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Statute on the awarding of scholarships by the "Center for Doctoral Studies Lübeck" (CDSL) of the University of Lübeck

from 18 July 2017 (NBl. HS MBWK Schl.-H. p. 76)

amended by:

Statute from 26 October 2017 (NBl. HS MBWK Schl.-H. p. 95)

Statute from 15 February 2018 (NBl. HS MBWK Schl.-H. p. 18)

Statute from 30 October 2018 (NBl. HS MSGWG Schl.-H. p. 78)

§ 1

Scope

- (1) The regulations contained in this statute apply to all doctoral scholarships mentioned in § 4 which are funded by third parties and awarded by the Center for Doctoral Studies Lübeck CDSL.
- (2) Doctoral scholarships in the field of human medicine with the desired degree Dr. med. or Dr. med. dent. are not included in the scope of this statute.
- (3) Furthermore, the statute does not apply to scholarships which are included in the scope of the state regulation on the funding of young academics and artists (scholarship regulation).

§ 2

Freedom to act autonomously

The scholarship is a form of financial support while carrying out doctoral research. It must not be linked to any instruction-based activity or specific reciprocal service or work at the University of Lübeck (UzL). If the scholarship holder has any doubts regarding compliance with this provision, he or she should contact the CDSL.

§ 3

Subsidiarity

A scholarship is only awarded if the supervisor of the scholarship holder can prove that he or she is not in a position to provide funding to the individual in question. The existence of the necessary funding in accordance with § 6 and, in the case of an extension, § 8, is to be documented by the supervisor or the third-party donor.

§ 4

Types

The UzL awards doctoral scholarships which are funded by third parties and administered by the CDSL. They can be awarded in a competitive application procedure as well as non-competitively.

§ 5

Requirements

- (1) The requirements for the awarding of a doctoral scholarship are enrolment as a doctoral student at the UzL and registration for doctoral studies at the CDSL.
- (2) For the awarding of a doctoral scholarship, the following documents are to be submitted:
 1. A completed application form for a doctoral scholarship, in compliance with the formal requirements;
 2. Curriculum vitae;
 3. Copies of academic records (university entrance qualification, bachelor certificate, master certificate, diploma); original certificates do not have to be submitted if they were submitted when enrolling at the university.
 4. A letter of recommendation from the supervisor of the thesis of the relevant study programme which qualifies the applicant for doctoral studies as well as a letter of recommendation from the supervisor of the proposed doctoral project;
 5. A signed and completed supervision agreement for the doctoral project, in compliance with the formal requirements;
 6. Project exposé consisting of the following elements:
 - a) Subject of investigation
 - b) Current state of research
 - c) Initial hypothesis/Objective
 - d) Preliminary work
 - e) Approaches and methods
 - f) Timetable and work plan
 - g) Bibliography.

§ 6

Amount

- (1) A doctoral scholarship is initially awarded for a period of one year and, in the first year of funding, amounts to a minimum of €1,250.00 and a maximum of €1,900.00 per month, depending on the third-party donor. The funding amount must be confirmed by means of a grant approval.
- (2) Scholarship holders with children may apply for an additional allowance amounting to €400.00 for the first child and a further €100.00 for each subsequent child.

§ 7

Procedure

- (1) The application, including the application documents stated in § 5 (2), is to be submitted to the CDSL.
- (2) In the case of a competitive scholarship, the Advisory Board of the CDSL checks whether funding requirements have been fulfilled and makes a decision regarding the scholarship with the assistance of two independent scientific reviews. The reviews are provided by two scientists who have already obtained post-doctoral¹ degrees. With regard to the reviewers, the regulations of the DFG for the selection of reviewers (“Guidelines for Avoiding Conflicts of Interest”) apply.
- (3) In order to accept the scholarship, the scholarship holder must sign the scholarship agreement.
- (4) Scholarships are paid on a monthly basis.

§ 8

Extension

- (1) The scholarship holder may apply for an extension of the scholarship.
- (2) The first extension will be approved by the CDSL if the requirements referred to in § 5 continue to be fulfilled and other circumstances remain unchanged. As a rule, this extension is for a period of two years.
If, at the commencement of the doctoral scholarship, the holder was subject to conditions concerning their admission for doctoral studies at the UzL, or if other circumstances have changed, an extension of up to three years can be applied for. The Advisory Board of the CDSL makes the decision.
- (3) A second extension is also subject to approval by the Advisory Board of the CDSL.
- (4) For this purpose, the scholarship holder must provide:
 1. a progress report which details chronologically the work achieved to date and a timetable for the work to be completed during the extension that is being applied for.
 2. evidence that work agreed upon and set out in the supervision agreement and, if applicable, the doctoral programme, have been completed on schedule.
 3. a recommendation from the supervisory committee. In this recommendation, the likelihood of success of the doctoral project is to be demonstrated on the basis of the provided progress report and the work plan. If an extension of more than six months is applied for, the recommendation must also include a plausible statement concerning the necessity of the period of the requested extension in order to complete the doctoral project.
- (5) The maximum length of a scholarship is five years.

¹ This also includes persons whose work, during a formal evaluation procedure, has been judged to be equivalent to a post-doctoral degree.

- (6) In the second and third year respectively of funding the amount is increased by €50.00 each year. As soon as the maximum funding amount of €1,900.00 has been reached, no further increase in funding is possible. An increase in the scholarship funding is not possible for any additional extension.
- (7) In the case of a planned interruption of the doctoral project due to pregnancy, parental leave or care for a relative, a consultation with a representative of the Head of the Department for Equality and Family can be arranged, in the presence of the supervisor if requested.

§ 9

Scholarships in the context of international research cooperations

The UzL awards scholarships to foreign doctoral students who, in the context of international research cooperations with foreign universities or research institutes, are temporarily carrying out research at the UzL. Such scholarships can be applied for and awarded for a minimum of three and a maximum of 12 months. The provisions of § 5 (2) Nos. 1–3, § 6 and § 7 apply accordingly. Notwithstanding § 5 (2) Nos. 4–6, the following are to be submitted:

1. A letter of recommendation from the supervisor of the proposed doctoral project;
2. Signed guest scientist contract;
3. Brief description of the project (in English) consisting of: subject of investigation, current state of research, initial hypothesis/objective, preliminary work, approaches and methods, timetable and work plan and bibliography.

In addition, the foreign institution from which the scholarship holder comes and the UzL are to regulate details between them in a cooperation contract, while ensuring that the basic conditions of the scholarship adhere to the guidelines of this statute.

§ 10

Transitional provision

Scholarships which were awarded before the coming into force of this statute are not affected by the regulations of this statute. The statute also does not apply to scholarships whose conditions were negotiated before the coming into force of the statute, if the scholarship was awarded before the 31 December 2018.