

# Guidelines for the use of funds from the programme Realization of Equal Opportunities for Women in Research and Teaching' (FFL)

(Last updated: 10/04/2018)

Since 2008, the Free State of Bavaria offers every Bavarian university funds to support the 'Realization of Equal Opportunities for Women in Research and Teaching' (FFL). The funds are to be used to finance scholarships and to partially finance projects in the field of gender studies.

## **1. General Information**

### a) Objective

The scholarships are granted to female researchers with above-average achievements who are currently finishing their doctorate at one of the five faculties of Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), who are currently in the postdoctoral, or habilitation phase or who have already submitted their habilitation thesis but who have not yet completed the entire process. **Only those women who plan to pursue their research career with the aim of becoming a professor at a German university will receive funding.**

An already existing connection to FAU must be obvious. The scholarship may not be used to free employees from existing employment contracts. Special justification is required should an employee choose a scholarship over an existing employment contract.

### b) Scholarship allocation period

The maximum duration of scholarship funding is one year (scholarships for excellent young researchers: maximum of six months). **An extension is not possible.** Habilitation scholarship holders may reapply. For first applications, the scholarship must be started between 1 June and 1 September, usually at the start of a month. For applications from candidates who are already receiving funding from this programme, the scholarship will usually start as soon as the previous funding period ends.

### c) Part-time scholarship

For family reasons, which have to be sufficiently substantiated, the scholarship can also be awarded as a partial scholarship with twice the funding duration. The scholarship holder is expected to use half of her regular working hours on her doctoral or research project and receives half the scholarship allowance in return. Part-time scholarship holders are allowed to earn a secondary income of up to EUR 100 net. **Funding after a scholarship duration of one year is subject to strict budget provisos.**

### d) Employment/paid teaching positions

The scholarship holders must generally **work exclusively on their research project. Doctoral scholarship holders** are permitted to pursue paid employment outside of the project for up to 5

hours per week or teach for up to 2 semester hours per week (SWS). **Income from university teaching assignments will not be counted towards the scholarship.** Income over EUR 200 a month from other activities is deducted from the scholarship.

Holders of a **postdoctoral or habilitation scholarship or of a scholarship for excellent young researchers** may work in (preferably paid) teaching positions for up to 4 SWS.

e) Taxes and insurance

In accordance with Section 3 (44) of the German Income Tax Act (Einkommensteuergesetz), the scholarship is generally tax free. If in doubt, please enquire how the scholarship is treated under German tax law at the respective tax office – if need be together with a tax advisor. The final tax assessment will be done when completing your income tax return. Since no social benefits (health insurance, social security etc) are covered by the scholarship, the candidates for the scholarship programme are obliged to take out mandatory health insurance and any other insurance needed at their own expense. Scholarship holders are covered for accidents on FAU premises but not on their way to or from work.

f) Child care allowance

An additional child care allowance may be granted to scholarship holders of all types, specifically EUR 200 for one child and EUR 100 for each additional child under the age of 12.

g) Maternity leave

If periods of statutory maternity leave fall within the funding period, the duration of the scholarship is generally extended by the duration of statutory maternity leave at the written request of the scholarship holder. Scholarship payments will continue throughout maternity leave.

h) Parental leave

During periods of parental leave the scholarship may be suspended or reduced to 50%. Any parental allowance that exceeds the minimum rate (EUR 300) will be counted towards the scholarship. The funding period of a reduced monthly scholarship allowance will be extended accordingly. When suspending the scholarship, the total funding period of 12 or 6 months will not be extended.

i) Stays abroad for research purposes

All scholarships permit **short stays abroad for research purposes**. During these research stays, the scholarship may be continued if the supervisor confirms that the research stay is directly related to the funded research qualification.

j) Applicants with foreign nationalities

Applicants with foreign nationalities need to be based in the Federal Republic of Germany at the time of application and plan their scientific career here with the aim of becoming a university professor. This must be stated in the application, including clear reasons. Scholarships are not granted to applicants who already receive funding from their home country.

k) Obligation to cooperate

In order to ensure the legitimacy of the scholarship, one requirement for funding is that the recipients of the funding fulfil their obligation to cooperate. Therefore the scholarship holders

- must state all details relevant to funding and, upon request, agree to the provision of relevant information by third parties
- give immediate notification of changes in personal circumstances relevant to funding or in information provided in connection with the application for funding (e.g. other funds granted)
- agree to inform the Office of Equality and Diversity about the progression of their career after the end of the period during which they receive the scholarship

l) Final report

All scholarship holders must submit a final report no later than two months after the end of the scholarship; scholarship holders must submit the report on their own initiative. **If the final report is not submitted or not submitted in time, the full scholarship will be reclaimed within three months.**

For doctoral candidates, a confirmation of the submission of their doctoral thesis, a copy of the thesis cover sheet and a note confirming the expected date of the oral examination shall suffice. A copy of the doctoral degree certificate must be submitted as soon as possible. If the scholarship holder cannot submit the doctoral thesis in time for the end of the scholarship as planned, she must explain her reasons in the final report and state how she intends to proceed with the thesis.

Postdoctoral and habilitation researchers and holders of scholarships for excellent young researchers must submit a report about the entire duration of the scholarship. If a habilitation is supported up until its completion, a confirmation of the submission of the paper and a letter stating the expected time frame of the further procedure shall suffice.

m) Credit in publications

In publications and in any other presentation, especially those of a public nature, the following acknowledgement should be included at an appropriate point:

“Bavarian Equal Opportunities Sponsorship – Realisierung von Frauen in Forschung und Lehre (FFL) – Realization Equal Opportunities for Women in Research and Teaching.”

## 2. Selection and allocation process

n) Preselection interview

**It is absolutely necessary to attend a preselection interview.** Please make an appointment with Dr. Imke Leicht ([gender-und-diversity@fau.de](mailto:gender-und-diversity@fau.de)) if you are seriously interested. This interview has to take place two weeks before the end of the application period at the latest.

o) How to apply

Scholarship applications in German or English must be submitted in duplicate (one of which must consist of reproducible, unstapled documents with one-sided print) to **F4 – Office of Research Career Development and Graduate Centre (Schlossplatz 4, 91054 Erlangen) by 28/29 February of the year.**

Please note that no deadline extensions are possible due to time constraints. The applications are considered in the form in which they are available at the time of the deadline. **Subsequent submission of documents is not possible.** For this reason we strongly advise you to have F4 – Office of Research Career Development and Graduate Centre formally check if your documents are complete at least one week before the end of the application period.

Application documents are not returned.

p) Reviews

The applications must be accompanied by reviews from two university professors. For post-doctoral degree scholarships one of the reviews must be from a professor who is not based at FAU. The reviewer must comment on the candidate's ability to successfully work on scientific projects and the academic quality of those projects (see check list for reviews).

q) Selection committee

The decision about the funding is taken by the Commission for Research and Young Researchers chaired by the Vice President for Teaching and Learning. The University women's representative is a member of this commission.

### 3. Kinds of Scholarships

#### 3.1 Doctoral scholarship

Doctoral scholarships may only be granted for the **final phase of a doctorate in case of above-average achievements**. A requirement for this is confirmed preliminary work of at least one year. Only doctorates that serve as the **basis for a further qualification for a professorship** at Friedrich-Alexander-Universität Erlangen-Nürnberg may be considered for funding. Only female doctoral candidates who are registered in FAU's doctoral database *docDaten* and have been admitted to doctoral studies at FAU may apply.

The monthly scholarship allowance is **EUR 1200** (plus any child care allowances). Additional material and travel expenses (including printing costs) are not available.

The duration of the scholarship is **one year**, beginning **between 1 June and 1 September**. Extensions or reapplications are **not possible**.

Applicants must submit the following documents together with the completed application form:

- a) a signed CV in tabular form with a publication list (see application form)

- b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)
- c) signed reviews from two university full professors (see check list)
- d) a detailed project description that explains the work already done on the thesis and a work plan detailing the content and time frame for the funding period in question (approx. 5 pages plus work plan)
- e) placement of the project in the applicant's career plan
- f) confirmation of current occupation(s) – if applicable, special justification is required if an employee prefers to choose a scholarship over an existing employment contract
- g) copies of the birth certificates of any children.

The above order of these documents must be preserved. The documents must be submitted in duplicate (in English or German, one of which must consist of reproducible, unstapled documents with one-sided print) to F4 – Office of Research Career Development and Graduate Centre by 28/29 February of the year.

### 3.2 Scholarships for postdoctoral researchers

These scholarships are intended to enable women with doctorates to start, continue and/or complete a project at FAU that qualifies them for a university career (junior professorship or habilitation). Applicants should generally have completed their doctorate with a minimum grade of 'sehr gut' (excellent; magna cum laude). Furthermore, the duration of the doctorate may generally not have exceeded four years. In justified, exceptional cases, application may be possible even if the doctoral degree certificate is not available yet. This is subject to the condition that the review provided clearly states that the completion of the doctorate at hand with excellent success (at least magna cum laude) is expected shortly. **The certificate must be submitted before the start of the scholarship.** In these cases the duration of the scholarship begins when the certificate is submitted.

The monthly scholarship allowance is **EUR 2200** (plus any child care allowances). Additional material and travel expenses (including printing costs) are **not** available.

The duration of the scholarship is one year, beginning **between 1 June and 1 September. Extensions and reapplications from postdoctoral researchers are not possible.** In exceptional circumstances the scholarship may be suspended one time only for a maximum of 6 months upon request.

The scholarship holder **must have continuing close institutional ties to FAU.** Paid participation of the scholarship holder in teaching is possible and encouraged during the funding period for **up to 4 SWS.**

Applicants must submit the following documents together with the completed application form:

- a) a signed CV in tabular form with applications list (see application form)
- b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)
- c) two signed reviews from university full professors, at least one of them FAU external (see check list)

- d) statement from the department/institute to which the project is assigned on scholarship holder's continuing institutional ties to the department/institute
- e) a description of the planned research project conforming to academic conventions (subject, task and objective, work plan, research methods, preliminary work)
- f) placement of the project in the applicant's career plan
- g) confirmation of current occupation(s) – if applicable, special justification is required if an employee prefers to choose a scholarship over an existing employment contract
- h) copies of the birth certificates of any children.

The above order of these documents must be preserved. The documents must be submitted in duplicate (in English or German, one of which must consist of reproducible, unstapled documents with one-sided print) to F4 – Office of Research Career Development and Graduate Centre by 28/29 February of the year.

### 3.3 Habilitation scholarships

These scholarships are for young female researchers **pursuing a habilitation** according to Section 65 of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz, BayHSchG) as amended on 23 May 2006. Applicants must prove that they have been accepted as a habilitation candidate by the faculty in question.

The monthly scholarship allowance is **EUR 2600** (plus any child care allowances). Additional material and travel expenses (including printing costs) are **not** available.

The duration of the scholarship is one year, beginning between **1 June and 1 September**. In exceptional circumstances the scholarship may be suspended one time only for a maximum of 6 months upon request.

The scholarship holder must have continuing close institutional ties to FAU. **Paid** participation of the scholarship holder in teaching is possible and encouraged during the funding period for **up to 4 SWS**. The teaching obligation set forth in the habilitation regulations is also binding for the scholarship holder.

Applicants must submit the following documents together with the completed application form:

- a) a signed CV in tabular form with publication list (see application form)
- b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)
- c) confirmation of habilitation status from the faculty
- d) two signed reviews from university full professors, one of them FAU external and – for habilitations according to the new legislation – one from a subject mentor
- e) statement from the department/institute to which the project is assigned on scholarship holder's continuing institutional ties to the department/institute

- f) a description of the planned research project conforming to academic conventions (subject, task and objective, work plan, research methods, preliminary work)
- g) placement of the project in the applicant's career plan
- h) confirmation of current occupation(s) – if applicable, special justification is required if an employee prefers to choose a scholarship over an existing employment contract
- i) copies of the birth certificates of any children.

The above order of these documents must be preserved. The documents must be submitted in duplicate (in English or German, one of which must consist of reproducible, unstapled documents with one-sided print) to F4 – Office of Research Career Development and Graduate Centre by 28/29 February of the year.

If the habilitation thesis is submitted before the end of the granted funding period, the funding for the remaining calendar months may be continued as a *scholarship for excellent young researchers* (see 2.4) upon request. The maximum funding period for a scholarship for excellent young researchers who have submitted their habilitation thesis is six months.

To this end, scholarship holders must submit an application to F4 – Office of Research Career Development and Graduate Centre including the following documents:

- a) a description of the planned research for the remaining funding period
- b) a statement from a university full professor
- c) confirmation from the faculty that the habilitation thesis has been submitted and that the habilitation procedure has been initiated

The Vice President for Research will decide on the application in consultation with the women's representative at FAU.

### **3.4 Scholarships for excellent young researchers**

The scholarship is open to any young researchers who have already submitted their habilitation thesis but have not yet completed the entire process.

The monthly scholarship allowance is **EUR 3000** (plus any child care allowances). Additional material and travel expenses (including printing costs) are **not** available.

The maximum duration of the scholarship is six months, beginning **between 1 June and 1 September**. Extensions or reapplications are **not** possible.

Applicants must submit the following documents together with the completed application form:

- a) a signed CV in tabular form with publications list (see application form)
- b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)
- c) two signed reviews from university full professors, at least one of them FAU external

- d) confirmation from the faculty that the habilitation thesis has been submitted and that the habilitation procedure has been initiated
- e) a description of the planned research project conforming to academic conventions (subject, task and objective, work plan, research methods, preliminary work)
- f) confirmation of current occupation(s)
- g) copies of the birth certificates of any children.

The above order of these documents must be preserved. The documents must be submitted in duplicate (in English or German, one of which must consist of reproducible, unstapled documents with one-sided print) to F4 – Office of Research Career Development and Graduate Centre by 28/29 February of the year.

### **3.5 Re-entry scholarships**

Two to three re-entry scholarships are granted in each round to women who, after interrupting their academic project due to childbirth/child care, aim to re-enter their academic careers at FAU.

If these re-entry scholarships are not applied for, the funds thus freed may be used for other scholarships. The same application criteria as above shall apply, in addition to a statement on the reason and duration of the interruption and the further career the applicant intends to pursue.

### **4 Funding of projects in the field of gender studies**

Up to EUR 10,000 are available to fund the organisation of research projects, conferences, symposia, summer schools, etc. in the field of gender studies. **Funds must be spent within the respective calendar year.**

Applications may be submitted by **15 April of the year**. All full-time research associates and professors, female and male, are eligible as applicants. Applications must be submitted via post to the Office of Equality and Diversity and via e-mail ([gender-und-diversity@fau.de](mailto:gender-und-diversity@fau.de)) and should contain the following:

- Project outline (maximum five DIN A4-pages)
- detailed specification of costs and possibly cost estimates (based on the calculations of the DGF and DAAD)
- Confirmation of affiliation to a department or professorship

In the announcement (poster, flyer or similar) add the following sentence:

„Gefördert aus Landesmitteln des Freistaats Bayern zur Realisierung der Chancengleichheit von Frauen in Forschung und Lehre.“ (English: “Funded by state funds of the Free State of Bavaria to support ‘Realization of Equal Opportunities for Women in Research and Teaching’”)