An den

Präsidenten der

Johannes-Gutenberg-Universität

***Please adjust the texts written in italics to the individual case***

***Granting of a scholarship / doctoral scholarship from the XY Foundation / as part of the university's internal funding ".....".***

Your request from .............

Dear Ms. / Mr. .........,

Regarding your above mentioned application, I am pleased to inform you that you have been awarded a scholarship from *the* *XY Foundation / as part of the university's internal funding program " ......"* for the period of time:

***DD.MM.YY*** *to* ***DD.MM.YY (*term of: *x months)***

**in the amount of *€ ....* per month**

***including the child supplement, in the amount of € …. per month***

Monthly payments shall be made in advance, but no later than the third working day of the current month, to the account specified by you:

*Name of bank*

*IBAN: …………*

*BIC: …………*

The basis for this funding is the Guidelines for the Awarding of Scholarships at Johannes Gutenberg University Mainz, dated February 15, 2021.

<http://organisation.uni-mainz.de/files/2022/01/210215_-Stipendienrichtlinie_Englisch.docx>

We would appreciate it if, at the end of your scholarship term, you could briefly inform us what you were able to achieve with this funding (e.g. short final report or preliminary certificate).

Please note the following information:

* The scholarship is not a quid pro quo for a research activity, but serves as a means for subsistence. The granting of the scholarship does not establish an employment relationship with Johannes Gutenberg University Mainz (JGU).
* Scholarships are generally tax-exempt in accordance with Section 3 No. 44 of the German Income Tax Act (EStG) (<https://www.gesetze-im-internet.de/estg/__3.html>). Your respective tax office is responsible for determining your tax exemption. The scholarship payment is not subject to any statutory social security deductions.
* By accepting the scholarship, you commit yourself to fully dedicating yourself to the purpose of the scholarship*, i.e. your doctorate, the successful completion of your studies, your research project* ....... Activities not covered by the purpose of the scholarship require the prior consent of *your supervisor*. As a rule, marginal employment must not be exceeded. (cf. § 3 para. 3 of the JGU scholarship guidelines)[[1]](#footnote-1). There is no legal claim to approval (cf. § 3 para. 3 of the JGU scholarship guidelines).
* You are required to inform your supervisor and the granting agency of any additional income and/ or changes in income during the term of the scholarship.
* If the scholarship is interrupted by an illness or accident for a period of less than six weeks, your 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’.
* Furthermore, there is the possibility of interrupting the scholarship according to Section 6 para. 6 of the Scholarship Guidelines.
* Over the course of the year, you are entitled to up to 25 working days to be used as rest days, during which the scholarship will still be paid. Workdays are defined as the weekdays Monday to Friday.
* The scholarship ends at the end of the grant period, otherwise at the end of the month in which the final examination is completed. It also ends as soon as you take up an activity for remuneration which, in terms of its nature and scope, jeopardizes the purpose of the scholarship.
* The scholarship can be revoked if you do not make the necessary effort to achieve the desired goal. The revocation will be issued in writing, with a notice period of six weeks to the end of a calendar month. The right to immediate revocation for good cause remains unaffected. The scholarship is considered revoked, if the claim to its payment is pledged or relinquished.
* As a rule, it is possible to extend the scholarship up to two times upon application.

Notice of Appeal

An appeal against this decision may be lodged, in writing or on record, with Johannes Gutenberg University Mainz, *Department XXX/Institute of .... Saarstr. 21, 55099 Mainz*, within one month of receipt.

I wish you all the best for your research work and personal future.

Sincerely,

*(Name Last name)*

2) Anlage zur *Dauer-Auszahlungsanordnung*

 xx € pro Monat; Fälligkeit: Monatserster (3. Werktag)

 *Laufzeit: TT.MM.JJ bis TT.MM.JJ*

 *Kassenzeichen*

*bei Landesmitteln: 8500-50000 Abr.O 8\_ \_ \_ \_ \_ \_ KSt. \_ \_ \_ \_ FiBu-Konto 69411*

*bei Drittmitteln: 8500-54786 Abr.O. 9 \_ \_ \_ \_ \_ \_KSt. \_ \_ \_ \_ FiBu-Konto 69412*

 *sachlich und rechnerisch richtig*

 (Vorname Name)

3) Wiedervorlage / z.d.A.

*\*\*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. Marginal employment at JGU or at the University Medical Center is possible during the scholarship upon request, provided the scholarship goal is not jeopardized and the time span necessary for the achievement of the scholarship goal will not be extended. The approval of your supervisor is also required. In order to achieve a clear separation between the scholarship and the employment relationship, the supervisor of the scholarship recipient and the superior for the marginal employment relationship at JGU or UM should not be the same person. [↑](#footnote-ref-1)