

Datenblatt für das Abschlussstipendium

Data sheet for Graduation Support Scholarship for Doctoral Candidates

1. Angaben zur Person Personal Information									
Familienname/n Last name/s									
Vorname/n First name/s									
Geburtsdatum/-ort Date/place of birth	in								
Nationalität Nationality				weiblich female			männlich male	divers non-binary	
Familienstand Marital status	ledig unmarried	verheiratet married	Kind(er) Child(ren)			ja, Zahl: yes, number:	nein no		
Falls verheiratet If married	Beruf des Ehepartners Occupation of the spouse				Monatl. Einkommen des Ehepartners Monthly earnings of the spouse		€		
	Aufenthaltort des Ehepartners Residence of the spouse								

1.1 Korrespondenzadresse Mailing address	
Straße, Nr. Street, Nr.	
PLZ, Wohnort Post code, place	
E-mail Email	
Mobiltelefon Mobile	

2. Angaben zum Abschlussstipendium für Promovierende

Graduation Support Scholarships for Doctoral candidates

Förderbeginn Starting date of the scholarship		Förderdauer Duration of the the scholarship		Monate Months
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3. Angaben zum Studium Details of previous studies

Von – bis (Jahr) From – to (year)	Hochschule University	Fachdisziplin Subject program	Studienabschluss Degree
-			
-			
-			
Abitur/Hochschulzugangsberechtigung University entrance qualification			
Wo haben Sie Ihr Abitur erworben? Where did you receive your university entrance qualification?			
Derzeitiges Studium Current studies			
Institut Institute			
Fakultät Department			
Betreuer Supervisor			

4. Angaben zur Studienfinanzierung Information on the financing of the studies	
Weitere beantragte Förderleistungen in der Förderzeitraum Additional assistance requested for the funding period	
Im beantragte Förderzeitraum erhalte ich keine weiteren Förderleistungen In the requested funding period I will receive no additional assistance	
Im beantragte Förderzeitraum erhalte ich weiteren Förderleistungen in Höhe von In the requested funding period I will receive additional assistance amounting	€
Für den beantragten Förderzeitraum habe ich weitere Förderleistungen bei anderen Organisationen beantragt, aber noch keine Rückmeldung erhalten: For the requested funding period I have applied for additional assistance from other organizations, but have not received a reply yet:	
Förderorganisation Funding organization	Erwartete Förderung Expected support
	€ pro Monat / per month
	€ pro Monat / per month
	€ pro Monat / per month

5. Unterschrift Antragsteller/in / Signature by applicant	
<p>Ich versichere hiermit, dass sämtliche Angaben in diesem Antrag korrekt und vollständig sind, und verpflichte mich, jede Änderung meiner Lage, insbesondere meiner finanziellen Verhältnisse, dem International Scholars and Welcome Office am KIT anzugeben.</p> <p>I hereby assure that all data given in this application are accurate and complete and that I will report to the International Scholars and Welcome Office of KIT any change of my situation, especially regarding my financial circumstances.</p>	
Datum Date	Unterschrift Signature

Declaration of Consent to Data Processing relating to the Graduation Support for Doctoral candidates - Program

I. Information on the Processing of Personal Data According to Article 13 of the General Data Protection Regulation

When you apply for the Graduation Support program for doctoral candidates - we will process the following personal data:

Family name, first name, gender, address, place of birth, email address, income situation, country of origin, study program at KIT, semester, average grade, name of your supervisor and reason of the financial emergency situation.

We collect and store your data in order to consider your application for the Graduation Support program for doctoral candidates. This includes assessment of your eligibility for funding under the Graduation Support Program potential direct contact with you as well as your academic supervisor and evaluation of your application by a commission consisting of authorized staff of International Affairs of KIT, Karlsruhe House of Young Scientists (KHYS) as well as the Equal Opportunities Officer of KIT.

The legal basis for the processing of the above personal data of your application for the Graduation Support program for doctoral candidates and for transmission to members of the awarding commission is your consent according to Article 6, par. 1, cl. 1, a, GDPR, provided that you have given it. The consent is voluntary and may be withdrawn at any time by email to oliver.kaas@kit.edu.

Your data will be stored as long as this will be needed for the application for the Graduation Support program for doctoral candidates and legal storage obligations exist. As a rule, the storage period is five years upon completion of the procedure, if the aid is granted. Upon the expiry of this deadline (based on tax and trade provisions), your data will be deleted, unless you have given your express consent to their further use. Of course, you have the right to withdraw your consent at any time with effect for the future according to Article 7, par. 3, GDPR. This will not result in any drawback for you. Your data will then be deleted immediately.

Your Rights

You have the right to withdraw your consent to the processing of your data at any time with effect for the future according to Article 7, par. 3, GDPR. This withdrawal may also concern certain parts of the declaration only.

As for the rest, you have the following rights regarding your personal data:

- Right to information (Art. 15, GDPR)
- Right to rectification (Art. 16, GDPR)
- Right to immediate erasure (Art. 17, GDPR)

In addition, you have the right to complain about the processing of your personal data by us with a supervisory authority (Art. 77, GDPR).

In the case of manifestly unfounded or excessive requests, we can charge a reasonable fee. Otherwise, information will be provided free of charge (Art. 12, par. 5, GDPR).

Controller

According to the GDPR and other data protection regulations, the controller is:

Karlsruhe Institute of Technology
76131 Karlsruhe
Deutschland

Telefon: +49 721 608-0
Fax: +49 721 608-44290
Email: info@kit.edu

Karlsruhe Institute of Technology is a public corporation represented by its President Professor Dr. Holger Hanselka. Our Data Protection Commissioner can be contacted at dsb@kit.edu or via ordinary mail with "Die Datenschutzbeauftragte" (the Data Protection Commissioner) being indicated on the envelope.

II. Approval

I herewith consent to the processing of my personal data for application for the Graduation Support program for doctoral candidates. I have read and taken note of the information on data protection.

I herewith consent to the transmission of my personal data above to the awarding offices mentioned above in case of a questionable application and to prevent multiple support. I have read and taken note of the information on data protection.

(Date)

(Signature)

There is no legal claim to the granting of the scholarship.

The basis for the award is the guideline for the award of qualification, research and mobility grants at the Karlsruhe Institute of Technology (KIT), official announcement No. 51 from 2020 from September 23, 2020. It is accessible in the official KIT announcements https://www.sle.kit.edu/downloads/AmtlicheBekanntmachungen/2020_AB_051.pdf (in German only) and applies unless otherwise stipulated in this announcement or by special agreement. You can find an English translation below. Please note that this English translation is a service provided by KIT for your information only. The German version exclusively shall have legally binding character.

Guidelines for Awarding Qualification, Research, and Mobility Scholarships at Karlsruhe Institute of Technology (KIT) ¹

as of September 23, 2020

Pursuant to Articles 3, par. 3, 10, par. 2, clause 6 of the Act on Karlsruhe Institute of Technology (KIT Act - KITG) of July 14, 2009 (bulletin, p. 317 f.), last amended by Article 2 of the Act on the Further Development of the Higher Education Law (Gesetz zur Weiterentwicklung des Hochschulrechts - HRWeitEG) of March 13, 2018 (bulletin, pp. 85, 94), the Senate of Karlsruhe Institute of Technology (KIT) on September 21, 2020 adopted the following guidelines of Karlsruhe Institute of Technology (KIT).

Preamble

Karlsruhe Institute of Technology (KIT) awards its own scholarships for the promotion of research or scientific education and training to students, graduates, doctoral candidates (PhD students), and postdocs (postdoctoral candidates) from third-party funds of the university sector and from basic funding or third-party funds of its large-scale research sector. Funding is available for persons who are expected to produce or have already produced outstanding achievements in their studies and professions as well as for particularly qualified early-career researchers of all scientific disciplines represented at the KIT.

Article 1 General / Scope

(1) A KIT scholarship is awarded in accordance with these guidelines provided that KIT is the scholarship provider, and provided that nothing else has been agreed. The institution that makes the funding decision, i.e. the decision on who is to receive a scholarship, is referred to as scholarship provider. These guidelines do not apply if KIT pays the scholarship merely as trustee for another institution that has made the funding decision. Scholarships from third parties, which are awarded according to the scholarship guidelines of third parties, are not affected by the guidelines hereunder.

(2) Scholarships within the meaning of these guidelines are financial aids granted from appropriable resources to an individual to promote research or to encourage scientific or artistic education or training.

(3) The scholarship must not exceed an amount that is necessary to fulfill the research task or to cover living and training expenses.

(4) In connection with the scholarship, the grantee must not be obliged to provide a specific scientific or artistic achievement in return or to perform a specific occupational activity as an employee.

(5) Special KIT scholarship guidelines shall prevail over these general KIT scholarship guidelines.

(6) Scholarships at KIT are provided only from KIT funds that are approved for the awarding of scholarships, in particular by third parties for this purpose. Relevant rules of the State Budget Code or pertinent administrative rules take precedence over these guidelines.

(7) The scholarships are to be used in the interest and within the framework of the funding institution.

Article 2 Prerequisite for the Granting of a Scholarship

Students, graduates, postgraduates, and doctoral candidates of all scientific disciplines represented at the KIT are eligible for funding by a KIT scholarship. The following scholarships are awarded:

- Qualification scholarships for students with a university degree that is at least equivalent to a German university bachelor's degree (with a duration of at least three years and a minimum of 180 ECTS credits).
- PhD scholarships for doctoral students are granted upon presentation of a doctoral agreement only. Acceptance as a doctoral candidate by one of the KIT departments, even conditionally, must be made within six months after the

¹ In the university sector, these guidelines are regarded as a statute. In the large-scale research sector, the guidelines are considered a decision by the Executive Board according to Article 5, par. 3 p. 1 of the KIT Act.

scholarship has started. Doctoral scholarships may also be granted to doctoral candidates who have been accepted by a department of another university if these candidates are supervised by KIT.

- Postdoctoral scholarships enable postdocs to focus on their own research and qualification and thus to develop their scientific profile after their doctorate without being bound by instructions or obligations to a university. The scholarship is aimed at postdocs with above-average qualifications who are at the beginning of their scientific career and have completed their doctorate no more than four years ago.

- Mobility scholarships particularly promote the international mobility of outstanding students, graduates, postgraduates, and doctoral candidates to KIT or from KIT to other institutions.

Article 3 Call for Applications and Application Procedure

Scholarships must be announced. The call for applications must cover the eligibility criteria, the documents to be submitted, and the selection procedure.

In particular, the following selection criteria can be taken into account:

- academic achievements,
- professional fit of the applicant,
- future potential of the applicant,
- social criteria, if applicable,
- in the case of doctoral and postdoctoral fellowships, additionally: the applicant's academic qualifications and academic achievements (personal determination, academic breadth, academic productivity).

Article 4 Selection Procedure

The Committee of Awards makes the selection according to the selection criteria stated in the call for applications.

Article 5 Duration of Grant

(1) The duration of the scholarship must be applied for individually by the applicant in accordance with the call for applications. A scholarship may only be awarded for a limited period of time. As a rule, the total duration should not exceed 36 months.

(2) In exceptional justified cases, the scholarship may be extended after the end of the total duration. Several extensions are possible; none of them should exceed 12 months. An extension is particularly suitable for scholarship holders with children or with a disability according to Article 2, para. 1 of the Social Code SGB IX.

(3) The scholarship will be paid out only after the decision to grant it has become final or the grant agreement has been signed by both parties.

(4) The scholarship will end before termination of the grant period as follows:

- a) In the case of qualification scholarships, funding ends at the end of the month in which the scholarship holder
 1. has received notification that he or she has successfully passed the last exam,
 2. has dropped out of his or her studies,
 3. has changed the field of study or the university, or
 4. is removed from the register on leaving the university.
- b) In the case of PhD scholarships, the sponsorship ends at the end of the month in which
 1. the doctoral candidate has passed the last exam,
 2. the doctoral candidate drops out of the doctorate or the supervision at KIT is terminated for other reasons (e.g., if the doctorate is discontinued or if the student leaves the KIT to go to another university for the purpose of doing a doctorate).
- c) In the case of postdoctoral scholarships, funding ends at the end of the month in which
 1. the research project ends,
 2. the research project at KIT is terminated for other reasons (e.g., if the research project is discontinued or if the student moves to another university to do research).

d) In the case of mobility scholarships, funding ends

1. at the end of the mobility measure, or
2. if, in terms of the call for applications, the purpose of the scholarship is no longer fulfilled.

Likewise, the scholarship will end before termination of the grant period at the end of the month in which a circumstance occurs that excludes granting according to § 6.

Article 6 Revocation of Grant

KIT is entitled to revoke the scholarship prematurely or to terminate the scholarship contract for important reasons. In such cases, the scholarship holder must repay to KIT any wrongly received scholarship payments, The scholarship can be revoked in particular if

- a) the grant is based on incorrect or incomplete information provided by the scholarship holder,
- b) the scholarship holder receives financial support for the same project from public or private institutions,
- c) the scholarship holder carries out or takes up an activity that is incompatible with the scholarship,
- d) the scholarship holder does not use the scholarship in whole or in part for the intended purpose,
- e) the scholarship holder has violated the rules for safeguarding good scientific practice within the framework of the funded project and this has been asserted by the KIT in a concluded proceeding according to the KIT Rules for Safeguarding Good Scientific Practice in their currently valid version, or
- f) the scholarship holder grossly violates his or her other duties arising from the scholarship.

Important reasons for revocation of the grant and, consequently, for termination of the grant agreement are, in particular, the discontinuation or reduction of KIT's funding by those providing third-party funds or the fact that the funds provided for this purpose are no longer available to KIT.

Article 7 Interruption of the Scholarship

The scholarship can be interrupted upon application provided that the funding rules of the third-party funding provider do not conflict with this. There is no right to interruption. The decision will be made by the Committee of Awards upon application on the basis of the individual reasons in each case.

Article 8 Leave of Absence from Studies during a Qualification Scholarship

The scholarship shall usually not be paid during a leave of absence from studies. If studies are resumed after the leave of absence, the period of grant of the scholarship will be adjusted upon notification by the scholarship holder. The time of the leave of absence shall not be counted towards the duration of the scholarship.

Article 9 Maternity Leave

If periods of statutory maternity leave fall within the funding period, the latter is usually extended by the period of statutory maternity leave upon written application by the scholarship holder. The scholarship will continue to be paid during maternity leave, on condition that this is laid down in the funding regulations of the third-party funding provider.

Article 10 Parental Leave

Scholarship holders can take parental leave according to Article 15, paragraphs 1 to 3 of the Federal Law on Parental Benefit and Parental Leave (Bundeselterngeld- und Elternzeitgesetz - BEEG). During parental leave, the scholarship can be suspended. If the scholarship is interrupted, the total funding period shall not be extended. The crediting of benefits under the BEEG is based on the grant regulations of the third-party funding provider. If the grant regulations do not contain any provisions regarding the crediting of parental allowances, benefits received by the scholarship holder under the BEEG will be credited to the scholarship, with the exception of the basic parental allowance.

Article 11 Payment of the Scholarship

The amount of the scholarship grant is generally transferred monthly to an account to be set up by the scholarship holder at a bank that is connected to SEPA.

Article 12 Secondary Earnings

(1) Scholarship holders are obliged to concentrate on the purpose of their scholarships. The scholarship holder may take up a job if this does not impair the achievement of the purpose of the scholarship. This requirement is generally considered to be met if the time required for one or more jobs does not exceed one quarter of the regular collectively agreed working hours per week, based on full-time employment. The KIT checks whether such gainful employment endangers the fulfillment of the purpose of the scholarship. If so, the KIT reserves the right to terminate or interrupt the scholarship.

(2) The KIT must be informed about the duration of employment prior to the start of employment. After conclusion of the employment contract, a copy of the contract must be attached to the funding file.

(3) According to Article 1, para. 1, the rules on gainful employment do not apply if the scholarship holder who is engaged in gainful employment receives a scholarship from a third party, or if KIT merely pays the scholarship as a trustee for another institution that has made the funding decision.

Article 13 Status of Scholarship Holders

(1) Scholarship holders carry out research projects without being bound to the KIT by instructions. The scholarship does not constitute any whatsoever employment relationship.

(2) Scholarship holders are responsible for the payment of taxes and social security contributions in Germany and abroad and indemnify the KIT from all claims of third parties in this regard. Within the scope of the provisions of Article 3 No. 44 of the income tax law (Einkommensteuergesetz – EStG), a scholarship may in principle be tax-free and not be subject to the progressivity proviso according to Article 32 b of EStG. For domestic scholarship providers, the tax office responsible for the assessment of the scholarship provider's corporate income tax liability (for KIT - Finanzamt Karlsruhe-Stadt tax office) has to verify whether the conditions for tax exemption of the scholarship are met. Upon request of the scholarship recipient or his or her tax office, this tax office must issue a certificate confirming that the requirements of Article 3 No. 44, sentence 3, letters a and b of EStG have been met, or must refuse to issue the certificate.

(3) The scholarship holder is responsible for taking out health or liability insurance.

(4) The following applies to accident insurance protection:

a) KIT scholarship holders who are on the premises of KIT on behalf of or with the consent of KIT are insured against the consequences of occupational accidents and diseases during their stay on the KIT premises. Scholarship holders are responsible for accident insurance coverage beyond this e.g., for commuting accidents.

b) KIT scholarship holders who are enrolled at KIT are legally insured against accidents during their education and training at the university. Accidents at work also include accidents on a route related to the insured activity to and from the place of work.

c) If the scholarship holders are employed at KIT, they may be insured against accidents while working as employees.

Otherwise, the scholarship holder is basically responsible himself or herself for accident insurance coverage.

Article 14 Handling of Personal Data

(1) The KIT will report on the awarding of the scholarships within the scope of the proof of use according to the guidelines for the use of funds of the third-party funding providers.

(2) For each scholarship, the KIT shall forward one control notification to the competent tax office about the corresponding payment in accordance with the "Ordinance on Notifications to the Tax Authorities by Other Authorities and Public Broadcasting Stations" (Verordnung über Mitteilungen an die Finanzbehörden durch andere Behörden und öffentlich-rechtliche Rundfunkanstalten, in German only) as amended from time to time.

(3) It must be ensured that the persons concerned are adequately informed about the processing of their personal data for scholarship administration purposes. If in doubt, the Data Protection Staff Unit should be consulted. The same applies to the compliance with data protection regulations when personal data is transferred to third-party funding bodies.

Article 15 Obligations to Cooperate

(1) The scholarship holders must comply with all obligations to cooperate and provide the necessary evidence within the scope of the scholarship. This also applies to subsequent obligations to report.

(2) The scholarship holders must immediately inform us of any changes in their personal and economic circumstances that are relevant to the awarding of the scholarship.

Article 16 Composition of the Committee of Awards

(1) The institution(s) managing the funds shall initiate the appointment of the Committee of Awards, taking into account the guidelines for the use of funds of the respective third-party funding bodies.

(2) Any Committee of Awards shall consist of at least three persons. One of the equal opportunities commissioners shall be member of the Committee of Awards within the scope of the tasks incumbent upon her by law, or other legal norm. Participation in the Committee of Awards may be delegated in accordance with the legal requirements.

Article 17 Funding Amount

(1) The amount of funding depends on the specifications of the third-party funding providers and/or the call for applications.

(2) For postdoctoral, PhD, or qualification fellowships, unless otherwise specified, the currently valid DFG Guidelines for the Use of Funds for Research Training Groups Observing the Rules for Safeguarding Good Scientific Practice (DFG form 2.22, Verwendungsrichtlinien Graduiertenkollegs mit Regeln guter wissenschaftlicher Praxis der DFG, in German only) and the Appendix to the Guidelines for the Use of Funds for Research Training Groups (DFG form 2.22a, Anlage zu den Verwendungsrichtlinien Graduiertenkollegs, in German only) shall apply.

(3) For mobility scholarships, the amount of funding depends on the specifications of the third-party funding providers and/or the call for applications. Unless otherwise specified, the applicable Guidelines for the Use of Funds of the German Academic Exchange Service (Verwendungsrichtlinien des Deutschen Akademischen Austauschdienstes e.V. - DAAD, in German only) shall apply to the respective funded program.

Article 18 Entry into Force

The scholarship guidelines shall come into force on the day after their publication in the Official Announcements of the Karlsruhe Institute of Technology.

Karlsruhe, September 23, 2020

Prof. Dr. Holger Hanselka

(President)