



TECHNISCHE
UNIVERSITÄT
DARMSTADT

Guidelines and instructions for researchers re-ceiving re-entry scholarships

as part of the initiative programme 'Research-oriented equality of women scientists and acquisition of women professors' at TU Darmstadt

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I. Usage guidelines for the use of re-entry scholarships

These guidelines are part of approval. They apply unless something is established to the contrary.

1. General principles of scholarship funding

The scholarship serves to cover your living expenses during your independent processing, or processing by a qualified scientist, of a well-delineated research project presented with an application for funding. The scholarship may not be used to supplement grants from other funding organisations or income from employment. Should a recipient commence employment during the scholarship period, they must report this immediately. The scholarship period ends with the commencement of employment.

Modifications to your project plan (e.g. change of job, interruption of work in the context of the scholarship) require the prior written approval of the scholarship service and must be communicated to the supervising institute immediately.

TU Darmstadt expressly wishes that the personal and material resources required for the research project be provided by the supervising institute.

You must concentrate all your work efforts on the research project. During the term of the scholarship, the supervising institute may not require you to do work that is not related to the above scholarship purpose.

The exercise of secondary scientific employment during the scholarship period must be reported in writing to the scholarship service in good time before commencement.

TU Darmstadt may prohibit secondary employment or attach conditions to it if this may affect the achievement of the scholarship objective or the legitimate interests of TU Darmstadt. Written authorisation must be obtained from the scholarship service prior to the acceptance of secondary employment.

During the period of the scholarship, you may not simultaneously accept further funding from German scientific funding organisations concerning the same or similar research topics.

2. Scope of funding

The scholarship amount is € 1,800 monthly. This amount will be paid to the scholarship recipient for ten months.

You will be notified in writing of the commencement and composition of payment of the monthly stipends.

The stipend consists of a lump sum which covers travel costs, material resources and child-care related to independent research work.

The stipend does not establish an employment relationship; it is not remuneration within the meaning of § 14 SGB IV (Social Code IV). It is therefore not subject to social security.

The stipend is tax-free according to § 3 No. 44 EStG (Income Tax Act) and is generally not subject to the progression clause according to § 32 b EStG.

Stipends are paid out at the beginning of each month. Payment can only be made into a domestic account.

Recipients may not make a claim of loss of enrichment in response to a claim from TU Darmstadt for the repayment of excessively paid amounts.

TU Darmstadt will not be obliged to pay arrears interest if it pays a stipend late.

No further grants will be paid to cover costs of material resources, travel costs (in Germany and abroad), publications etc. Costs incurred are to be paid from the re-entry scholarship.

The lump sum of the stipend already includes a lump sum child allowance. No further child allowances will be paid.

3. Benefits for parents - scholarship extension with parental benefits

The scholarship period can be extended by up to twelve months if you give birth to a child during the term. However, rather than overall financial support being increased, months of funding may be suspended during the period of maternity leave/parental leave. The total payment of 10 x € 1,800 will not be affected by changes in family conditions or family growth.

4. Obligations

4.1 Statutory obligations

You are responsible for compliance with legal and other regulations while carrying out your research project. Particular attention is called to regulations applicable to human testing, research work using human embryonic stem cells, animal testing, genetic engineering experiments and to the provisions deriving from the agreement on biological diversity (Convention on Biological Diversity (CBD)). Regarding animal testing requiring approval, the official approval must be present before commencement of the research work.

4.2 Obligation to follow the rules of good scientific practice

By accepting a scholarship from TU Darmstadt, you undertake to comply with the rules of good scientific practice¹.

Scientific misconduct exists if, in a scientific context, deliberate or grossly negligent misrepresentations are made, intellectual property of others is violated, or their research activities are otherwise impaired. The conditions of the individual case are always decisive.

According to the nature and severity of established scientific misconduct, TU Darmstadt may decide on one or more of the following measures:

- Written reprimand of the person concerned
- Exclusion from application eligibility at TU Darmstadt for one to eight years, depending on the severity of the scientific misconduct
- Withdrawal of funding decisions (total or partial revocation of authorisation, recall of approved funds, recovery of expended funds)
- Requesting parties concerned to withdraw the incriminating publication or correct the incorrect data (by printing an erratum) or reference to the recall of funds by TU Darmstadt in the incriminating publication

4.3 Obligation to report

You are required to submit a final report, unsolicited, no later than six months after the end of funding.

See Section II.3.

5. Revocation, refund and arrears interest

TU Darmstadt reserves the right to revoke the license in whole or in part and to claim a refund if

- the authorisation or determination of the amount of the scholarship payment was based on incorrect or incomplete information,
- conditions have not been fulfilled, or they have not been fulfilled within a period set by TU Darmstadt.

The authorisation of the scholarship will in principle be revoked if it has not been used within a year after it was issued.

¹ The rules of good scientific practice are laid down in the memorandum 'Securing good scientific practice' (WILEY-VCH Verlag), which is available on the DFG's homepage at

http://www.dfg.de/aktuelles_presse/reden_stellungnahmen/download/empfehlung_wiss_praxis_0198.pdf.

II. Further information for scholarship recipients

1. Before commencement of scholarship

1.1 Social insurance coverage

Scholarships of the TU Darmstadt do not establish an employment or service agreement. Payments are not wages within the meaning of § 14 SGB

IV. They are therefore not subject to social security.

Health insurance

You are personally responsible for your health insurance. Please determine in good time that you have enough health insurance.

Pension insurance

Please consult the experts at your pension insurer who can provide you with individual advice regarding this complex area during the scholarship period.

In principle, scholarship periods are regarded as training periods in pension insurance. Since, however, a maximum of three years is considered, these periods are usually already exhausted after studies. Disability pension is subject to special conditions in the current pension insurance system. We recommend that you cover this risk by taking out private pension or life insurance.

Accident and liability

We recommend that you take out accident, liability and term life insurance. No allowance can be paid for these costs.

2. During the scholarship period

2.1 Premature return of scholarship

Scholarships can be returned prematurely in exceptional cases (e.g. serious personal reasons, commencement of employment, etc.) without TU Darmstadt having a right to re-

cover amounts already paid.

TU Darmstadt reserves the right to effect a separate examination and decision in each individual case.

2.2 Illness

Short-term illnesses have no effect on the scholarship payment. It is not necessary that a medical certificate be provided.

If, however, you are ill for a longer period, i.e. an uninterrupted period of more than six weeks, the TU Darmstadt must be informed immediately. If necessary, the scholarship must be suspended for the duration of the illness, if work for the purpose of the scholarship is not possible. A part-time regulation is also possible. Decisions are made on an individual basis.

2.3 Holidays

Because the scholarship does not establish an employment relationship, no holiday regulations of a statutory or collective nature apply. The scholarship recipient should inform the scholarship service and the supervisor of the relevant institute regarding times of absence.

2.4 Part-time scholarships

The conversion of the current scholarship into a part-time scholarship is only possible in special personal situations (e.g. disability, serious illness of oneself or a close relative, etc.). In such a situation, please contact the scholarship service of TU Darmstadt.

The term can be extended accordingly. The lump sum will be reduced according to the percentage of stipend reduction.

2.5 Taxes

The scholarships of TU Darmstadt are tax-free according to § 3 No. 44 EStG.

3. After completion of funding - final report

You are required to submit a final report, unsolicited, no later than six months after the end of the funding in which you explain the use of the funding, the work steps and success during the scholarship period, as well as briefly explaining the next steps regarding your research project.

Publications written during the funding period must be mentioned. If additional persons are involved in the research project to the scholarship recipient, this cooperation should be identified as to type and extent.

Please use the form 'Final report re-entry scholarship' to prepare the final report.