

## Informational leaflet on scholarships and fellowships at Freie Universität Berlin

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

This document has been created for the purpose of information for PIs of research projects, coordinating and administrative staff (in the following referred to as *the project*) in order to explain the procedure and necessary steps of granting a scholarship/fellowship. The binding regulation for scholarships and fellowships at Freie Universität Berlin is the current version of the [Policy on Fellowships at Freie Universität Berlin](#).

### I. Types of scholarships/fellowships

There are three types of scholarships and fellowships:

1. “Education Scholarships” are intended for funding B.A.- and M.A.-students only (excluding doctoral candidates)
2. “Doctoral Fellowships” serve the advancement of doctoral research / academic competence (i.e. the pursuit of higher academic qualifications such as a PhD). The completion of the first university degree may not date back more than ten years at the time of the approval of the fellowship.
3. “Research Fellowships” for postdoctoral fellows and established researchers. These fellowships aim to promote core research activity as well as international research collaborations. Fellowships of the DRS Postdoc Fellowship Programme also fall under this category.

Educational Scholarships and Doctoral Fellowships can be financed through third party funding or from core funds of the university. Research Fellowships can only be financed through third party funding.

### II. Procedure

1. The fellowship/scholarship holder receives the document at hand from the project for information purposes. ([Informational leaflet on scholarships and fellowships at Freie Universität Berlin](#)).
2. The project completes the relevant approval notification (as described above under I. Types of scholarships/fellowships)  
The approval notification forms currently used are available here: [Approval Notification Forms](#)

The fellow provides the following information to the project:

- Name

- Banking details
- Official private address
- Title of the research project planned for period of stay at FUB

*[Practical Advice for the project on how to handle the drop-down menu of the approval notification]*

3. The fellow is required to complete the form “[Einverständniserklärung für Stipendien \(Declaration of consent\)](#)”, by which he/she confirms and agrees with the following:
  - Acknowledgement of the scholarship/fellowship conditions
  - Recording and processing of personal data included in the application for the purpose of this scholarship/fellowship
  - Acknowledgement of the circumstances under which the Approval Notification can be revoked or taken back
  - Confirmation that the provided information is correct and complete.

This document is available in both English and German.

4. Research Fellowships may only be granted from third party funding. For the purpose of documentation for the third party funding agency, the project needs to provide a justification of the added value gained from the fellow’s participation in the project (i.e. special methodological knowledge contribution to work-packages or to sub-projects). The amount of the fellowship has to be justified if it is above 2500.- Euro per month.
5. The project sends the fully completed:
  - Approval Notification
  - and signed Confirmation of Receipt
  - and in the case of Research Fellowships a comprehensive justification to the administrative division responsible for awarding the fellowship (pls. ref. to III. Where should the documents be sent?)
6. The administrative division responsible for awarding the fellowship will check all provided documents and – when complete – sign the Approval Notification and sends it back to the project
7. The project sends the Approval Notification to the fellow.
8. The fellow signs the Declaration of Acceptance ([Empfangsbestätigung und Bestätigung der Annahme des Stipendiums](#)) and returns it to the project, which sends it to the administrative division responsible for awarding the fellowship.

### III. Where should the documents be sent?

In case of Research Fellowships and Fellowships financed from core funds of Freie Universität Berlin, the project sends all documents first to the administration of the Department where the research project is located. After checking, they send it to the responsible administrative division.

In all other cases, please send the documents directly to the administrative division responsible for awarding the scholarship/fellowship. These are:

For Educational Scholarships as well as for mobility grants for students and researchers, financed from core funding and 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 (Graduate Schools and Research Training Groups) and fellowships of the DRS Postdoc Fellowship Programme:

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

For all other third-party funded Doctoral Fellowships and all Research Fellowships which are financed through third party funding (except for fellowships of the DRS Postdoc Fellowship Programme):

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

For scholarships/fellowships financed from core funds of Freie Universität Berlin:

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

Scholarship/fellowship Approval Notifications are valid only with signatures of the head(s) of the aforementioned divisions or by persons authorized by them.

#### IV. Additional rules and regulations for scholarships/fellowships at Freie Universität Berlin

The Fellowship holder is not a member of Freie Universität Berlin, unless they fall under the group pursuant to § 45 para 1 of the Berlin Higher Education Law (BerlHG).

Scholarships and fellowships may not be bound to a specific academic service in return, nor linked to working as an employee (§ 3 No. 44 of the German Income Tax Law = EStG).

Teaching duties throughout the duration of the fellowship may only be performed if they are explicitly intended by the third party funding provider or a remunerated/paid teaching contract has been assigned.

A scholarship/fellowship is not permitted directly after an employment at Freie Universität Berlin has ended or for the purpose of interim or transition funding.

Fellows are obliged to spend as much time and effort as necessary to achieve the purpose for which the fellowship is awarded. Fellows receiving a doctoral fellowship are obliged to spend their complete working time for the PhD Project. In case the PhD Programme includes an additional qualification programme, fellows must attend relevant events and fulfill their reporting duties in due time.

All documents provided in English are translations provided for your convenience, i.e. for informational purposes only. Since only the German versions are legally binding, you will always need to complete, sign and hand in the German original. In case of doubt, the German version will prevail.

#### V. Financial and administrative matters

Payment of scholarships and fellowships is made to the bank account named in the Approval Notification. Freie Universität Berlin pays the fees for foreign bank transfers. If additional fees occur in the fellow's home country, Freie Universität Berlin cannot assume these costs.

Payment of scholarships and fellowships via cash checks can only be done as an exception (e.g. if no official payment transaction with the fellow's home country exist). In this case, the project has to ask for the exception with an informal written justification. The administrative division responsible for awarding the scholarship/fellowship then decides if the preconditions for payment via cash check are fulfilled.

Regularly, scholarships and fellowships are paid in monthly rates. Lump-sum payments or payment of several months at the beginning of the scholarship/fellowship are only possible in exceptional cases. For this, the project has to provide a written justification.

Under no circumstances may scholarships and fellowships be issued within the scope of contract research (sub-accounts starting with 06) or from funds available in the Akquisefonds (094999).

Scholarships and fellowships cannot be paid using the budgets for personnel expenditures.

For awarding of scholarships/fellowships (financed via third party funding) the financial code 67190-825 must be used. For scholarships finances via core funding, the financial code is 68170-686.