

General Terms and Granting Conditions for PhD-Scholarships

HITS gGmbH, hereinafter referred to as "HITS", is a non-profit organization under private law according to §§51 et sqq. of the AO (general tax code) as per 1977. It has to be guaranteed that its funds, which amongst other purposes serves the promotion of science, are used cost-effectively and properly. Therefore, HITS presumes that its grants are managed and used according to these granting conditions and other regulations, which may have been agreed upon additionally. The regulations applying to the recipient of the grant have to be considered (e. g. the principles for the management of funds granted by third parties). Herewith are specified the general terms and granting conditions set out by HITS, that apply to the recipient of a Phd-Scholarship grant, hereinafter referred to as "Scholar".

1 Granting of funds, use of funds, modifications

- 1.1 Upon application HITS generally grants funds by a granting letter.
- 1.2 The recipient of grants can only use the funds allocated for expenses related to the activities in the application which was the basis for the granting letter. Additional restrictions may be mentioned in the granting letter and have to be taken into account, too. Expenses created before having received the granting letter will not be reimbursed.
- 1.3 The funds are to be used as economically as possible. HITS will only increase the funds in exceptional cases (e. g. in case of tariff or price increases) and with proper justification.
- 1.4 Spending on individual items of the project plan (e. g. running cost, one-time material cost, travel cost) may be increased by up to 10 per cent, provided that the additional cost is required for achieving the purpose of the grant and that spending on other items can be reduced accordingly. Such reallocations of funds always have to comply with the purpose of the grant and the total amount of funds needed must not be increased.
- 1.5 In all other cases modifications of the spending plan have to be agreed upon in written form by HITS, beforehand.

2 Request for payment, cost statement

- 2.1 HITS transfers the granted money and the reimbursements for travel expenses to the account of the Scholar. In case of purchases HITS transfers the invoice amount directly to the account of the supplier.
- 2.2. In case money cannot be spent as expected, it has to be returned to HITS immediately, including interest since the day of payment. It may be requested for again, if necessary.

3 Travel expenses

Travel expenses are to be calculated and settled according to the general guidelines for travel expenses at HITS. Only actually incurred costs can be reimbursed.

4 Acceptance as PhD student

A confirmation as acceptance as PhD student at a German university has to be submitted within 6 months after the beginning of the scholarship, otherwise the granting can expire. In case the PhD is undertaken at a university abroad, an explicit approval by HITS is required.

5 Reports

Scholarships are granted for two years, at first. In case of a successful course of the dissertation a prolongation for another year is possible. In well founded individual cases the funding can take a total of 48 months.

- 5.1 Reports on the research results in the framework of a scholarship are considered as proof of the use of the funds.
- 5.2 If a prolongation is applied for, a short report on the current state of research as well as a short supporting letter by the group leader has to be added to the application of the Scholar.
- 5.3 At the end of the first term and before the expiration of the scholarship the research results have to be presented in a lecture of about 30 minutes, the audience being the employees of HITS and possibly of other scientific institutes.
- 5.4 Three months after expiration of the scholarship at the latest the submitted dissertation has to be sent to HR.Admin of HITS.
- 5.5 After publication of the dissertation a copy has to be sent to HITS.
- 5.6 If the dissertation has not been completed, a report on the research results has to be submitted.

6 Publications

- 6.1 The results of the PhD project must be generally made available to the public – preferably by publications in scientific journals, lectures at scientific congresses or electronically.
- 6.2 In case of publications resulting from the scholarship the funding by HITS should be mentioned in a suitable way. A corresponding reference is also to be added in invitations, programs (in case of funded scientific events) or press releases.
- 6.3 Two copies of each publication, printed or in digital form, have to be submitted promptly to HITS. In case of a publication on the internet, the URL has to be communicated to HITS.

- 6.4 In addition, HITS asks to provide the library of the institute with reports/results of the research work, in case they have not been published or if the publications are not available via the book trade.

7 Dissertation

- 7.1 Costs incurred for the publication of the dissertation are reimbursed by HITS upon request by the Scholar.
- 7.2 The imprint of the dissertation should include the information „funded by HITS“.

8 Rights of use

- 8.1 HITS has the unlimited, non-exclusive and transferable right to use, essentially modify and publish all rights, knowledge and experiences of the Scholar resulting from the funded project. This right is free of charge.
- 8.2 The Scholar has to inform HTS gGmbH without any delay about any application or grant of property rights in connection with the funded project.

9 Profit sharing

- 9.1 If economic proceeds, reimbursements of costs or other proceeds (including proceeds from property rights) directly result from the funded project – but without taking into account the respective expenses - HITS has to be informed without delay.
- 9.2 HITS can demand the repayment of the funds plus appropriate interests or an appropriate share of these proceeds.
- 9.3 In case of proceeds from publications (lectures, articles, books) this only applies, if expressly stated in the granting letter or in an additional agreement.

10 Withdrawal, cancellation, discontinuation

- 10.1 HITS can withdraw the grant, if the Scholar has not made use of it even partly within one year (starting from the date of the granting letter).
- 10.2 HITS reserves the right to withdraw the grant and to revoke funds already paid, if the granting conditions or additional agreements are not fulfilled, especially if funds are not used adequately.
- 10.3 HITS reserves the right to discontinue the support of a project for a compelling reason. The same applies if essential conditions for the performance of the project cease to exist, or if it seems to HITS that the personnel involved in the project will not achieve the aims of the project or if the personnel involved in the project move to other institutions.

10. Note

- 10.1. The scholarship and its resulting research work at HITS does not constitute an employment according to employment law.

General information on PhD scholarships

1. The amount of the scholarship is based on the rates of the scholarships granted by the DFG.
2. In addition, travelling costs amounting to 1,500.- € are granted per scholarship year. The travels have to be approved by the group leader and have to be in direct connection with the dissertation.
3. Private health insurance is subsidized with 50.- € per month. A prerequisite for this is the proof by the insurance that the services are at least equivalent to those provided by the legal health insurance.
4. The scholarship of a Scholar with partner is increased by 300.-€ per month, as far as it is satisfactorily shown that the partner is living together with the scholarship holder (proof by the residents' registration office) and does **not** dispose of an own income from dependent employment or any payments related to it (e. g. parental allowances, unemployment allowances, etc.). Modifications have to be communicated.
5. A single parent Scholar with a child/children under 18 years in the own household receives an allowance of 300.- €/month.
6. At the time being scholarships are exempt from taxation in Germany; it is the Scholar's responsibility to check whether taxes have to be paid in the Scholar's native country.