

Revised Version
of the Guidelines for Doctoral Scholarships
of Westfälische Wilhelms-Universität Münster

28 July 2011

Preamble

In order to support junior scientists, doctoral scholarships are awarded by Westfälische Wilhelms-Universität Münster (WWU) to exceptionally qualified young scientists. Especially international doctoral students shall be included.

§ 1 Purpose of Funding

- (1) In order to support junior scientists, scholarships and travel allowances (funding) are awarded to exceptionally-qualified young scientists within the scope of the resources allocated within the budget of WWU.
- (2) 50 % of the resources shall be dedicated to the support of women.

§ 2 Doctoral Scholarships

- (1) Scholarships will be awarded for doctoral students in their last year of PhD-research. A scholarship can be granted if the following requirements are fulfilled:
 1. The scholarship holder holds a university degree, or, when the admission to the doctoral studies does not require a university degree, has achieved the required knowledge according to the respective PhD regulations,
 2. the scholarship holder must provide evidence of excellent academic achievement and examination results well above average,
 3. the scholarship holder must have begun the proposed doctoral project and it must be proved that it will be completed with an excellent degree and over-average results within the funding period and
 4. medical doctoral students (Dr. med.) must have passed the first part of the National Medical Licensing Examination.
- (2) The funding period begins with the date of the first payment and continues for a maximum of one year. In case of a delay in graduation due to special circumstances which were not foreseeable at the time of scholarship approval and for which the scholarship holder cannot be held responsible, the funding period can be extended once by way of exception for a maximum of half the original time span. Therefore, the scholarship holder and their supervisor have to submit a request for extension, in which they explain and show credibly those special circumstances, to the Rectorate's Commission for Young Researchers, Rektoratskommission für wissenschaftlichen Nachwuchs (RWN) in due time before the end of the funding period.

- (3) The PhD project must be carried out at WWU Münster. The scholarship holder must be enrolled at WWU Münster for the complete funding period. Required academic achievements can be obtained from outside the WWU. The PhD project must be supervised by a professor or a reader who has qualified as professor at WWU. The PhD project can also be supervised by other persons if it is in accordance with the respective PhD regulations.
- (4) A scholarship cannot be granted if the applicant is awarded any funding by public institutions or private institutions that are funded by public funds for the same PhD project within the period of time applied for at WWU Münster.

§ 3 Type and Extent of Funding

Funding will be awarded in the form of benefits. There is no entitlement to this funding. The scholarship grant amounts to € 1000 per month. Medical doctoral students (Dr. med.) funded between the first and second part of the National Medical Licensing Examination will be awarded an amount corresponding to the current basic amount for medical doctoral students paid by the DFG, which equates to the BAföG maximum rate. Scholarship holders who are in custody of minor children are allowed 184 € monthly per child. Corresponding evidence has to be attached to the application form.

§ 4 Travel Allowances

Scholarship holders can get up to € 500 for their travel expenses, if these are necessary for their doctoral studies, and if the scholarship holders cannot be expected to meet these costs themselves. The amount must not exceed € 500 during the scholarship. Travel expenses may be paid as a lump sum so that scholarship holders may need to pay a reasonable amount themselves.

§ 5 Employment

If scholarship holders have an occupation in addition to their scientific project (e.g. employment contract, contract for work), they cannot get a scholarship according to these rules if they are engaged in gainful scientific employment for more than ten hours per week in research and teaching or in gainful employment for more than five hours per week otherwise.

§ 6 Allocation of Funding

Funding will be allocated on application by the Rectorate. Applications have to be submitted to the Universitätsverwaltung, Geschäftsstelle Promotionsförderung, c/o SAFIR, Dezernat 6.1. Only applications that have been submitted completely and within the period of advertisement to SAFIR will be considered for the granting of scholarships.

§ 7 Tasks of the RWN (Rektoratskommission für wissenschaftlichen Nachwuchs, Rectorate's Commission for Young Researchers)

The RWN decides whether in individual cases professional prerequisites are fulfilled for the granting of funding according to § 2. The commission assesses the need for granting travel allowances. Taking into account the recommendation of the RWN, the Rectorate decides on the grant of scholarships as well as on travel allowances.

§ 8 Duration of Allowance

- (1) Scholarships will be granted for a maximum of one year.
- (2) Every scholarship holder has to present a short report on the progress of her/his work to the RWN via the Geschäftsstelle Promotionsförderung c/o SAFIR, Abt. 6.1 quarterly from the beginning of the funding period. This report has to be signed by the supervisor.
- (3) If the grant according to § 11 (2) has been revoked due to an interruption of the doctoral project and the scholarship holder documents the end of the interruption, the payments can be restored. The grant can be extended by the period of interruption. A progress report covering schedule and content as well as preliminary results of the project has to be attached to the notice of the end of the interruption. In addition to this report, the RWN can require a statement of the supervisor and the second supervisor concerning the report as well as the attained achievements, if due to a longer interruption of the project the completion in the remaining funding period is doubtful.
- (4) If a female scholarship holder interrupts her scientific project for a period starting six weeks before and ending eight weeks after delivery (in case of premature or multiple delivery up to twelve weeks after delivery), an amount of two thirds of the scholarship will be paid for this period of interruption upon request. The funding period will be prolonged for half the period of interruption.

§ 9 Process of Approval

- (1) A detailed work plan with verifiable information on the present state of research as well as a work schedule, also with regards to content, needs to be attached to the application for doctoral scholarships. It has to be explained in the application that the work schedule can be completed by the scholarship holder within a maximum of one year. Furthermore, a statement of the supervisor, which includes an assessment of the work plan, must be attached to the application.
- (2) The scholarship holder must attach a document to his/her application, in which he/she states that he/she has not been accepted for any funding for the same PhD project by public institutions or private institutions that are funded by public funds for the period he/she applies for at WWU Münster. Furthermore, the scholarship holder must attach a statement to his application in which he/she explains whether he/she has made such applications for funding at the institutions mentioned above, which are not decided yet.

- (3) The requirements for funding will be assessed on the basis of the references (“Supervisor’s Form for Presentation at the Rectorate’s Commission for Young Researchers”) of two professors or readers who have qualified as professors at WWU. The extraordinary academic quality of the project must be documented in these references in such a way that the RWN can comprehend it regarding their decision on funding.
- (4) In order to prepare their decision, the RWN obtains a statement of the schools where the respective doctoral projects shall be carried out.

§ 10 Final Report

- (1) The submission of the dissertation must be documented by a confirmation of the respective doctoral examination office (Promotionsprüfungsamt) by the time the scholarship ends at the latest.
- (2) The obligation according to section 1 will be added to the approval in the form of a condition.
- (3) If a scholarship holder cannot submit her/his doctoral thesis by the time her/his scholarship ends, he/she can get a later deadline of submission only as an exception. The application must explain the reasons for the delay, describe the present state of the doctoral thesis and comment on its planned progress. As a rule, such a request may be made only once during the funding period and, as a rule, the extension of the deadline may not comprise more than half the original funding period.

§ 11 Revocation of the Approval

- (1) The grant can be revoked in whole or in part with or without retrospective effect if it is evident that the scholarship holder has not tried hard enough to achieve the objective for which the scholarship was granted and is held responsible for this. The grant can be revoked in whole or in part with or without retrospective effect if it is evident that the scholarship holder is/was not or not constantly enrolled at the WWU during the funding period.
- (2) If a scholarship holder interrupts his/her scientific project, he/she will inform the RWN without delay. Payment will then be stopped with effect from the beginning of the interruption. If the scholarship holder has not been able to work on his/her project because of illness or other cause beyond her/his responsibility, the grant may be continued for up to six weeks. The cause beyond his/her responsibility must be documented by the scholarship holder, where appropriate by medical certificate. If the cause for the interruption is due to different illnesses, the grant may be continued within the funding period in spite of the interruption of the scientific project for four times six weeks.
- (3) In case of passing the doctoral examination, the grant is being revoked effective to the end of the month of the oral examination.

- (4) The grant can be revoked in whole or in part with retrospective effect if it is evident that the scholarship holder
 - a) has been engaged in gainful scientific employment for more than ten hours per week in research and teaching or in gainful employment for more than five hours per week otherwise.
 - b) has not submitted her/his dissertation by the end of the funding period or in case of § 10, section 3, by the end of the extended deadline and is held responsible for this.
 - c) has received another funding during the funding period according to § 2, section 4.
- (5) If the grant is revoked with retrospective effect, the entire scholarship must be paid back.
- (6) The approval is granted under the proviso of revocation according to sections 1-4. The proviso of revocation has to be attached to the approval.
- (7) The Rectorate decides on the revocation. The scholarship holder can justify her/his case prior to the decision.

§ 12 Coming into Effect

The preceding version of the Guidelines comes into effect the day after it has been published in the official announcements of the WWU (AB Uni). It applies to the approval of doctoral scholarships which are applied for from the date this version of the Guidelines comes into effect.

Executed on the base of the decision of the Rectorate of the WWU Münster from July 28, 2011.

Münster, 29 July 2011

The Rector



Prof. Dr. Ursula Nelles

The preceding regulations are being announced according to the regulations of the WWU concerning the announcements of regulations, the publication of decisions such as the announcement of statutes of February 8, 1991 (AB Uni 91/1), revised December 23, 1998 (AB Uni 99/4).

Münster, 29 July 2011

The Rector



Prof. Dr. Ursula Nelles