Guidelines for the awarding of scholarships

at Johannes Gutenberg University Mainz, dated February 15, 2021

Guidelines for the Awarding of Scholarships at Johannes Gutenberg University Mainz, dated February 15, 2021

On the basis of Section 76 Subsection 2 No. 14 of the *Hochschulgesetz Rheinland-Pfalz* (HochSchG, Rhineland-Palatinate Higher Education Act) in the version of September 23, 2020 (GVBl. p.461), last amended by Section 24 of the Act of October 15, 2020 (GVBl. p. 547), BS 223-41, the Senate of Johannes Gutenberg University Mainz adopted the following guidelines for the awarding of scholarships at Johannes Gutenberg University Mainz on February 12, 2021.

**Table of contents**

§ 1 Scope of Application

§ 2 Purpose and Subject Matter

§ 3 Requirements for the Awarding of a Scholarship

§ 4 Procedure

§ 5 Eligibility

§ 6 Scholarship Amount and Duration

§ 7 Scholarship Extension

§ 8 Scholarship Revocation and Termination

§ 9 Entry into Force and Transitional Provisions

**§ 1**

**Scope of Application**

1. To promote the academic education of its students and early career researchers and artists, Johannes Gutenberg University (JGU) awards scholarships to cover the cost of living and to promote internationalization according to the following regulations.
2. Scholarships with external funding must be handled in accordance with the guidelines of the respective scholarship provider. Gaps in the regulations are to be closed in accordance with these guidelines.

**§ 2**

**Purpose and Subject Matter**

1. With the awarding of scholarships, JGU promotes talented students and qualified young researchers and artists in all of the university’s academic disciplines.
2. Scholarships may be awarded from earmarked funds or other third party or state funds that can be used for this purpose. The awarding of scholarships from third-party funds earmarked for economic activities is not permitted.
3. The scholarship serves to cover the cost of living and/or as a subsidy for travel costs or other expenses during the academic or artistic qualification.
4. The scholarship does not establish an employment relationship. The scholarship holder is not obligated to deliver any particular artistic or research work in return, nor to carry out any other employee activities.
5. The scholarship is generally tax-free (Section 3 No. 44 *Einkommenssteuergesetz* – Income Tax Act). The tax exemption is determined by the tax office responsible for the scholarship holder. The scholarship is not subject to any statutory social insurance deduction.
6. It is not permitted to award a scholarship as an extension of an otherwise discontinued employment relationship.
7. A legal claim to a scholarship does not exist.

**§ 3**

**Requirements for the Awarding of a Scholarship**

1. The following persons are eligible for a scholarship:
	1. qualified students enrolled at JGU
	2. qualified early career researchers within the meaning of Section 34 Subsection 1 HochSchG for preparing or completing a doctorate at JGU as well as young artists (*Meisterschülerstudium*) in the process of obtaining the *Meisterschülerbrief* at JGU and
	3. qualified early career researchers who have already obtained a doctorate or a *Meisterschülerbrief* at JGU and now pursue further academic qualification.
2. To award the scholarship, the qualifying degree from a university (subsection1b), the doctorate or the Meisterschülerbrief (subsection1c) should in general have been awarded within the last two years.

 When awarding the scholarship, the following time periods are to be taken into account:

1. Periods of participation in university or student body or *Studierendenwerk* committees provided for by law or by statutes
2. Periods of illness or disability or other reasons beyond the control of the scholarship holder
3. Family leave (maternity or parental leave) or times of exceptional personal burdens
4. In order to be able to fulfill the purpose of the scholarship, the awarding of a scholarship requires that the scholarship holder does not pursue any self-employed or non-self-employed gainful work, with the exception of gainful employment pursuant to Section 8 SGB IV.

Activities with a limited extent at JGU or JGU’s Medical Center, which are beneficial to the academic or artistic qualification, are allowed during the scholarship period.[[1]](#footnote-1) Activities according to Subsection 3 Sentences 1 and 2 must be reported.

1. The scholarship holder may not receive grants for the same purpose in the same period of time from other public funds or publicly funded institutions. The receiving of further scholarships must be reported.

**§ 4**

**Procedure**

The scholarship application must be submitted in writing to the body responsible for awarding and managing the respective scholarship program. The attached form must be used for personal details, employment information or other benefits. Details of the procedure are to be regulated and published by the competent body.

**§ 5**

**Eligibility**

1. The selection is based primarily on subject-specific qualification, for which evidence must be provided.

(2) When awarding the scholarship, the equal opportunities mandate in accordance with Section 2 Subsection 2 HochSchG must be observed. Diversity criteria may also be taken into account.

**§ 6**

**Scholarship Amount and Duration[[2]](#footnote-2)**

1. The following applies to the monetary amount of the scholarships:
2. Student scholarships should not exceed the maximum rate according to the Federal Training Assistance Act (BAföG)[[3]](#footnote-3)
3. Doctoral scholarships and scholarships for *Meisterschüler* should not exceed the maximum rate in accordance with the funding guidelines of the Federal Ministry of Education and Research applicable to the institutions for the promotion of gifted students[[4]](#footnote-4)
4. Postdoctoral scholarships and scholarships during the qualification phase after the *Meisterschülerstudium* should not exceed €2500 per month. This amount will be adjusted regularly

A childcare allowance may be granted in accordance with the requirements of the Federal Ministry of Education and Research.[[5]](#footnote-5)

Travel cost subsidies for the above-mentioned scholarships are possible for trips abroad. The respective rates of the German Academic Exchange Service (DAAD) apply; for trips within Germany, the regulations of the *Landesreisekostengesetz* (State Travel Cost Act) in the currently valid version apply.

Recipients are not entitled to further funding beyond the approved scholarship.

1. The unit responsible for the respective scholarship program will decide on the awarding of its scholarship. The principle of scrutiny is to be observed.
2. The scholarship holder is responsible for taking out health and liability insurance and for covering other risks.
3. As a rule, the scholarships are granted for one year, with the option of two extensions of one year each upon application. An extension beyond this is only possible in justified exceptional cases and requires the approval of the Executive University Board.
4. If female scholarship holders give birth during the period of the scholarship, the scholarship will generally be extended by three months.
5. Upon application, the scholarship may be interrupted for an appropriate period of time in the event of family leave, prolonged illness, exceptional personal burdens or other reasons beyond the control of the scholarship holder. This provision is subject to the availability of funds. If the scholarship is interrupted by an illness or accident for a period of less than six weeks, the scholarship will continue to be paid. Beyond this time period, the payment of a partial amount of the scholarship can be agreed on for a maximum of three months, to avoid any ‘undue hardship’.

**§ 7**

**Scholarship Extension**

1. The extension of the scholarships for students requires detailed documentation of the student’s progress in their course of studies as well as proof of above-average academic achievements for the prior period of the scholarship.
2. In order for the scholarship to be extended, early career researchers and artists must submit a report on the academic or artistic progress to date and a project schedule including future objectives of their project.

In addition, doctoral candidates as well as young artists (*Meisterschülerstudium*) must submit a report from their main supervisor, which assesses the progress achieved so far, the expected results, as well as the feasibility of the planned schedule and further goals.

1. The application must be submitted in due time before the scholarship period ends.

(4) The criteria pursuant to Section 3 Subsection 2 Sentence 2 must be taken into account when deciding on the extension of the scholarship.

**§ 8**

**Scholarship Revocation and Termination**

1. Funding ends at the end of the scholarship period, or at the end of the month in which the final examination is completed. Funding is also terminated if the scholarship holder takes up paid work which, in terms of its nature and scope, jeopardizes the purpose of the scholarship.
2. If there are doubts as to whether the objectives of the scholarship can be achieved, the scholarship may be terminated at any time, if necessary, with the assistance of the conflict advisory service (*Konfliktberatungsstelle*). The same applies to the student scholarships in view of academic progress during their course of study
3. JGU reserves the right to revoke the grant in whole or in part and to assert a claim for repayment if
4. the scholarship was obtained through incorrect or incomplete information or if the scholarship holder fails to report later changes to this information which would affect their eligibility,
5. duties to report information are not fulfilled or not fulfilled as required,
6. the scholarship is not used for the intended purpose
7. the eligibility requirements are no longer met,
8. other extraordinary circumstances, which the scholarship holder is responsible for, make it intolerable to continue the scholarship. This is especially the case if the scholarship holder disturbs the peace of the university.

(4) The scholarship holder is to be heard out before the scholarship is revoked or terminated.

**§ 9**

**Entry Into Force and Transitional Provisions**

1. These guidelines enter into force the day after their publication in the official journal of Johannes Gutenberg University Mainz. At the same time, the guidelines for the awarding of scholarships dated January 31, 2020, cease to apply.
2. If a scholarship was awarded before these guidelines entered into force, the version of the guidelines that was valid at the time of the awarding apply until the end of the scholarship period.

Mainz, February 15, 2021

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Univ.-Prof. Dr. Georg Krausch

Präsident der Johannes Gutenberg-Universität Mainz

|  |
| --- |
| **Application for a Scholarship- Form in Accordance with § 4 of JGU’s Scholarship Guidelines -** |

**1. Personal Details**

|  |  |
| --- | --- |
| Last Name, Name at Birth |  |
| First Name |  |
| Street and House Number |  |
| Postal Code |  |
| Phone |  |
| Email |  |
| Number of Children |  |
| Employment:Employer:Extent of employment: Duration of contract: |  |
| Other Scholarships:Amount:Period: |  |
| Highest Academic Degree:Grade:Year: |  |
| Student ID or Registration Number.  |  |
| Name of bank |  |
| BIC/IBAN |  |

**2. Information on Doctoral Project**

|  |  |
| --- | --- |
| Faculty/Art School: |  |
| Title of the doctoral dissertation/Artistic project (Meisterschülerstudium) |  |
| Supervisor |  |

**I hereby confirm that the information I have provided is correct and complete.**

**I will inform the responsible office in good time of any changes to the above information, in particular if my doctoral project is to receive further funding from a third party (double funding is excluded).**

Date Applicant’s Signature

**Data Protection Information**

Compulsory information according to Article 13 of the Data Protection Regulation (GDPR)

**1. Controller’s Name and Contact Information**

Johannes Gutenberg-Universität Mainz

Represented by

Univ.-Prof. Dr. Georg Krausch

Saarstr. 21

55122 Mainz

Phone: +49 6131-39-0

Fax: +49 131-39-22919

E-Mail: praesident@uni-mainz.de

**2. Data Protection Officer Contact Information**

Data Protection Officer
Saarstr. 21
55122 Mainz

Phone: +49 6131 39-22109
Fax: +49 6131 39-25131
E-Mail: datenschutz@uni-mainz.de

**3. Processing Purpose of Collected Personal Data**

The processing of the personal data is carried out for the following purposes

1. Awarding and managing the scholarship
2. Reporting to the responsible tax authority
3. Statistical evaluation of the scholarship program

**4. Legal Basis for Processing**

The lawfulness of data processing is based on **Article 6 Subsection 1 Sentence 1e), (3)** of the General Data Protection Regulation (GDPR) in conjunction **with Section 2 Subsection 1** of the *Hochschulgeset*z (HochSchG, Higher Education Act), since the promotion of young researchers and artists is a task of the university. In addition, the lawfulness is based **on Article 6 Subsection 1 Sentence 1c)** in conjunction with **Sections 1 Subsection 1 and 2 Subsection 1** of the *Verordnung über Mitteilungen an die Finanzbehörden durch andere Behörden und öffentlich-rechtliche Rundfunkanstalten* (*Mitteilungsverordnung* – MV) (Regulation on Notifications to the Tax Authorities by other Authorities and Public Broadcasting Corporations), because the university is legally obliged to notify the responsible tax authority of payments to third parties without being asked.

**5. Recipients of Personal Data**

**5.1. Recipients within JGU**

□ yes □ No

*If data is transferred to other organizational units, they must be listed here.*

**5.2. Transfer to Third Parties**

x Yes □ No

- The responsible tax authority

**6. Duration of Storage**

The duration of storage of this particular data is 10 years according to the *Verwaltungsmitteilung Nr*. 02/2018 on storage periods for documents.

**7. Provision of Data**

The affected person is not obliged to provide personal data, neither by law nor by contract. However, participation in the selection process of the scholarship program is only possible if the necessary personal data is provided in accordance with § 4 of these guidelines by filling in the corresponding form.

**8. Rights**

Every person affected by data processing has the following rights according to the GDPR:

1. Right of **access** regarding the personal information stored relevant to them and its processing according to Art. 15 GDPR
2. Right to **rectification**, if data concerning them is wrong or incomplete, according to Art. 16 GDPR
3. Right to **erasure**, if one of the requirements according to Art. 17 GDPR is met
4. Right to **restriction of processing**, if one of the requirements according to Art. 18 GDPR is met
5. Right to object to future processing of your personal data according to Art. 21 GDPR
6. Right to lodge a complaint with a **supervisory authority**, if the affected person is convinced their personal data was processed unlawfully. The responsible supervisory authority is:

**State Commissioner for Data Protection and Freedom of Information Rhineland-Palatinate** (*Landesbeauftragter für den Datenschutz und die Informationsfreiheit Rheinland-Pfalz*)

Hintere Bleiche 34

55116 Mainz

Phone: (6131) 208-2449

Fax: (6131) 208-2497

E-Mail: poststelle@datenschutz.rlp.de

*\*\*The English version of this document is a convenience translation for non-German speaking readers. Only the German version of this document is legally binding.\*\**

1. The activity must be clearly separable and its work must be clearly distinguishable from the doctoral project. This includes working as a research or artistic assistant with no more than 8 hours per week. This requires a separate contract. A clear separation from the activity as a research or artistic assistant can be best assumed if the person who has approved the scholarship or is responsible for the financing is not the person who has initiated the contract as a research or artistic assistant. [↑](#footnote-ref-1)
2. The following regulations on the amount of the scholarship refer to full scholarships. In the case of partial scholarships, the amount must be reduced accordingly. [↑](#footnote-ref-2)
3. currently € 853, (as of December 10, 2019). [↑](#footnote-ref-3)
4. currently € 1,350 basic funding, plus 100 € for research costs and a subsidy for health insurance amounting to 50% of the proven costs, not exceeding € 100 per month (as of December 10, 2019) [↑](#footnote-ref-4)
5. currently € 130 per child, (as of December 10, 2019). [↑](#footnote-ref-5)