



GRADUIERTEN-
AKADEMIE



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled “Satzung zur Durchführung des Gesetzes zur Förderung des wissenschaftlichen und künstlerischen Nachwuchses (Landesgraduiertenförderungsgesetz – LGFG) an der Ruprecht-Karls-Universität Heidelberg“, dated 17 July 2024 has legal validity.

Statutes for the Implementation of the Law for the Support of Young Researchers and Artists (Landesgraduiertenförderungsgesetz - LGFG) at Ruprecht-Karls-Universität Heidelberg

Based on § 8 par. 5 and § 19 par. 1 no. 10 of the State University Act (Landeshochschulgesetz - LHG) of January 1, 2005 (GBl. p. 1 ff.), last amended by Art. 1 of the Act of March 13, 2018 (GBl. p. 85 ff.) in conjunction with § 7 par. 2 of the Law for the Support of Young Academics and Artists (Landesgraduiertenförderungsgesetz - LGFG) of July 23, 2008 (GBl. p. 252), the Senate of Heidelberg University adopted the following statutes on 16 July 2024:

§ 1 Purpose of the funding

- (1) In order to support young researchers, Heidelberg University may award individual fellowships or, in particularly justified cases, short-term grants to highly qualified young researchers as afforded by the funds provided in the state budget and allocated to Heidelberg University. Short-term grants are usually awarded as completion grants for the completion of the doctoral thesis.
- (2) The funding is awarded in the form of fellowships/grants and does not establish an employment relationship with the university.

§ 2 Funding

- (1) According to the Landesgraduiertenförderungsgesetz (LGFG), funding can only be granted to those who fulfill the requirements of § 2 par. 1 LGFG.¹ In justified, exceptional cases (e.g. fast-track program, 4+4 program), a conditional admission to the faculty will be temporarily accepted to demonstrate funding eligibility. The successful applicants will be selected according to the level of their research skills and the importance of their prospective academic projects.

¹ § 2 par. 1 LGFG states that the prerequisites for the receipt of funding within this program are 1) a successfully completed university degree, 2) excellent qualifications, 3) an academic project that promises to make an important contribution to the research area in question, 4) admission as a doctoral candidate (Annahme als Doktorand*in) at a university in Baden-Württemberg, 5) academic supervision provided by the university. In determining the qualifications of a candidate, both academic results from a program of study as well as other academic achievements, experiences or knowledge made or gained within or outside the university setting can be taken into account.

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- (2) Applicant must prove to the University that they fulfill the requirements of § 2 par. 1 LGFG and must submit a feasible work plan and time schedule for the implementation of the doctoral project. Therefore, the application for funding must be accompanied by the documents requested by Heidelberg University on the relevant website.
- (3) The University may make the funding approval dependent on the fulfillment of conditions and the submission of further documents.
- (4) The funding consists of a basic stipend as well as a lump sum allowance for materials and travel. In addition, a subsidy for health insurance and/or a child support supplement may be granted under the conditions set forth in § 3 (4) and (5).
- (5) Funding approval is issued in the form of a written awards notification.
- (6) The funding award does not establish an employment relationship between Heidelberg University and the doctoral candidate. The doctoral candidate cannot be obligated to provide any specific academic work or other employment activity in connection with the funding.

§ 3 Amount of funding²

- (1) The basic stipend of the individual fellowship is EUR 1,550 per month.
- (2) The basic stipend of the completion grant is EUR 1,250 per month.
- (3) The lump sum allowance for materials and travel is EUR 100 per month.
- (4) Doctoral candidates who do not have obligatory public health insurance will receive a health insurance subsidy of up to 50% of the actual costs of their health insurance, up to a maximum of EUR 100 per month.
- (5) The doctoral candidate shall receive a child support supplement
 1. if the candidate or the candidate's (marital) partner receives child benefits (*Kindergeld*) for a joint child in accordance with the Income Tax Act (*Einkommensteuergesetz*) or the Federal Child Benefits Act (*Bundeskindergeldgesetz*),
 2. if the doctoral candidate, as a single parent, receives child benefits for a child under the Income Tax Act or the Federal Child Benefits Act, or
 3. if, as a non-German citizen, the doctoral candidate is not legally entitled to child benefits under the Income Tax Act or the Federal Child Benefit Act but proves that their child lives with the doctoral candidate in the same household by submitting a certificate from the residents' registration office (*Einwohnermeldeamt*).

If a doctoral candidate is entitled to a child support supplement during the term of the grant, the supplement will be awarded in the amount of EUR 400 per month beginning with the month of the child's birth. The child support supplement increases by EUR 100 per month for each additional child. If both (marital) partners receive funding under the LGFG or if one of the (marital) partners already receives a comparable child support supplement or child-related family supplement, the child support supplement will be granted only once for each child.

² These funding rates apply as of August 1, 2024.

§ 4 Regulations pertaining to additional income

- (1) In determining the amount of the funding, any taxable income as defined in the German Income Tax Act (EStG) earned during the funding period and exceeding 25% of the income of salary group TV-L E 13, level 3 according to the *Tarifvertrag für den Öffentlichen Dienst der Länder - TV-L, Tarifgebiet West*, will be taken into account and deducted from the funding. The calculation will be based on the net income according to par. 2 earned during the funding period. If this net income exceeds the allowable limit stated above, the monthly funding will be reduced accordingly. The funding payment resulting from the calculation must be rounded up to a full EUR 5; if the resulting funding payment is less than EUR 100, the funding will not be paid out.
- (2) The net income referred to above in par. 1 is the sum of the all income according to section 2(1) and (2) of the EStG, minus the income tax, the church tax, the solidarity tax and payments towards the retirement pension, as well as health and disability insurance that are recognized for tax purposes. Furthermore, income replacement benefits as per section 32b (1) of the EStG, such as parental allowance or sick pay, will be included in the net income.
- (3) At the end of a funding period, the doctoral candidate must submit salary statements and other proof of income for all employment and other sources of income to the Heidelberg University Graduate Academy.
- (4) If a LGF funding recipient takes a research trip abroad, additional, external grants for living expenses and housing are permissible up to an amount that is equal to the difference between the doctoral funding rate of the German Academic Exchange Service (DAAD) for the country in question and the relevant LGF funding. Any external funding that exceeds this amount will be counted against the LGF funding.

§ 5 Combining funding and employment

- (1) The funding recipient must notify the Graduate Academy of any employment or other additional income as outlined in § 4 (2). Funding recipients are permitted to pursue activities compatible with the funding in the extent of up to one quarter of the monthly working hours of a full-time employee.
- (2) Activities compatible with the funding are:
 1. work on research and academic teaching at Heidelberg University and the University Hospital. In the case of an employment relationship with Heidelberg University (e.g. research assistant or as an employee according to TV-L), there can be no overlap between the activity supported by the individual fellowship/the completion grant and the employment relationship in terms of time, place or content. However, a connection to the general subject area of the dissertation is permissible. If an employment relationship with the university exists or is planned, the personnel department must be informed about the fellowship/grant.
 2. employment outside of the university, if this is relevant
 - a. to the subject area in which the doctoral studies are taking place, or
 - b. to a professional field that may be pursued after completion of the doctoral degree.
 3. other activities, such as training courses or internships, if they are related to the subject of the doctoral studies and if the work on the doctoral project is not interrupted.
- (3) For the activities outlined in paragraph 2, numbers 1 to 3 above, the doctoral candidate must submit a confirmation from the supervisor to the Heidelberg University Graduate Academy that the activity is related to the subject area of the doctoral dissertation.

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§ 6 Conditions and period of approval

- (1) The funding period for individual fellowships is generally 36 months. In justified cases, the awards committee may extend the funding by a further year and thus to a maximum of 48 months. This applies in particular to fellowship recipients with children. Completion grants are awarded for a maximum of six months and, as a rule, only for the ongoing calendar year.
- (2) The initial approval of the individual fellowship usually covers a funding period of 24 months, whereby an interim report by the doctoral candidate and an evaluation by the supervisor must be submitted before the end of the first funding year. If the interim report does not demonstrate that the doctoral candidate has made appropriate progress on the dissertation, the approval of the individual fellowship can be revoked. For an approval of the individual fellowship beyond the funding period of 24 months, another interim report by the doctoral candidate and evaluation by the supervisor must be submitted. If the awards committee evaluates the application for extension positively, the individual fellowship can be extended for a further 12 months, resulting in a sum total of maximum 36 months of support. A separate application must be submitted to the Graduate Academy for any extension beyond 36 months.
- (3) Funding will be granted at the earliest from the first day of the month in which the awards notice was issued. The funding will not be paid out until the awards notice has gone into effect.
- (4) In particularly justified cases, it is possible to postpone the funding begin after the starting point indicated in the awards notice. The postponement may not be more than three months.
- (5) The procedure to be followed in the event of an interruption or termination of the doctoral project is indicated in § 8 LGFG.
- (6) An individual fellowship will be terminated prematurely at the end of the month in which the thesis defense takes place. A completion grant will be terminated prematurely at the end of the month in which the doctoral thesis is submitted to the faculty. In addition, both the individual fellowship and the completion grant will be terminated before the end of the approval period as stated in the awards notice
 1. at the end of the month in which a situation arises that makes funding according to these statutes impossible. If an external funding begins on the first of a month, the LGF funding will end at the end of the previous month, or
 2. at the end of the month in which the recipient of the grant discontinues his or her doctoral project, interrupts it without the consent of the university, or continues it at another university.
- (7) A period of time in which funding is received from other sources will be counted against the duration of the individual fellowship. In such cases, only equivalent funding from donors whose objectives correspond to the provisions of the LGFG funding will be taken into account. As a rule, an individual fellowship cannot be awarded to anyone who is receiving or has received equivalent funding for the same dissertation project for a period of more than twelve months.

§ 7 Interruption of funding

If the recipient of an individual fellowship receives the opportunity to finance their doctoral project through another source, the LGF funding may be interrupted for a maximum of twelve months. This period of interruption will be deducted from the maximum possible funding period of the individual fellowship. If the deadline for an application for the extension of the LGF funding falls during the

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period of interruption, the fellowship recipient must still submit the extension application on time. It is not possible to interrupt a completion grant.

§ 8 Duty to inform

- (1) The doctoral candidate must inform the Heidelberg University Graduate Academy immediately about any changes in their income while receiving the funding.
- (2) Within six months after the end of an individual fellowship/within 3 months after the end of a completion grant, the doctoral candidate must confirm to the Graduate Academy that they have submitted their thesis to the Faculty. If the doctoral candidate does not provide this confirmation, they must send the Graduate Academy, within the above deadlines, an interim report on the status of the thesis including a work plan covering the time up to the completion of the thesis. The supervisor of the candidate must also submit an evaluation of the thesis. The interim report and the supervisor's evaluation must detail the reasons for the delay in completing the thesis. The doctoral candidate must subsequently send the Graduate Academy a confirmation of the submission of the thesis or, if the thesis still has not been submitted by the date indicated in the interim report, another interim report and supervisor's evaluation with a new submission date. This interim report and supervisor's evaluation must be submitted by the date indicated in the previous interim report for the completion of the thesis. This procedure must be followed for up to two years after the end of the funding.

§ 9 Awards committee

- (1) Based on the doctoral candidate's application and the evaluation issued by the relevant faculty committee, the awards committee will determine whether the applicant meets the requirements for the award of an individual fellowship or completion grant. The committee will also determine the funding duration for each successful applicant.
- (2) When awarding individual fellowships and completion grants, the awards committee will take into account the funding needs of the individual academic departments in accordance with § 4 (1) of the *Landeshochschulgesetz Baden-Württemberg*. If the successful cohort of any year deviates more than 10% from a balanced gender distribution, the awards committee will present an explanation to the Office of the Rector and will propose remedial measures.
- (3) In accordance with the objectives of the '*Landesinitiative Kleine Fächer*', the University aims to award up to one third of the funds allocated to the University to successful applicants active in the '*Kleine Fächer*' (as defined by the State of Baden-Württemberg).
- (4) The awards committee is made up of
 1. a member of the Office of the Rector, acting as chair of the committee,
 2. the director of the Graduate Academy,
 3. seven university professors (at least three women),
 4. three academic staff members with a doctorate (if applicable, with junior research group leader status),
 5. one doctoral candidate,
 6. the equal opportunities officer.

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- (5) The committee chair and the doctoral candidate are appointed from the Council for Graduate Studies. The professors and the academic staff members are elected by the Senate of the University for a period of three years. An alternate is to be elected for each member. Re-election is permitted. If a member or an alternate resigns prematurely, a new member or a new alternate will be elected.
- (6) Simultaneous membership in the awards committee and a faculty committee shall be avoided.

§ 10 Faculty review committee

- (1) Each faculty will appoint a review committee. Faculties in closely-related subject areas may form a joint committee. The committees will be made up of four professors or *Privatdozent*innen*, including at least one woman, one academic staff member with a doctorate and, in an advisory capacity, one representative of the doctoral candidates. The voting members are elected by the *Fakultätsrat* for a period of two years. The doctoral candidate representative is elected for a period of one year. An alternate is to be elected for each member. Re-election is permitted.
- (2) Each faculty review committee will elect a professor from among its members as chairperson.
- (3) The faculty review committee submits the funding applications received by its faculty, a written review of the individual applications and a proposal for the ranking of the applications to the awards committee via the Graduate Academy.

§ 11 Award of funding in other programs

The allocation of funds from the *Landesgraduiertenförderung* to other Ministry funding programs and, if applicable, in the context of a successful application for new external funding programs is also governed by the provisions of these statutes. The procedures may be adapted to the requirements of the respective funding program or the guidelines of the external funding programs.

§12 Procedural rules of the university; entry into force

Unless otherwise stipulated above, the procedural rules of Heidelberg University shall apply to the proceedings in the committees. These statutes go into effect upon publication in the official gazette of the Rector. The Statutes for the Implementation of the Law for the Promotion of Young Academics and Scientists (*Landesgraduiertenförderungsgesetz - LGFG*) at Ruprecht-Karls-Universität Heidelberg of 18 June 2020 (MTB No. 07 of 22 Juni 2020, p. 189 ff.) will go out of effect at the same time.

Heidelberg, 17 July 2024
Signed Prof. Dr. Frauke Melchior
Rector

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