

**This document refers to the different kinds of scholarship/fellowship approval notices used at Freie Universität Berlin. The original documents are:**

- *„Musterstipendienbescheid für Studierende, die aus Drittmitteln ein Stipendium erhalten“*
- *„Musterstipendienbescheid für Studierende, die aus Haushaltsmitteln ein Stipendium erhalten“*
- *„Musterstipendienbescheid für Promovierende, die aus Drittmitteln ein Stipendium erhalten“*
- *„Musterstipendienbescheid für Promovierende, die aus Haushaltsmitteln ein Stipendium erhalten“*
- *„Musterstipendienbescheid für Postdoktorand/-innen und Gastwissenschaftler/-innen, die aus Drittmitteln ein Stipendium erhalten“*

**This document is a general translation of these documents provided for your convenience, i.e. for informational purposes only. Please note that only the fully completed and signed German version is legally binding.**

## Scholarship/Fellowship Approval Notification

Dear...

I am happy to inform you that Freie Universität Berlin will be able to award you a scholarship / fellowship for academic study / research pursuant to the relevant section of the Policy on Fellowships at Freie Universität Berlin effective from February 18, 2013, for the duration of ... months.

The funds are being provided by ... for the project titled ... (\*).

The funding period will begin ...

The funds will be transferred to you ...

In principle the scholarship/fellowship is tax-exempt pursuant to § 3 No. 44 of the German Income Tax Law (EStG). The final assessment, however, is subject to the jurisdiction of the responsible tax authority. Freie Universität Berlin will forward a control notice to the responsible tax authority. Since approval of the scholarship/ fellowship does not constitute employment and you will not automatically be covered by health, unemployment, or retirement insurance through the funding period, you will need to arrange for health insurance coverage for yourself. You are covered by accident insurance only while you are immediately on the premises of Freie Universität Berlin (i.e. not on your way to or from your work, and not while moving from one building to another). We therefore strongly recommend that you take out

(\* *This sentence only applies to scholarships and fellowships awarded from third-party funding.*

accident insurance for all occasions when you are not on the university's premises, and liability insurance because you are liable for culpably caused damage.

You are legally required to inform us of any change that can have an effect on the amount of the scholarship/fellowship. In particular, such notification applies to any kind of paid employment. Furthermore, you are required to inform us promptly in writing of any illness or other significant grounds that hamper, or make impossible, the continuance of your academic work. In such case, it is necessary that you document this with official sick leave notices, etc.

Please kindly note the following:

The fellowship is conditional upon your signing a so-called "Supervision agreement" with your supervisor that conveys in the written form your functions and duties, the principles according to which the supervision shall be conducted, as well as other framework conditions. No payment will be issued without providing this signed agreement. (\*\*)

You are required to submit a work-in-progress report by ... confirming specific, time-relevant details about the progress of the work accomplished to date. A projected schedule for completion of the project must be attached to the report. You are also required to submit a final report of your work on the funded project. A written report is required, even if the work is interrupted or not completed by the end of the funding period. In the latter cases, the reasons need to be included in the report.

In any case the report must be accompanied by a written statement from your supervisor.

Under certain circumstances the funding can be revoked and the payment stopped. In particular, these are:

- If the funds for the scholarship/fellowship are not available or are no longer available;
- If circumstances have arisen that conflict with the scholarship's / fellowship's conditions and for which you as scholarship holder / fellowship holder are not responsible;
- If the payment is to be seized or pledged
- If you have committed a crime (especially property damage, theft, bodily harm, etc.) to the detriment of Freie Universität Berlin or a member or fellow of Freie Universität Berlin; or if you violate the rules and regulations applicable to members of Freie Universität Berlin (especially the Code of Honour for Ensuring Good Academic Practice and the Ban on Sexual Harassment as set forth in §3 para 4 of the German General Equal Treatment Act to the detriment of a member or a fellow of Freie Universität Berlin).

The scholarship/fellowship can be revoked, and you can be obligated to return any part of the scholarship/fellowship that was already paid if it was obtained via untrue information or if circumstances have arisen that conflict with the scholarship/fellowship conditions and you are responsible for them. Freie Universität Berlin's right to repayment exists regardless of whether the funding amount has already been fully or partly used or consumed.

*(\*\*) This paragraph only applies to Undergraduate Scholarships and Doctoral Fellowships.*

As a scholarship holder / fellowship holder you are granting Freie Universität Berlin the right to use the findings yielded in association with the scholarship/fellowship free of charge. In case more specific provisions are needed, they will be agreed upon separately.

You are required to maintain confidentiality concerning all matters related to the project and the institution that are designated as “confidential” or are recognizable as such. This continues to apply even after the funding period has ended.

For any further details, we refer you to the enclosed information leaflet.

It is permissible to file a legal complaint against this notification. The complaint must be filed no later than one month following this letter’s delivery with the Berlin Administrative Court, Kirchstr. 7, 10557 Berlin, in writing or for transcription by the court clerk or in electronic form with a qualified digital signature as laid out in the German Digital Signature Act (for more information, see [www.berlin.de/erv](http://www.berlin.de/erv)). A copy should be attached to the legal complaint. The legal complaint should be addressed to Freie Universität Berlin, represented by the President of Freie Universität Berlin. When submitting a legal complaint in writing, please note that it must arrive at the Berlin Administrative Court before the end of the grace period in order to comply with the deadline.

We ask that you return the enclosed Confirmation of Receipt and Confirmation of Acceptance to the address named in the letterhead.

With kind regards,