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**Guideline of the University of Lübeck on the awarding of scholarships within the framework
of the emergency aid programme for the support of
refugee academics from Ukraine
dated 3 August 2022**

Decision of the Executive Board of 3 August 2022

§ 1

Purpose and prerequisite

- (1) The scholarship is intended to provide financial support for suitable, highly qualified academics from Ukraine who hold at least an academic Master's degree or a comparable degree in a university course of study.
- (2) The funding is in the form of a scholarship.
- (3) Funding is provided for research projects at an institute or clinic of the University of Lübeck that are carried out in coordination with an academic host.

§ 2

Freedom to act autonomously

The scholarship is financial support for a research activity. It must not be linked to any instruction-based activity, specific reciprocal performance or work at the University of Lübeck.

§ 3

Type, duration and scope of funding

- (1) The scholarship amounts to a maximum of € 1,350.00 per month.
- (2) The scholarship is awarded for an initial maximum period of six months. The maximum funding period is twelve months. If the researcher terminates the research project at the University of Lübeck prior to expiry of the approved funding period, the funding ends automatically without any action being required on the part of the University of Lübeck.
- (3) The funding period is determined depending on the project and the work plan.

§ 4

Fundraising

The Executive Board is responsible for raising funds from private donors. The university administration office commissioned by the Executive Board to handle the scholarships coordinates the cooperation of all parties involved.

§ 5

Application procedure

- (1) Applications can be made at any time. A decision on possible funding will be made within four weeks of receipt of the application.
- (2) The application documents must be submitted in German or English. The following documents must be enclosed with the application documents:
 - a) application form,
 - b) curriculum vitae,
 - c) list of publications,
 - d) a self-prepared and self-worded research proposal (a detailed and precise statement of the research project) including a presentation of previous research work (a total of no more than five pages of no more than 3,000 characters without spaces plus, if applicable, no more than two additional pages for diagrams), which has been agreed with the designated academic supervisor,
 - e) timetable of the planned research work,
 - f) confirmation of supervision by the designated academic host at the University of Lübeck, which refers to the academic project and assures the provision of a workplace by the host institute/clinic,
 - g) letter of motivation including a statement of financial circumstances,
 - h) university degree certificate.

§ 6

Selection procedure and criteria

- (1) A selection committee is formed to select the doctoral researchers and scientists to receive funding.
- (2) The selection committee consists of at least three and at most five members, including one habilitated representative from each of the STEM sections appointed by the senate committee for computer science/technology and natural sciences and one habilitated representative from the section of medicine appointed by the senate committee for medicine. The Executive Board appoints up to three members.
- (3) The selection committee reviews the application documents and selects the applicants to be funded according to the following criteria:

- a) need,
 - b) a convincing and well-planned research project,
 - c) academic performance,
 - d) other professional suitability, which will be assessed on the basis of additional documents submitted,
 - e) extracurricular engagement.
- (4) The selection committee chooses a maximum of as many applicants as scholarships can be awarded. The decision of the selection committee is final.

§ 7

Approval

- (1) The Presidential Board approves the scholarships by means of a resolution. Unsuccessful applicants receive a rejection notice. The rejection notice shall be accompanied by instructions on how to appeal.
- (2) The approval includes the decision on the approval period, the amount of the scholarship and the funding period. The approval may be granted subject to the condition that outstanding evidence is submitted within a period to be determined.

§ 8

Duties of cooperation

Applicants must actively participate in the selection process and the processing of an awarded scholarship. The duties of cooperation include the provision of information and evidence required for assessing the eligibility and performance requirements, written notification of all changes in circumstances that are relevant for the granting of the scholarship, as well as participation in the evaluation of the scholarship programme.

§ 9

Continuation of the scholarship after the end of the funding period

- (1) An extension of the funding is desired.
- (2) The recipient must submit a written application for extension to the selection committee no later than six weeks before the end of the funding period, outlining the results achieved to date and a project plan for possible further funding.
- (3) An evaluation of the successful performance of the scientific activity must be made in writing by the hosting institute or clinic by means of a brief presentation of the results achieved so far.
- (4) The final decision on the extension of the scholarship is made by the selection committee.
- (5) The scholarship holders receive a renewal notice. In the event of a rejection of the continuation of the scholarship, the scholarship holders receive a rejection notice, which must be accompanied by instructions on how to appeal.

§ 10

Eligibility, suspension and revocation

- (1) There is no legal entitlement to the funding.
- (2) Approval of a scholarship is cancelled with retroactive effect and the scholarship holder is obliged to repay the contributions already paid if he or she
 1. failed to comply with a condition attached to the approval within a set period of time,
 2. obtained the approval by fraudulent misrepresentation, threat or bribery,
 3. obtained the approval by providing information which was materially incorrect or incomplete, or
 4. was aware of the unlawfulness of the administrative act or was not aware of it due to gross negligence.
- (3) The award of the scholarship shall be cancelled with effect for the future if the scholarship holder does not continue the research project at the University of Lübeck. The cancellation takes place at the end of the respective month in which the event occurs.

§ 11

Entry into force

This guideline enters into force on the day following its resolution. At the same time the Guideline of the University of Lübeck on the awarding of scholarships within the framework of the emergency aid programme for the support of refugee academics from Ukraine of 15 July 2022 shall cease to apply.