

**Statutes regarding the awarding of doctoral scholarships by the
"Center for Doctoral Studies Lübeck" (CDSL) of the University of Lübeck**
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**Section 1
Scope**

The regulations set out in these Statutes apply to all doctoral scholarships awarded by the CDSL that fall under Section 2.

**Section 2
Types**

(1) The scholarships awarded pursuant to these Statutes are differentiated into

1. Doctoral scholarships financed from third-party funds, awarded in the STEM sections and administered by the CDSL;
2. Doctoral scholarships financed from third-party funds, awarded in the Medicine section and administered by the CDSL;
3. Doctoral scholarships financed from budgetary funds and administered by the CDSL.

(2) All doctoral scholarships can be awarded in a competitive application procedure as well as non-competitively.

Chapter 1: General regulations

**Section 3
Freedom to act autonomously**

The scholarship is a form of financial support while carrying out doctoral research. Scholarship holders may not be required to provide a specific scientific counter-performance or other employee activity in connection with the scholarship pursuant to Section 3 (44) EStG. Scholarship holders must not be integrated into the workplace and its processes in the same way as employees. They must not be required to teach. Regular teaching (seminars, exercises, etc.) must take place on a voluntary basis

within the framework of a remunerated teaching position. If the scholarship holder has any doubts regarding compliance with this provision, they should contact the CDSL.

Section 4

Subsidiarity

A scholarship financed from budgetary funds is only granted in the event that the scholarship holder's supervisor is unable to provide a budgetary position. The existence of the financial means required pursuant to Section 9, Section 12 or Section 14 and, in the case of an extension pursuant to Section 10, Section 13 or Section 15, must be proven by the budget officer.

Section 5

Requirements

(1) The requirement for awarding a doctoral scholarship is registration at the University of Lübeck and registration for doctoral studies at the CDSL of the University of Lübeck. There is no legal entitlement to be awarded a doctoral scholarship.

(2) If enrolment at the University of Lübeck is not possible in individual cases, proof of private accident insurance cover must be provided.

(3) For the award of a doctoral scholarship pursuant to Section 2, the following documents must be submitted:

1. Fully completed application for a doctoral scholarship (see scholarship portal on the website: Doctorate of the University of Lübeck);
2. Curriculum vitae;
3. Transcripts of certificates or submission of original certificates (higher education entrance qualification, at least 1st section of the medical examination or university degree qualifying for a doctorate); submission of original certificates can be waived if this was already done during enrolment;
4. Certificate of enrolment (or proof of private accident insurance);
5. Proof of membership in a health insurance scheme;
6. A letter of recommendation from the supervisor of the proposed doctoral project;
7. Signed supervision agreement for the doctoral project (see scholarship portal on the University of Lübeck's website for doctoral studies);

8. Project synopsis with 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

(4) It is not permissible to award a scholarship as an extension of an otherwise non-continuable employment contract at the University of Lübeck. The same applies to a so-called bridging scholarship between two employment contracts at the University of Lübeck.

Section 6 Procedure

(1) The application, including the application documents stated in Section 5, 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-doctoral degrees¹. 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.

(5) Payment is usually made directly to the scholarship holder. If a third-party scholarship was applied for directly with the third-party funding provider and is not paid to the scholarship holder but to an account at the University of Lübeck, the scholarship holder must undergo the scholarship awarding process at the University of Lübeck.

(6) If a competitive award procedure is already regulated in a third-party funded project, the award is made on the basis of the regulations of the third-party funded project. In this case, no further reviews are required.

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

(7) A scholarship is approved by means of a notice of approval issued by the CDSL and the declaration of acceptance or scholarship agreement decreed or issued by the University of Lübeck by the scholarship holder.

(8) Funding ends at the end of the month of the funding period or at the end of the month in which the doctoral certificate was presented.

Section 7

Duties of the scholarship holders

The scholarship holder is obliged to immediately report any changes in their factual and legal circumstances, in particular in their personal and financial circumstances (e.g. receiving a scholarship from another source, changes in income from gainful employment or assets).

Section 8

Overpayment and withdrawal

(1) Any overpayments of the scholarship must be repaid immediately.

(2) A scholarship may be withdrawn retroactively if

1. the approval was granted on the basis of incorrect or incomplete information,
2. the University of Lübeck is no longer provided with the necessary funds,
3. the scholarship holder does not fulfil their obligations,
4. conditions have not been fulfilled or have not been fulfilled within a deadline set by the University of Lübeck,
5. the scholarship holder receives another scholarship from public or private funds,
6. the transitional allowances, income from self-employment or from non-self-employment or from assets exceeding the exemption limit exceed the monthly scholarship amount for more than six months and there are no (more) grounds for interruption or
7. overpayments are not refunded immediately.

(3) The objection of cessation of such enrichment cannot be asserted against a claim by the University of Lübeck for repayment of amounts paid in excess.

Chapter 2: Special regulations for doctoral scholarships pursuant to Section 2 (1) (doctoral scholarships from third-party funding providers awarded in the STEM sections)

Section 9 Amount and duration

(1) A doctoral scholarship pursuant to Section 2 (1) is initially awarded for a period of at least one year and amounts to a minimum of €1,600.00 and a maximum of €1,900.00 per month in the first year of funding, depending on the third-party funding provider. 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. This allowance is paid by the third-party funding provider irrespective of the funding amount pursuant to paragraph 1.

Section 10 Extension

(1) Upon application by the scholarship holder, the scholarship may be extended a maximum of two times.

(2) The first extension will be approved by the CDSL if the requirements referred to in Section 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 University of Lübeck, 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, has been completed on schedule,
3. a recommendation from the supervisor of the proposed doctoral project. 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 contain a plausible statement on the necessity of the duration of the requested extension for the completion of the doctorate.

(5) The maximum length of a scholarship is five years.

(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 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 Department for Equal Opportunities and Family can be arranged, in the presence of the supervisor if requested. Furthermore, in the event of pregnancy and childbirth, a stipend will continue to be paid upon application, in line with the protection periods of the Maternity Protection Act. The approval period is then extended by this period.

Section 11

Scholarships in the context of international research collaborations

(1) The University of Lübeck awards scholarships to foreign doctoral students who, in the context of international research collaborations with foreign universities or research institutes, are temporarily carrying out research at the University of Lübeck. Such scholarships can be applied for and awarded for a minimum of three and a maximum of 12 months. The provisions of Section 5 subsection 3 (1), (3) and (5), Section 6 and Section 9 apply accordingly. Deviating from this, the following are to be submitted:

1. a signed visiting scholar contract;
2. a 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.

(2) Further details between the foreign sending institution and the University of Lübeck are regulated in a collaboration agreement; it must be ensured that the essential conditions of the scholarship comply with the requirements of these Statutes.

Chapter 3: Special regulations for doctoral scholarships pursuant to Section 2 (2) (doctoral scholarships from third-party funding providers awarded in the Medicine section)

Section 12

Amount and duration

(1) A doctoral scholarship pursuant to Section 2 (2) for scholarship holders who have not yet completed their studies is awarded for a period of six to 12 months and is based on the current rates for medical doctoral scholarships of the DFG.

(2) It is possible to deviate downwards from this amount. In such cases, the amount must not be lower than €500.00. The respective third-party funding provider's guidelines for use apply. If the guideline for use permits a range (e.g. €500.00 to €800.00), the highest amount will be paid.

(3) A doctoral scholarship pursuant to Section 2 (2) for scholarship holders who have already completed their studies must amount to a minimum of €1,600.00 and a maximum of €1,900.00 per month, depending on the third-party funding provider.

(4) Scholarship holders with children may apply for an additional monthly allowance amounting to €400.00 for the first child and a further €100.00 for each subsequent child. This allowance is paid by the third-party funding provider irrespective of the funding amount pursuant to paragraph 1.

Section 13

Extension

(1) Upon application by the scholarship holder, the scholarship may be extended a maximum of two times.

(2) The first extension will be approved by the CDSL if the requirements referred to in Section 5 continue to be fulfilled and other circumstances remain unchanged. As a rule, this extension is for a period of 6 months to two years.

(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 the work required under the supervision agreement and the work required for the structured doctorate in medicine has been completed on schedule,
3. a recommendation from the supervisor of the proposed doctoral project. 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 contain a plausible statement on the necessity of the duration of the requested extension for the completion of the doctorate.

(5) The maximum length of a scholarship is five years.

(6) 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 Department for Equal Opportunities and Family can be arranged, in the presence of the supervisor if requested. Furthermore, in the event of pregnancy and childbirth, a stipend will continue to be paid upon application, in line with the protection periods of the Maternity Protection Act. The approval period is then extended by this period.

Chapter 4: Doctoral scholarships pursuant to Section 2 (3)
(Doctoral scholarships financed from budgetary funds)

Section 14
Amount and duration

(1) A doctoral scholarship pursuant to Section 2 (3) is initially awarded for a period of at least one year and amounts to €1,600.00 during the first year of funding.

(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.

Section 15
Extension

(1) Upon application by the scholarship holder, the scholarship may be extended a maximum of two times.

(2) The first extension will be approved by the CDSL if the requirements referred to in Section 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 University of Lübeck, 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, has been completed on schedule,
3. a recommendation from the supervisor of the proposed doctoral project. 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 contain a plausible statement on the necessity of the duration of the requested extension for the completion of the doctorate.

(5) The maximum length of a scholarship is five years.

(6) In the second and third year respectively of funding the amount is increased by €50.00 each year. 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 Department for Equal Opportunities and Family can be arranged, in the presence of the supervisor if requested. Furthermore, in the event of pregnancy and childbirth, a stipend will continue to be paid upon application, in line with the protection periods of the Maternity Protection Act. The approval period is then extended by this period.

Section 16

Special procedural regulations for the award of a budgetary scholarship

(1) Award of the budgetary scholarship is coordinated via the Advisory Board of the CDSL.

(2) A doctoral scholarship pursuant to Section 2 (3) must be publicly advertised.

(3) A budgetary scholarship can only be awarded to those who

1. demonstrate well above-average academic and examination performance,
2. will make an important contribution to research with a scientific project and
3. have fulfilled the requirement pursuant to (1) within the standard period of study plus four semesters.

Chapter 5: Final provisions

Section 17

Transitional provision

Scholarships which were awarded before the coming into force of this Statute are not affected by the regulations of this Statute.