

## Guidelines for scholarships - to be given to scholarship holders

(Last updated: June 2017)

These Guidelines provide answers to frequently asked questions in connection with how scholarships are allocated and are based on the Richtlinien der **Universität Tübingen** zur Vergabe von Stipendien, June 2017.

Scholarships serve to promote research or to promote academic training/ further training; they can only be financed via third-party funding and allocated to qualified students, doctoral candidates, or researchers for their studies, doctorates, habilitations, or for specified purposes of research, training, or further training.

### Prerequisites:

Scholarships are allocated according to § 3 no. 44 EStG and are usually paid out without tax being deducted on condition that

- the scholarship does not exceed the sum required to fulfill the research task or to meet the researcher's basic financial needs and the amount required during training and
- is allocated according to the University of Tübingen's formal policy
- the scholarship holder is not obliged to provide a particular academic or artistic service in return or to carry out particular work as an employee,

The scholarship does not form the basis of any employment relationship and is therefore not remuneration as defined under German law: §14 Sozialgesetzbuch IV. It is not subject to social insurance contributions - provided the prerequisites above are met. Scholarships may not be allocated as a way of bypassing an employment relationship nor as a transitional measure between two employment relationships.

The University is obliged to notify the tax office in Tübingen or in the scholarship holder's place of residence, as applicable, of scholarship payments of more than 1,500 euros annually. The scholarship holder usually receives a copy of this notification for the whole year's payments in January of the following year. The decision on whether tax is payable rests with the tax office.

The maximum amount paid is in line with the scholarship rates set by the German Research Foundation (DFG) for research training groups.

The duration of the scholarship is set according to the contents and goals of the training and/or research project. Scholarships are expected to have a minimum duration of 3 months and may not usually exceed a total duration of 3 years. Scholarships may be extended due to parenting leave.

Scholarship holders are obliged to maintain confidentiality on all matters concerning the project and the institute which have been/are described as or may be recognized as confidential, and to observe all current regulations. All discoveries/inventions, advancements, and innovations for which a Commercial application (e.g. in the form of a patent) is conceivable, must be communicated in writing to the management of the relevant institute at the earliest opportunity (report an invention). The University will then decide whether it will exercise its claim to the discovery/ invention, advancement, or innovation.

### Part-time paid work:

By accepting this scholarship, the scholarship holder undertakes to dedicate his/her full labor capacity to the purpose of the scholarship. The scholarship holder must obtain permission from the sponsor before taking on any employment, including part-time work, outside of the University. Any such employment may not comprise more than 40 hours per month. Receiving a scholarship from the University of Tübingen while also having an employment relationship with the University of Tübingen (e.g. as a student assistant) is strictly prohibited. However, DAAD mobility grants and Deutschlandstipendium scholarships may be allocated in parallel with paid employment.

### Insurance:

The scholarship holder is legally required to take out health insurance. The scholarship holder is strongly advised to take out accident insurance, third party liability insurance, and term life insurance. In the case of a non-German scholarship holder, any restrictions on employment arising from his/her visa or residence status must be observed.

The scholarship holder is obliged to inform the sponsor unasked, without delay and in writing of any relevant change to his/her personal or financial situation, illness, or any other reason which may prevent a continuation of the scholarship or which may affect the way it is calculated. The sponsor must also be informed without delay of any change of the scholarship holder's address.