

## **Informational leaflet on fellowships at Freie Universität Berlin**

The present document is a translation of the official German version. In case of doubt, the German version will prevail.

### **1. Your personal information**

In order to obtain a fellowship from Freie Universität Berlin, the project management and/or your project's advisor will require the following information and declarations, which must be forwarded to the respective division of the Central University Administration (section 2. below) in order for the fellowship to be awarded:

- Your personal details, the address you are registered at and your current address
- The title of your doctoral project or your research project, or the reason for your stay
- The filled and signed "Declaration of consent" form, by which you confirm the following:
  - Acknowledgement of the fellowship conditions
  - A declaration of consent that your personal details may be recorded and processed for fellowship purposes for the purpose of this fellowship
  - A declaration that you are aware of the circumstances under which the Approval Notification can be revoked and taken back
  - A guarantee that all information has been provided fully and correctly
- The filled and signed "Secondary or Multiple Employment Disclosure Statement for Fellowship Grant"

All documents must be forwarded to the administrative division responsible for awarding the fellowship. In case of research fellowships all documents must be sent via the administration of the Department where the research project is located.

In case of research fellowships it is necessary in addition to the above-mentioned documents that the researcher in charge of the third party funded project must provide a description of how the scientific objectives to be achieved through your involvement in this project contribute to its successful realisation.

After receiving the Approval notification the filled and signed "Confirmation of receipt" has to be returned to the responsible administrative division.

### **2. Administrative divisions responsible for the awarding of your fellowship:**

For student funding as well as for mobility grants for students and researchers financed from third party funding:

Freie Universität Berlin  
International Affairs Division (Div. IV)  
Kaiserswerther Str. 16-18  
14195 Berlin

For doctoral fellowships within the scope of doctoral programmes and fellowships of the DRS Postdoc Fellowship Programme:

Freie Universität Berlin  
Dahlem Research School (DRS)  
Hittorfstr. 16  
14195 Berlin

For all other doctoral fellowships and all research fellowships financed using third party funding, the Research Division is responsible:

Freie Universität Berlin  
Research Division (Div. VI)  
Kaiserswerther Str. 16-18  
14195 Berlin

For all fellowships financed from funds of Freie Universität Berlin, the respective administrative division is directly responsible. Aside from the aforementioned divisions, this is:

Freie Universität Berlin  
Div. Finances, Procurement, and Position Management (Div. II)  
Garystr. 65  
14195 Berlin

Fellowship notifications are valid only with signatures of the head(s) of the aforementioned divisions or by persons authorized by them.

### **3. Acknowledgement of the rules and regulations pursuant to the Fellowship Guideline and the Fellowship Notification**

By accepting the fellowship, you are accepting the rules and instructions in the current Fellowship Guideline and Fellowship Notification of Freie Universität Berlin.

As a fellow, you are not a member of Freie Universität Berlin, unless you fall under the group pursuant to § 45 para 1 of the Berlin Higher Education Law (BerlHG).

With respect to fellowships for promoting advanced academic or artistic education/doctoral studies, the completion of your professional training may not date back to over ten years before the approval of the fellowship.

If you receive a doctoral fellowship, the Statutes for Academic Matters and the Guidelines for the Registration and Enrolment of Doctoral Students at Freie Universität Berlin apply.

If you require certificates regarding the fellowship (e.g. for tax purposes), they will be issued by the responsible administrative division that granted the fellowship.

### **4. Additional fundamental rules and regulations for fellowships at Freie Universität Berlin**

Additionally, the awarding of fellowships is fundamentally subject to the following:

- Under no circumstances may fellowships be issued from personalised grants (Chap. 00), nor within the scope of contract research (Chap. 06), nor paid using the budgets for personnel expenditures. For the awarding of TP fellowships (financed via third party funding) the financial code 67190-825 must be used.
- According to § 3 No. 44 of the Income Tax Law (EStG), fellowships may not be bound to a specific academic service in return, nor linked to working as an employee.
- Teaching duties throughout the duration of the fellowship may only be performed if they are explicitly intended by the third party funding provider and a remunerated/paid teaching contract has been assigned.
- A fellowship is not permitted directly after an employment at Freie Universität Berlin has ended or for the purpose of interim or transition funding.
- As a rule the Approval notification in English requires the official German version as well. In case of doubt, the German version will prevail.
- Fellows are obliged to spend as much time and effort as necessary to achieve the purpose for which the fellowship is awarded.