

Guidelines on the use of funds for the promotion of early-career women researchers at the Catholic University of Eichstätt-Ingolstadt (KU)

dated March 12, 2018

I. Principles of funding

In order to promote the equality of opportunity of men and women in research and teaching, the KU as part of its own internal scholarship program awards scholarships to excellent early-career women researchers who are working on a qualification project at the KU (PhD project or habilitation thesis). In doing so, the KU aims at supporting early-career women researchers in their academic career and thereby contributing to a gender balance as required by Section 4 of the Bavarian Higher Education Act.

The scholarships are to be awarded if further employment as part of a qualification position is not feasible. They must not lead to a replacement of existing employment relationships of KU employees.

The scholarship does not constitute an employment. Accordingly, the scholarships do not comprise contributions to social security. The scholarships are awarded on the basis of merit, subject to availability of funds.

There is no legal claim to be awarded a scholarship.

II. Types of scholarships and requirements

II.1. PhD scholarships

As a rule, female researchers that have been accepted as PhD candidates at the KU and who demonstrate an above-average performance, can be awarded a scholarship for the final phase of their doctoral studies upon application. The scholarship amounts to 1,200 EUR monthly. The maximum funding period is 12 months. The scholarship is only granted to the end of the month, in which the thesis defence (*Disputation*) or the *Rigorousum* takes place. The scholarship period cannot be extended and scholarship holders cannot apply a second time.

Besides the application form, applicants must submit the following documents:

- a) Resumé in table form
- b) Copies of all University or other higher education degrees to date
- c) Documentation of acceptance as a doctoral candidate at the KU
- d) Description of PhD project and details of progress to date (3 to 4 pages)
- e) Placement of project in the overall career plan
- f) Detailed work plan (content and time schedule) for the scholarship period, which identifies the goal the candidate is pursuing in the scholarship period (1 to 2 pages)
- g) Statement of income
- h) Expert evaluation on the research project by supervisor of the PhD project
- i) List of publications if applicable

II.2. Habilitation scholarships

Early-career women researchers, who have been accepted at the KU as habilitation candidates, can apply for habilitation scholarships at all stages of their habilitation process. Applicants are expected to have passed their PhD with the grade of “magna cum laude” within four years (Periods spent taking care of underage children will be taken into account).

The scholarship amounts to 2,400 EUR monthly. The maximum funding period is 12 months. The scholarship will only be granted to the end of the month in which the applicant has handed in the last paper or passed the last examination required for her habilitation. The scholarship can only be prolonged by a maximum period of six months or newly applied for in exceptional cases and if there is a strong argument. For this, scholarship holders have to submit a separate application.

Besides the application form, applicants must submit the following documents:

- a) Resumé in table form,
- b) Copies of all University or other higher education degrees to date and copy of doctoral certificate
- c) Documentation of acceptance as a habilitation candidate at the KU
- d) Description of habilitation project and details of progress to date (3 to 4 pages)
- e) Placement of project in the overall career plan
- f) Detailed work plan (content and time schedule) for the scholarship period, which identifies the goal the student is pursuing in the scholarship period (1 to 2 pages)
- g) Written comment of mentoring committee on scholarship
- h) Statement of income
- i) List of publications

III. Application and approval procedures

Applications for scholarships have to be handed in to the Women and Equal Opportunities Officer of the University in writing with all the required documents within the application deadline. Before submitting an application, it is recommended to seek the advice of the Research Service Center and if applicants have specific questions on the application process to consult the KU Women and Equal Opportunity Officer.

All applications will be decided on by a commission on which the Women and Equal Opportunity Officer of the University, the Vice President for research and at least three further persons dispatched by the Conference of the Women and Equal Opportunity Officers have a seat. Apart from the number of funded months, the notice of granting (*Bewilligungsbescheid*) also specifies the maximum date, by which the scholarship holder must have started her scholarship.

IV. Obligation to collaborate, final report

After the scholarship period has ended, the former scholarship holder has to hand in a final report (if applicable, with documentation of submission of dissertation or other research paper) to the Research Service Center. If the scholarship holder was unable to finish her envisaged project by the end of the scholarship, the reasons hereof as well as the planned next steps in finishing the research project have to be outlined in the final report.

The scholarship holders have to inform the Research Service Center of any changes in their situation which might be relevant to their scholarship. All paid jobs must be reported.

V. Childcare allowances

For all types of grants, applicants or scholarship holders may submit a written application (with copy of child's birth certificate) for a childcare allowance. This may be granted for the entire scholarship period, subject to availability of funds. The allowance is 200 EUR per month for one underage child and 100 EUR for any additional underage children.

VI. Travel allowances

Travel allowances for conferences may be granted upon application, subject to availability of funds.

VII. Other activities

VII.1. Paid jobs, additional scholarships

In principle, early-career researchers funded by KU scholarships are required to commit their entire working energy to their research project. Holders of a PhD scholarship may pursue a paid job of up to 5 hours a week, holders of a habilitation scholarship a paid teaching job with a teaching load of up to 4 weekly semester hours (4 SWS).

During the scholarship period, the KU scholarship holder may not receive additional scholarships (except for non-material support and assistance).

VII.2. Part-time scholarships, interruption of scholarship period

In justified cases, the scholarship may be reverted to a part-time scholarship with half the monthly scholarship rate being paid for twice the number of months.

In justified cases, the scholarship may also be discontinued for a maximum duration of six months.

The above-mentioned cases will be decided on by the selection committee.

VII.3. Maternity leave

If the statutory maternity leave (*Mutterschutz*: immediately prior to and after birth) coincides with the scholarship period, the duration of the maternity leave will be added to the scholarship period upon written application of the scholarship holder.

VII.4. Research stays abroad

With all kinds of scholarships, research stays abroad are possible, if they serve the goal of obtaining the academic qualification, for which the student is being funded.

VIII. Entry into force

This directive enters into force on February 15, 2018.

Issued on the basis of the resolution of the Presidium of the Catholic University of Eichstätt-Ingolstadt dated January 23, 2018, and of the Senate dated February 07, 2018.

Eichstätt/Ingolstadt March 12, 2018

Prof. Dr. Gabriele
Gien, President

These regulations were set down in writing at the Catholic University of Eichstätt-Ingolstadt on March 12, 2018. This fact was made known to members of the Catholic University of Eichstätt-Ingolstadt on the same day. The date of publication is therefore March 12, 2018.