations.

The regulations on the granting of scholarships within the Emerging Fields Initiative are part of the scholarship award. FAU reserves the right to change these regulations at any time. Scholarship recipients will be informed about any changes in good time by the co-ordinators of the respective Emerging Fields Project.