



Information sheet for scholarship holders

Dear scholarship holder,

For your doctorate with a scholarship there are some things to consider, which we have compiled for you here.

Absence	If you are ill, want to take a vacation or are absent for other reasons, please discuss the procedure with your work group/institute/clinic. It is important that colleagues and supervisors are informed about absences.
"Business trip", travel in connection with the scientific research project	Provided that funds are available and a justification for the necessity of the trip is provided by the institute/clinic, scholarship holders may undertake trips that are related to the doctorate, unless the scholarship agreement states otherwise. For insurance reasons, a business trip application must be submitted in every case.
Change of personal data (name, bank details etc.) applies to CDSL- scholarships	Please inform the CDSL about this: cdsl.service@uni-luebeck.de
Employment at UzL and scholarship	It is not possible to receive a scholarship from UzL and at the same time be employed by UzL (usually as a student assistant or research assistant). This is based on the principle that several legal relationships with one employer must always be considered as a single entity. This also applies to employment relationships with UKSH, insofar as these involve funds administered by UzL on behalf of the employer. If this is not the case, an employment at UKSH and the simultaneous receipt of an UzL scholarship are unproblematic.
Extension request applies to CDSL- scholarships	Your scholarship can be extended upon application. You can submit your application and all required documents online . Please apply for the extension at least one month in advance. A second extension requires the approval of the advisory board of the CDSL.
Insurance	The scholarship does not establish an employment relationship. During the term of the fellowship, you may not be required to perform work unrelated to the purpose of the fellowship. The scholarship is not subject to compulsory social insurance. Therefore,



	<p>as a scholarship holder, you do not have automatic pension, nursing care, unemployment, and health insurance. Please ensure that you have sufficient insurance coverage on your own.</p> <p>Health insurance is necessary, and we also strongly recommend that you take out accident insurance and liability insurance.</p>
Lead time <i>applies to CDSL-scholarships</i>	<p>It takes approximately four weeks to process a scholarship application. Please take this into account in your planning.</p>
Payment <i>applies to CDSL-scholarships</i>	<p>The scholarship can only be paid out when all documents are complete.</p> <p>It is usually paid in the middle of the month.</p>
PhD Council	<p>The PhD Council is a representation of interests of the PhD students of UzL. It represents all doctoral students - both in STEM and in medicine. On the page of the PhD Council you will also find the link to the Moodle course.</p>
Pregnancy & child allowance <i>applies to CDSL-scholarships</i>	<p>In the event of pregnancy and childbirth, the stipend can be continued on application analogous to the protection periods of the Maternity Protection Act. The grant period is then extended by this period.</p> <p>For children up to the age of 18, a child allowance is paid in the form of a monthly lump sum.</p>
Questions, concerns and problems	<p>The CDSL is a contact point for all doctoral students of the UzL. If you have any questions or problems during your doctorate, please contact our staff in confidence. No confidential information will be passed on.</p> <p>You can find further advisory offices here.</p>
Scholarship Statutes <i>applies to CDSL-scholarships</i>	<p>On January 24, 2023, a new statute on the awarding of scholarships by the CDSL went into effect. It affects medicine and STEM in equal measure.</p>
Submitting the enrollment certificate <i>applies to CDSL-scholarships</i>	<p>Please submit your current enrollment certificate to CDSL each semester: cdsl.service@uni-luebeck.de</p>