

**Implementing provision  
to the Ordinance for the Promotion of Postgraduates**

Announcement of the Ministry for Science, Research and Culture  
Of 15<sup>th</sup> September 2000

For implementing the Ordinance for the Promotion of Postgraduates (GradV) of 15<sup>th</sup> September 2000 the Minister for Science, Research and Culture enacts the following provision:

**To § 3 paragraph 4 GradV (attestation of illness)**

Illness must be proven by a medical certificate.

**To § 4 paragraph 2 (exclusion and cancellation of support)**

An activity of up to 6 hours per week, inclusive of the seminars conducted by a postgraduate according to § 8 paragraph 1 GradV, is no impediment in terms of §4 paragraph 2.

**To § 5 GradV (Charging income of the scholarship holder and his spouse)**

**1. Charging**

- 1.1 The sum of the positive income in terms of § paragraph 1 and 2 of the Income Tax Act is being rated as annual income within the meaning of § 5 GradV, decreased by the set income tax and church rate as well as by the tax-deductible supply expenditures for the relevant calendar year.
- 1.2 If the applicant shows probable cause that the annual income in terms of number 1.1 during the promotion period will probably be less than the annual income in the calendar year before the application, this income will be taken as a basis for the calculation of the scholarship. The scholarship is then given under reserve of reclaim. As soon as the annual income during the promotion period can be determined conclusively, it is decided finally on the application.
- 1.3 If both spouses receive a scholarship according to the Ordinance for the Promotion of Postgraduates, incomes according to § 5 GradV will be charged from the scholarship holder who receives the income.
- 1.4 Changes of the earning capacity during the appropriation period have to be considered if it leads to an enhancement or alleviation of the monthly scholarship by more than 51,13 EUR. The enhanced scholarship is to be paid from the first day of the month in which the change becomes effective; the decreased scholarship is to be paid from the first day of the month that follows the month in which the changes became effective.

## **2. Duty of explanation and disclosure on personal circumstances, allowance under reserve**

- 2.1 The applicant resp. the scholarship holder is obliged to inform the university on his earning capacity and the earning capacity of his spouse as well as to announce changes as of Number 1.4. The earning capacity is to be attested through proof of earnings certificates of the employer, tax bills or in other appropriate form. If the attestation requires a disproportional effort or can not yet be provided, the earning capacity must be accredited; in this case the scholarship will be given under reserve of reclaim, according to number 1.2 clause 3.
- 2.2 The amount resulting out of the calculation in line with § 5 GradV is to be rounded up to total Euro; if the calculated scholarship amount is below 51,13 Euro, the scholarship is not allowed.

## **To § 6 GradV (Award procedure)**

### **1. Public call for proposals**

In the call for proposals the documents to be submitted by the applicant are to be specified according to Number 2 clause 1.

### **2. First-time allowance of scholarship**

The following documents are to be added to the application for a scholarship according to the Ordinance on the Promotion of Postgraduates:

- a description of the topic
- an explanation of the work project which clarifies the fulfillment of the requirement according to § 1 Number 3 GradV
- the stage of preparatory work, and
- a time schedule.

The awarding committee verifies whether the promotion requirements are on hand by means of expertises provided by the supervisor of the work project and another professor. Upon request by the applicant the university has to appoint another referee.

### **3. Duration of allowance**

- 3.1 Scholarships are granted for a year respectively. Upon request by the scholarship holder it has to be decided before expiration of the appropriation period whether the continuation of support is justifiable.
- 3.2 At variance with the terms of 3.1 a scholarship can be allowed for a shorter period, if the aim of support can be achieved within this period or if the shift into another level of promotion is to be expected afterwards.

#### **4. Further allowance of scholarship**

- 4.1 Before the decision on further allowance of the scholarship after the respective appropriation period the scholarship holder presents a progress report showing the factual and chronological process and the results of the work as well as work and time schedule for completion of the project. Without presenting the progress report there is no further allowance.
- 4.2 The supervisor of the work project adds to the report an expertise on the previous performance of the scholarship holder. The award committee can demand the expertise of another professor or lecturer.
- 4.3 The appropriation ends at the latest:
  - a) with expiration of the month of the oral doctorate examination,
  - b) with completion of the creative development project,
  - c) with expiration of the month in which the scholarship holder takes up an employment that cuts across § 4 paragraph 2 GradV

#### **5. Interruption of allowance**

- 5.1 If the scholarship holder interrupts his scientific or artistic project, he informs the university immediately. The payment of scholarship has to be discontinued from the date of break. In case of break due to a proven illness or for another important reason the scholarship holder is not to be to blame for the scholarship payment can be continued for up to six weeks. If the scholarship holder announces the end of the break the payment can be continued; the allowance can be extended by the period of the break. If doubts arise due to the duration of the break on the possibility of completing the scientific or artistic project within the remaining legal duration of support, it is to be decided on an extension of promotion according to 3.
- 5.2 If a scholarship holder interrupts her scientific or artistic project for a period of a prohibition of employment according to §§ 3 and 6 of the maternity protection statute, the scholarship payment is continued for the duration of the break upon request. The duration of allowance extends by the time of this break.

#### **6. Final report**

At the latest two months after termination of support the scholarship holder has to present an affirmation from the faculty or the department of the completion of the doctorate project or the artistic work. If the doctorate project or the artistic work is still not completed at this time the scholarship holder has to explain in detail the reasons, to speak on the planned process of the work and to present a report on his work during the last appropriation period and the current state of the work to the university. The supervisor of the project gives a statement on the final report. It is abstained from a cross-reference by the scholarship holder.

## **7. Notice of granting**

The General collateral clauses to the Ordinance on the Promotion of Postgraduates are a binding part of any notice of granting. They are to be added to the respective notice of granting.

### **To § 7 paragraph 2 (tasks of the Awarding Committee)**

The department the intended doctorate procedure or artistic development projects is to be assigned to, should be involved.