



AWARD GUIDELINES

FOR THE FEMALE PROMOTION POOL

AT OSNABRÜCK UNIVERSITY

adopted at the 74th meeting of the Equal Opportunity Committee on February 18, 2015
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Preamble

In accordance with § 3 (3) of the Lower Saxony Higher Education Act (NHG), higher education institutions shall promote the actual enforcement of equal opportunities for women and men, and shall take action to eliminate any existing disadvantages. They shall also contribute to the promotion of women's and gender studies. With its Female Promotion Pool, Osnabrück University has created an instrument that helps to implement this remit to achieve gender equality.

For this reason, the university promotes

- talented and qualified young female scholars
- female postdocs to support their academic career
- women's and gender studies and
- activities and projects for the actual enforcement of equal opportunities for women and men.

Individuals and groups from all status groups and organizational units may apply to the Female Promotion Pool if activities and projects are involved that comply with the objectives stated in § 3 (3) NHG.

It is incumbent upon Osnabrück University's Equal Opportunity Committee to decide how funds from the Female Promotion Pool are allocated.

§ 1 Type and extent of funding

- (1) **Completion Scholarships for talented and qualified young female scholars:** Funding may be awarded for PhD and habilitation projects that are nearing completion and for which no other funding is available for the requested period of funding. The maximum funding period shall be 6 months, at a rate of €1,200 per month. PhD or habilitation projects with a recognizable reference to gender may be funded for a maximum of 12 months, at a rate of €1,200 per month. Female scholarship holders may be awarded a child supplement if one or more children under the age of 14 live in their household. The child supplement is €150 for one child or €250 for two and more children.
- (2) **Female postdocs (postdoc funding):** Funding may be awarded to female postdocs to promote their academic career in research and teaching. The funding may include both human and material resources; however, no scholarships are awarded.
- (3) **Women's and gender studies in research and teaching:** Funding may be awarded for guest lectures, symposia or series of lectures on gender topics, for example. Teaching assignments on women's or gender studies may also be funded in part, and funding may be awarded for research projects on innovative topics related to women's and gender studies.
- (4) **Activities and projects on the actual enforcement of equal opportunities for women and men:** Funding may be awarded for activities and projects on gender awareness as well as for activities, projects and teaching assignments that help reduce gender under-representation. Projects and activities cannot usually be financed fully; a (variable) subsidy is usually awarded.
- (5) Funding is awarded in the form of subsidies. There shall be no legal entitlement to the receipt of such benefits. Awarding shall be subject to the allocation of budgetary funds.

§ 2 General conditions

- (1) All applications shall be submitted in writing to the Equal Opportunity Committee by January 15 or June 15 each year.
- (2) All applicants shall enclose a completed form with their application. This form can be downloaded from the Equal Opportunity Office website.

§ 3 Eligibility to file an application; documents to be submitted

- (1) Female members and staff members of Osnabrück University at the final stage of their PhD thesis at Osnabrück University are eligible to apply for a PhD Completion Scholarship. The following documents must be enclosed with the application:
 - Completed form (bearing an original signature)
 - Copy of university certificates
 - Covering letter explaining the reason for applying
 - Proof of having started the PhD project and of previous financing/funding
 - Current table of contents of the PhD thesis clearly showing the work progress
 - Outline and explanation of the work schedule for the requested funding period
 - Curriculum Vitae
 - Supervisor's statement about the application for a Completion Scholarship: this shall comprise the short questionnaire and a qualified statement by at least one supervisor in which the supervisor evaluates the prospects of the applicant completing the PhD project on time, and how urgent and promising the requested funding is in view of this objective. The supervisor shall send his or her statement directly to Osnabrück University's Equal Opportunity Committee
 - Proof of status as a member or staff member of Osnabrück University
 - Proof that children live in the household, if applicable
- (2) Female members and staff members of Osnabrück University at the final stage of their habilitation at Osnabrück University are eligible to apply for a Habilitation Completion Scholarship. The following documents must be enclosed with the application:
 - Completed form (bearing an original signature)
 - Copy of university certificates
 - Covering letter explaining the reason for applying
 - Proof of having started the habilitation project and of previous financing/funding
 - Current table of contents of the habilitation clearly showing the work progress
 - Outline and explanation of the work schedule for the requested funding period
 - Curriculum Vitae
 - List of publications
 - List of courses and teaching evaluations
 - List of lectures
 - Evidence of prizes/awards received, if applicable
 - Proof of status as a member or staff member of Osnabrück University
 - Proof that children live in the household, if applicable
 - Letter of recommendation by a professor from Osnabrück University
- (3) Female members and staff members of Osnabrück University who completed their PhD at Osnabrück University with *magna* or *summa cum laude* are eligible to apply for postdoc funding. The PhD must have been completed no longer than one year ago (date of the defense of the thesis or comprehensive oral examination).
In cases of exception, female postdocs who are not members of Osnabrück University may also be eligible to apply if they completed their PhD at Osnabrück University with above-average success (*magna* or *summa cum laude*) and the PhD was completed no longer than one year ago (date of the defense of the thesis or comprehensive oral

examination). The female postdoc shall enclose the following documents with her application:

- Completed form (bearing an original signature)
- Covering letter explaining the reason for applying
- Statement of motivation and explanation of the significance of the requested funding for her academic career
- Description of activities in line with the funding objectives of the Female Promotion Pool (see preamble)
- Budget and schedule (existing funds/resources and funds/resources requested from another source)
- Evidence of having completed an above-average PhD (either by presenting the PhD certificate or submitting the interim PhD certificate issued after the defense of the thesis or the comprehensive oral examination)
- Proof of status as a member or staff member of Osnabrück University

- (4) All members and staff members of Osnabrück University, whether individuals or in combination with others, are eligible to apply for funding for women's and gender research and for activities and projects for the actual enforcement of equal opportunities for women and men. In addition, all organizational units of Osnabrück University are eligible to apply for funding. The activities and projects must be based at Osnabrück University. The following documents must be enclosed with the application:

- Completed form (bearing an original signature)
- Covering letter explaining the reason for applying
- Description of activities in line with the funding objectives of the Female Promotion Pool (see preamble)
- Budget and schedule (existing funds/resources and funds/resources requested from another source)
- For applications filed by individuals or groups: proof of status as a member or staff member of Osnabrück University (e.g. copy of student ID card, company ID card or employment contract)
- If applications for funding for activities and projects are filed by organizational units, these shall additionally provide reasons why they are unable to fully finance the project themselves.

§ 4 Selection procedure

The Equal Opportunity Committee shall define the criteria for the selection procedure and shall subsequently decide whether the applications filed shall receive funding.

§ 5 Obligations of beneficiaries

- (1) All beneficiaries are obliged to comply with the rules of good scientific practice.
- (2) By accepting a scholarship, the female scholarship holder undertakes to concentrate on the activities described in her work schedule. The scholarship is not linked to the delivery of research work in return or work commitments as an employee.
- (3) After completing the PhD thesis or habilitation, the female scholarship holder shall be given an acknowledgement of receipt by the School, which shall be presented to the Equal Opportunity Committee as evidence of completion.
- (4) At the end of the funding period, the female scholarship holder shall submit a written report about the work she performed throughout the funding period, describing the result of the PhD or habilitation project. If the PhD thesis or habilitation has been

submitted by the end of the scholarship, then an acknowledgement of receipt by the School shall suffice.

- (5) The written report (not exceeding six A4 pages) shall be submitted unsolicited to the Equal Opportunity Committee no later than six months after the end of the scholarship period. The following information must be provided:
 - Contact details
 - Information about the funding period
 - Description of the activities successfully completed during the scholarship period, including deviations from the original work schedule.
 - Reasons for the changes to the time and work schedule and an assessment of the implementation of the entire project
- (6) If the female scholarship holder fails to submit an acknowledgement of receipt or a report, it will be examined whether the funds were used for the intended purpose. If it is determined that this is clearly not the case, the award notification may be revoked in accordance with § 6 (2), also with retrospective effect.
- (7) Furthermore, the female scholarship holder shall inform the Equal Opportunity Committee immediately in writing if
 - she receives payment for her scientific work from third parties or if a third party stands to make a profit from the funded research project with her approval,
 - she is awarded a scholarship from another body,
 - changes occur that are significant to the granting or calculation of the child supplement.

§ 6 Exclusion from funding, revocation and withdrawal of the award notification

- (1) No scholarship or postdoc funding shall be awarded if the applicant receives support for the same purpose and the same period from public institutions or publicly funded private institutions.
- (2) The award notification may be withdrawn, also with retrospective effect, if facts indicate that the funds were not used; were not used shortly after they were paid out; or were no longer used for the purpose stated in the award notification.
- (3) The withdrawal of an unlawful award notification is based on § 48 of the Administrative Procedure Act (VwVfG)
- (4) The Equal Opportunity Committee is responsible for deciding to revoke and withdraw an award notification.

§ 7 Gainful employment

- (1) Scholarship holders may also be engaged in gainful employment for up to 10 hours per week.
- (2) Scholarships do not constitute an employment relationship and are exempt from tax in accordance with § 4 (44) of the German Income Tax Act as amended, because they do not represent remuneration within the meaning of § 14 of the Fourth Book of the Social Code as amended. Scholarships are also exempt from social insurance. Payment of the scholarship holder's social insurance contributions cannot be covered.

§ 8 Interruption, changes, completion, abandonment

- (1) If the funded activities are interrupted, changed, completed prematurely or completely abandoned, the female scholarship holder or postdoc shall inform the Equal Opportunity Committee immediately in writing. No further payments shall be made from the date of the interruption, abandonment or completion.
- (2) If the end of the interruption is reported, payment may be resumed. Approval may be extended by the period of the interruption. If doubts arise from the duration of the interruption as to whether or not the project can be completed, the award notification may be revoked with future effect if circumstances later arose due to the interruption where the University would have been entitled to deny funding.
- (3) If changes are made to the project, the Equal Opportunity Committee shall examine the requirements for the award for the rest. Osnabrück University may revoke the award notification with future effect if the changes are so substantial that it would have been entitled to deny funding.
- (4) For the rest, § 6 (4) applies.

§ 9 Entry into force

These guidelines shall enter into force on the day after they are published in Osnabrück University Official Gazette.