



Alexander von Humboldt
Stiftung / Foundation

Guidelines and Information for German Chancellor Fellows

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**German Chancellor Fellowship Programme
(as of December 2012)**

A. GERMAN CHANCELLOR FELLOWSHIP GUIDELINES

The German Chancellor Fellowship Programme was introduced in 1990 under the patronage of Federal Chancellor Helmut Kohl with the aim of promoting the transatlantic partnership between the Federal Republic of Germany and the USA. In 2002, the programme was extended to the Russian Federation on the initiative of Federal Chancellor Gerhard Schröder, and, finally, in 2006 to the People's Republic of China on the initiative of Federal Chancellor Angela Merkel. Each year, up to ten fellowships are awarded to potential leaders from each of the three countries. The German Chancellor Fellowships are funded by the Federal Foreign Office. During a 12-month stay in Germany, German Chancellor Fellows conduct a project of their own choice in cooperation with specialist colleagues at a German host institution.

A.1. The German Chancellor Fellowship

The German Chancellor Fellowship is awarded to enable the fellow to conduct the project proposed in the application and agreed upon with the host at a host institution in Germany; it is supposed to cover the living costs in Germany. By accepting the Fellowship the fellow commits him- or herself to the objective of the fellowship during the duration thereof. It is not possible to pursue any other full-time employment in Germany or elsewhere during the period sponsored by the Alexander von Humboldt Foundation (within the framework of the language fellowship and the German Chancellor Fellowship); cf. A.1.7., A.1.9., E. for details.

A.1.1. Acceptance

The documents of the Alexander von Humboldt Foundation confirming that a fellowship has been granted (award documents) include an **acceptance form**. The original of this form has to be completed, signed, and returned to the Alexander von Humboldt Foundation as soon as possible, at the latest four weeks after receiving the grant documents (in advance by fax or as e-mail attachment). A passport-size photograph is necessary for the Humboldt Foundation identity card (cf. B.7.).

A.1.2. Period and beginning

The fellowship is granted for a period of 12 months. The date on which the fellowship will commence is stipulated in the Alexander von Humboldt Foundation's letter about the conferment of the fellowship (award letter).

A.1.3. Extension

If the originally proposed project cannot be completed within the time available, extensions of the fellowship (usually immediately succeeding the fellowship) for **up to 3 months** are possible on application. Decisions on extensions are taken by the Humboldt Foundation on the basis of project-related necessity and the funds at the Alexander von Humboldt Foundation's disposal. Extensions can neither be granted for work on a new project nor for work on a new theme which has developed from the original project. Applications for extension should be submitted to the Alexander von Humboldt Foundation 3 to 4 months prior to the end of the fellowship. Processing takes 6 to 8 weeks. If necessary, applications may be submitted for individual months.

The application form is available on the Humboldt Foundation's website at:
<http://www.humboldt-foundation.de/web/buka-extension.html>

Applications for extensions of the fellowship should include the following documents:

- A report on project work completed to date and project work which the applicant plans to undertake during the extension period. This report should contain an outline of the project results achieved to date, the reasons for extension and a timetable for completing the project.
- Documentation of the project work conducted so far, e.g. off-prints of already published project results, manuscripts or abstracts of lectures, preprints etc.
- A confidential statement by the host in Germany. This should contain an assessment of the status of the project and state the reasons for the requested extension. It is the responsibility of the fellow to send the confidential statement by the host in a sealed envelope together with the application or have it forwarded to the Humboldt Foundation directly.

Under certain circumstances, an extension of the German Chancellor Fellowship may also be applied for in the context of further benefits for families (cf. A.3.5.3.1. and A.3.5.3.2.).

A.1.4. Europe stay

During the sponsorship period, fellows may conduct short-term study or research visits to institutions in other European countries (cf. list of countries in the annex; except the fellows' home countries), if this is necessary to carry out the project successfully. The maximum duration should be 1 to 2 months; for stays up to 14 days, please use the mobility allowance (cf. A.3.4.).

The written application (no specific form required) must include the following documents:

- a brief description of the planned project,
- full details of schedules,
- an invitation from a host or an institution (e.g. library, museum etc.) in a European country other than Germany,
- a recommendation from the host in Germany,
- an expense voucher for the fellow's travel expenses, for example, copies of tickets or a quotation from a travel agency.

Please indicate if these documents and details were already included in the original application for an International Climate Protection Fellowship of the Alexander von Humboldt Foundation.

If the application for a Europe stay is approved, the fellow will receive a *Europe allowance* of EUR 550 per month (or EUR 700 if accompanied by his/her marital partner) for the duration of the stay abroad, in addition to the fellowship. This allowance will not be granted if the Europe stay falls immediately at the beginning or end of the fellowship. In addition, the Alexander von Humboldt Foundation will bear the cost of fellows' travel, according to the travel voucher, although only up to the limit of the lump sum for travel expenses for the target country valid at the time of application. The list of travel lump sums is available on the Alexander von Humboldt Foundation's website under:

<http://www.humboldt-foundation.de/pls/web/docs/F5407/reisepauschale.pdf>

Within the framework of alumni sponsorship, a stay outside Germany is not possible during a renewed stay.

A.1.5. Value of fellowship

The amount of the fellowship is 2,150 EUR, 2,450 EUR or 2,750 EUR per month. The fellowship amount includes a mobility allowance (cf. A.3.4.) and a subsidy towards the cost of medical and liability insurance (cf. A.3.6.).

Depending on the funds available, the size of the monthly fellowship reflects, in particular, the fellow's academic and professional qualification and status as well as the professional experience. Decisions on the amount are made by the Alexander von Humboldt Foundation.

A.1.6. Fellowship payments

The fellowship is paid in monthly instalments. It is important that fellows open a private bank account (current account, *Girokonto*) at a bank in Germany and inform the Alexander von Humboldt Foundation immediately of their account number, bank code, and the name and address of their bank (a form is available on the Humboldt Foundation's website at: <http://www.humboldt-foundation.de/web/bank-account.html>) to ensure punctual remittance of the monthly payments. All monthly instalments and travel expenses will be transferred to this account.

The Alexander von Humboldt Foundation will pay for accommodation during the introductory seminar (cf. A.2.1.), the fellowship amount will, therefore, be reduced by 30% during the time of the seminar.

Important: On principle, fellows are not entitled to receive monthly fellowship payments if they are absent from the German host institution for more than 14 days (continuous or accumulative) during the sponsorship period (cf. A.1.8.). In such cases, the Alexander von Humboldt Foundation reserves the right to reduce the amount of the fellowship payments. Attendance at conferences and research journeys as well as visits to archives and libraries etc., essential for carrying out the project, do not count as absences (cf. also A.1.8.). In the last month of the fellowship, fellows must be present at least until the 15th of the month. Fellows who leave Germany before this date are not entitled to payment of the fellowship for the current month.

The same applies to the additional assistance within the framework of the fellowship (*mobility allowance, family allowance for marital partners, family allowance for children, maternity protection and parenthood: parenting support, subsidy towards health and liability insurance, subsidy towards research costs for hosts*).

A.1.7. Additional earnings

Fellows are obliged to inform the Alexander von Humboldt Foundation of any additional earnings (salary or income from employment or self-employment in Germany, German or foreign fellowships).

Any additional earnings exceeding the upper limit for “marginal” part-time employees (the so-called “Verdienstgrenze für geringfügig Beschäftigte”, currently EUR 400 gross per month) will be offset against the monthly instalment of the fellowship. Any type of employment yielding additional earnings which exceed the so-called “Verdienstgrenze für geringfügig Beschäftigte” must be approved in advance by the Alexander von Humboldt Foundation which will examine whether this additional employment endangers the objective of the fellowship (cf. A., A.1.8., E.); in such cases the Alexander von Humboldt Foundation reserves the right to terminate or suspend the fellowship.

Utilisation of other fellowships financed by German public funding is not allowed.

A.1.8. Interruption of the fellowship

The fellowship is awarded to enable the fellow to conduct the project proposed in the application and agreed upon with the host at a host institution in Germany; it is supposed to cover the living costs in Germany. By accepting the fellowship the fellow commits him- or herself to the objective of the fellowship for the duration thereof. Pursuing any other full-time employment in Germany or elsewhere during the period sponsored by the Alexander von Humboldt Foundation (language fellowship and German Chancellor Fellowship) contradicts to the objective of the fellowship and leads to the suspension or termination of the fellowship. It is not possible to pursue any other full-time employment in Germany or elsewhere during the period sponsored by the Alexander von Humboldt Foundation.

The Alexander von Humboldt Foundation requires fellows to pursue their project work in Germany for the duration of the German Chancellor Fellowship and not to be absent from their host institutions for periods exceeding 14 days (continuous or accumulative). The Alexander von Humboldt Foundation must be given immediate written notification of any circumstances demanding a longer period of absence from the host institution (also due to illness). Prolonged periods of absence from the host institution require the written approval of both the host and the Alexander von Humboldt Foundation.

The fellowship – and thus payment of monthly fellowship instalments and allowances – will be discontinued in case of

- prolonged periods of time spent outside Germany (except for stays abroad under the Europe Fellowship Programme – cf. A.1.4.),
- absence from host institutions not approved by the Alexander von Humboldt Foundation,
- prolonged illness.

If it should be necessary to interrupt a stay for other reasons, written application (no specific form required), must be made to the Alexander von Humboldt Foundation in advance stating the reasons. The host's written approval has to be included with the application.

A.2. Events arranged by the Alexander von Humboldt Foundation

The programme events of the German Chancellor Fellowship provide insight into German society, economy, politics and culture, offer the opportunity for discussions with public figures and enable networking amongst the fellows. The events are part of the German Chancellor Fellowship and, therefore, participation is mandatory for all German Chancellor Fellows.

Fellows are requested to include the dates of the events when planning their fellowship year and to inform their hosts about the dates of these events well in advance. Partial attendance or an interruption (e.g. for participation in a conference) is not possible. Invitations and more detailed information will be provided well in advance before the events.

A.2.1. Introductory seminar

During a three-week introductory seminar in September, the Alexander von Humboldt Foundation gives fellows the opportunity to gain a first insight into German society and politics, economy and culture. Fellows are also enabled to establish contacts with multipliers. The programme of events includes discussions with public figures, visits to companies, research institutions, authorities, etc. as well as cultural events.

The seminar will be held in Bonn and Berlin. In preparation for these events, information material will be provided.

The seminar also provides the fellows with an opportunity to get to know each other. The programme is planned exclusively for the fellows; neither marital partners nor children may participate.

After the introductory seminar, the fellows begin to pursue their projects at the chosen host institution.

A.2.2. Study tour

The two-week study tour for German Chancellor Fellows in spring provides a personal insight into German society, politics, economy and culture. The trip will cover to several German cities and to Brussels.

The programme of the study tour is planned exclusively for the fellows; neither marital partners nor children may participate.

A.2.3. Annual Meeting of the Alexander von Humboldt Foundation

The Alexander von Humboldt Foundation's annual meeting takes place in Berlin in the summer (June/July). All fellows and award winners of the Alexander von Humboldt Foundation staying in Germany and their families are invited to attend this meeting. The meeting offers an opportunity to exchange views with representatives of foreign missions and to talk with members of the Board of Governors, the Selection Committees, and the staff of the Alexander von Humboldt Foundation. The highlight of the annual meeting is a reception given by the President of the Federal Republic of Germany for all participants.

Marital partners and children are also invited to attend the annual meeting.

A.2.4. Final Meeting

The three-day final meeting in June/July in Berlin offers an opportunity for fellows to reflect on the fellowship stay in Germany. The programme of the meeting includes as a rule a meeting with the Federal Chancellor of Germany, talks in the chancellery (*Bundeskanzleramt*) and the Federal Foreign Office as well as a final discussion with Alexander von Humboldt Foundation staff members. The meeting usually takes place during the second half of June or first half of July.

The programme of the final meeting is planned exclusively for the fellows; neither marital partners nor children may participate.

A.3. Additional assistance

The Alexander von Humboldt Foundation may grant the following assistance, in addition to the monthly fellowship payments, if the necessary preconditions are fulfilled:

- travel lump sum (cf. A.3.1.),
- language fellowships/language courses (cf. A.3.2.),
- initial lump sum (cf. A.3.3.),
- mobility allowance (cf. A.3.4.),
- family allowance for marital partners (cf. A.3.5.1.),
- family allowance for children (cf. A.3.5.2.),
- maternity protection and parenthood: parenting support (cf. A.3.5.3.)
- subsidy towards the cost of medical and liability insurance (cf. A.3.6.),
- subsidy towards research costs for academic hosts (cf. A.3.7.).

Usually, this additional assistance can only be granted if the Alexander von Humboldt Foundation has been informed well in advance and/or applications have been submitted **in advance**. It should also be noted that subsidies, in particular, are dependent on the Alexander von Humboldt Foundation's prevailing budget situation.

A.3.1. Travel lump sum

The Alexander von Humboldt Foundation will grant fellows a single lump sum to cover return travel expenses to Germany. The amount is calculated annually on the basis of current rail (2nd Class and IC or ICE surcharge) or flight (Economy Class) costs for the shortest route. A list of lump sums for travel, organised according to country, is included in the grant documents. The list is also available on the Humboldt Foundation's website at:

http://www.humboldt-foundation.de/pls/web/docs/F9868/buka_lump_sum.pdf.

The country from which the fellow embarks on travel to Germany is decisive. The sum valid at the time the fellowship is awarded will be transferred with the first fellowship payment.

The lump sum for travel expenses will only be granted to fellows who have not resided in Germany for more than 3 months prior to the commencement of the Alexander von Humboldt Foundation sponsorship. If that criterion has

not been met, a lump sum for travel will be granted at half the standard rate in the final month of the fellowship.

The Alexander von Humboldt Foundation can only grant the lump sum for travel expenses to and/or from Germany if they are not borne by another institution.

Travel expenses can only be borne once. If the fellowship is interrupted (cf. A.1.8.), the Alexander von Humboldt Foundation cannot grant a second lump sum for travel. Travel expenses will not be covered in the event of sponsorship for renewed research stays in Germany (cf. C.1.).

Further information:

- There are special arrangements for the payment of travel expenses by third parties for fellows travelling from *institutes of the Chinese Academy of Sciences*. Fellows will be informed of these arrangements with the grant documents.
- Travel expenses for marital partners cannot be covered by the Alexander von Humboldt Foundation.

A.3.2. Language fellowships and German courses

The success of the stay in Germany depends to a large extent on a good command of the German language. The introductory seminar (cf. A.2.1.) will be held in German language.

A.3.2.1. German language courses in the fellow's home country before the start of the stay in Germany

In order to enable fellows to begin German instruction as soon as possible the Alexander von Humboldt Foundation will consider applications for financial support for language courses in the fellows' home countries. Especially fellows with little or no previous knowledge of the German language are encouraged to take advantage of this opportunity.

Once an appropriate course has been found (e. g. at a Goethe Institute or university), then an application for the course fee should be forwarded prior to the beginning of the course. The application can be submitted directly to the Alexander von Humboldt Foundation in Bonn. The request for support should

include information regarding the length of the course, hours per week, price per hour, total course fee and a course description). Course fees will be reimbursed normally after arrival in Germany.

Fellows from the **USA** can contact the Alexander von Humboldt Foundation's partner organisation for advice **prior** to beginning such a course for information regarding the various possibilities:

American Friends of the Alexander von Humboldt Foundation
Washington, DC · USA
Tel. (202) 783-1907
Fax: (202) 783-1908
E-Mail: info@americanfriends-of-avh.org
Website: www.americanfriends-of-avh.org.

The Alexander von Humboldt Foundation requires fellows and marital partners to attend German language courses on a regular basis. Interruption of language courses (e.g. to attend conferences) is not possible. In the event of absence from lessons, fellows may be required to refund course fees.

A.3.2.2. Language fellowships in Bonn prior the introductory seminar

The Alexander von Humboldt grants language fellowships for participation in an **intensive German language course** in Bonn directly before the start of the introductory seminar. For fellows with little or no knowledge of German the participation in a 3-month German course is mandatory. For fellows who already have an advanced knowledge of the German language, shorter higher-level courses are offered. Fellows, who already communicate fluently in German, will not receive a language fellowship. The duration of the language course will be determined by the Alexander von Humboldt Foundation and is up to 4 months. Fellows will receive confirmation of language fellowships together with the award letter.

To ensure successful participation, it is essential for fellows to arrive in Germany on the first day of the intensive language course. The Alexander von Humboldt Foundation requires fellows to attend German language courses on a regular basis. Interruption of intensive language courses (e.g. to attend conferences) is not possible. In the event of absence from lessons, research fellows may be required to refund course fees (course and accommodation fees, pocket money).

As part of the language fellowship programme, the Alexander von Humboldt Foundation pays the course fees plus the cost of accommodation. To cover meals and expenses the Alexander von Humboldt Foundation grants fellows pocket money totalling EUR 690 per month. The pocket money is paid out by the language institute. Accommodation will be provided one day prior to the starting date of the respective language course.

If **marital partners** wish to participate in an intensive language course with the fellow **simultaneously**, language fellowships for marital partners may also be granted on **written application** (no specific form required) for a course under the same conditions lasting up to 4 months, providing the Alexander von Humboldt Foundation's financial situation allows. One of the preconditions for approval is that marital partners stay in Germany for a further period of at least 3 months (without interruption) after termination of the intensive language course and that children do not arrive in Germany before the end of the language course. Accommodation in double rooms is provided for couples.

Fellows wishing to bring their families to Germany are recommended to attend an **intensive language course** and the introductory seminar alone, only bringing their families to Germany when the fellowship at the host institution begins.

A.3.2.3. German language courses during the stay in Germany

The Alexander von Humboldt Foundation recommends that German Chancellor Fellows improve their German language skills during the fellowship stay in Germany.

Universities offer German courses for foreigners only to a limited extent. Therefore, fellows should inquire about further offers by local adult education centres ("Volkshochschulen" or "VHS") or private language schools and compare their conditions. Most certainly, the universities' Foreign Students' Advisory Offices, International Offices or Welcome Centres and also the fellows' hosts will be pleased to advise them in this matter.

Upon well-founded application the Alexander von Humboldt Foundation can grant a subsidy towards the costs of German language courses for fellows and marital partners (in case they accompany the fellow in Germany during the fellowship stay). The funding decision will be based on consideration of language course support already individually granted during the fellowship, the project-related necessity of the language course and the funds at the Alexander von Humboldt Foundation's disposal.

The application form is available on the Alexander von Humboldt Foundation's website at: <http://www.humboldt-foundation.de/web/buka-language-course.html>

Kindly inform the language institute that the course is being attended during a fellowship of the Alexander von Humboldt Foundation.

Applications must be submitted to the Alexander von Humboldt Foundation **prior** to commencement of the German language course. Processing usually takes 14 days.

Intensive language courses taking place **after** the fellowship has begun, which would interrupt the realization of the project, cannot be financed by the Alexander von Humboldt Foundation.

The Alexander von Humboldt Foundation requires fellows and marital partners to attend German language courses on a regular basis. Interruption of language courses (e.g. to attend conferences) is not possible. In the event of absence from lessons, fellows may be required to refund course fees.

The Alexander von Humboldt Foundation **cannot** provide subsidies for German language courses for children or for courses in other foreign languages.

Within the framework of alumni sponsorship, a subsidy towards the cost of German language courses is not possible during a renewed stay in Germany (cf. C.1.)

A.3.3. Initial lump sum

A non-recurring initial lump sum of EUR 430 is paid to fellows together with the first instalment of the fellowship or with the first payment at the language institute. This is intended to meet part of the expenses incurred at the beginning of the fellowship period in Germany (e. g. the cost of finding accommodation, charges for excess luggage on the way to and from Germany, travel expenses between the point of arrival and the hotel, the cost of the medical examination required for the residence permit etc.).

The initial lump sum is only paid if the fellow has not been in Germany for more than 3 months when the fellowship starts.

The initial lump sum should also enable fellows to buy a *BahnCard 25* (2nd class rail card, see www.bahn.de). If no initial lump sum is granted the

Alexander von Humboldt Foundation will bear the cost of a single BahnCard 25 (2nd class).

Holders of this rail card receive a discount of 25% on standard fares within Germany as well as to some neighbouring countries. The purchase of the *BahnCard* is strongly recommended because fellows will receive only 75% of rail fares within Germany, including IC and ICE surcharges, when travel refunds for attending Alexander von Humboldt Foundation meetings are calculated.

Fellows bringing their families to Germany should consider whether it is more advantageous to buy a family rail card or to make use of discounts for families and accompanying travellers. Additionally, it may be possible to reduce costs by taking advantage of discounts for early-booking or Internet special offers for rail journeys which can be planned well in advance.

The initial lump sum or BahnCard will **not** be granted in the event of sponsorship for renewed stays in Germany (cf. C.1.).

A.3.4. Mobility allowance

During the fellowship (not during the language course) fellows receive a mobility allowance in the amount of EUR 100 per month with each fellowship payment. The mobility allowance constitutes a supplement for expenses in connection with necessary conference attendance and/or research travel, archive and library visits, etc. in Germany and abroad. Additional travel and/or conference allowances cannot be granted. All travel plans have to be coordinated with the host. In addition, it should be kept in mind that the upper limit for non project-related absence from the host institution is 14 days (continuous or accumulative) in total. Circumstances, which require a longer absence from the host institution, must be reported immediately in writing to the Alexander von Humboldt Foundation (cf. A.1.9.).

The above regulations also apply in the event of an alumni sponsorship for renewed stays in Germany (cf. C.1.2.).

A.3.5. Benefits for families

In addition to the monthly fellowship payments, the Alexander von Humboldt Foundation may provide further benefits for accompanying marital partners and children if the respective conditions are met.

A.3.5.1. Family allowance for marital partners

For marital partners accompanying the fellows to Germany for a period of at least 3 months (without interruption), an application may be submitted for a family allowance for marital partners during the sponsorship period amounting to EUR 276 per month. If marital partners are not required to have a visa for Germany a certified copy of the marriage certificate must be sent to the Alexander von Humboldt Foundation together with the application. The application form and further information are available on the Alexander von Humboldt Foundation's website at:

<http://www.humboldt-foundation.de/web/benefits-for-families.html>

Marital partners' earnings (salary or income from employment or self-employment in Germany, German or foreign fellowships) exceeding the upper limit for "marginal" part-time employees (the so-called "Verdienstgrenze für geringfügig Beschäftigte", currently EUR 400 gross per month) will be offset against the family allowance for marital partners.

For fellows accompanied by children under 15 months the following applies:

For children of Nationals of the European Union (EU) and the European Economic Area (EEA) – Austria, Belgium, Bulgaria, Cyprus (Greek part), The Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden – and Switzerland a **parental allowance ("Elterngeld")** according to German law (Federal Parental Allowance Act, "BEEG") can be applied for from the day of the child's birth until the end of the 14th month. This also applies to fellows' marital partners from other countries who spend more than 6 months (without interruption) with their children in Germany. **Further important information is available on our above-mentioned website.** In all these cases, the Humboldt Foundation cannot grant a family allowance for marital partners. Should the application for a parental allowance be turned down, please get in touch with the Alexander von Humboldt Foundation enclosing a copy of the refusal notice and of your residence permit. On principle, the Alexander von Humboldt Foundation can only grant a family allowance for marital partners if it can be confirmed that, during the period applied for, a parental allowance according to German law is not being or has not been paid.

Payment of the allowance is discontinued when the marital partner leaves Germany. Wherever possible, the Alexander von Humboldt Foundation should be notified of the marital partner's departure 4 weeks in advance. The

Foundation should also be informed immediately of any change in the circumstances upon which the decision to grant the allowance was based.

The above regulations also apply in the event of sponsorship for renewed stays in Germany (cf. C.1.2.).

A.3.5.2. Family allowance for children

The family allowance for children comprises a substitutional payment equal to child benefit according to German law should the family not be entitled to receive it, and an additional flat-rate child allowance for single-parent fellows.

A.3.5.2.1. Child benefit according to German law or substitutional payment by the Alexander von Humboldt Foundation respectively

If children (section 2 par.1 clauses 1 and 2 of the Federal Child Benefit Act, "BKGG") under the age of 18 accompany fellows to Germany for a period of at least three months (without interruption), application may be made for a substitutional payment for child benefit according to German law amounting to 184 EUR a month during the sponsorship period. If the children do not require a visa for Germany a certified copy of the birth certificate(s) must be sent to the Alexander von Humboldt Foundation together with the application. The application form and further information are available on the Foundation's website at:

<http://www.humboldt-foundation.de/web/benefits-for-families.html>

Please note the following:

Nationals of the European Union (EU) and the European Economic Area (EEA) – Austria, Belgium, Bulgaria, Cyprus (Greek part), The Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden – and Switzerland are eligible for **child benefit ("Kindergeld")** according to German law (Income Tax Act, "EStG" or Federal Child Benefit Act, "BKGG"). This also applies to fellows from other countries whose children spend more than 6 months (without interruption) in Germany. In these cases, the Alexander von Humboldt Foundation cannot grant a substitutional payment.

Information on applying for child benefit can be found on the internet at:

<http://www.humboldt-foundation.de/web/benefits-for-families.html>

Should the application for child benefit be turned down, please get in touch with the Alexander von Humboldt Foundation enclosing a copy of the refusal notice and of your residence permit. On principle, the Alexander von Humboldt Foundation can only grant a substitutional payment if it can be confirmed that, during the period applied for, child benefit according to German law is not being or has not been paid.

The substitutional payment is discontinued when the children leave Germany. Wherever possible, the Alexander von Humboldt Foundation should be notified of their departure four weeks in advance. The Alexander von Humboldt Foundation should also be informed immediately of any change in the circumstances upon which the decision to grant the substitutional payment was based.

The above regulations also apply in the event of sponsorship for renewed stays in Germany (cf. C.1.2.).

A.3.5.2.2. Flat-rate allowance for children of single-parent fellows

If children (section 2 par.1 clauses 1 and 2 of the Federal Child Benefit Act, "BKGG") under the age of 18 accompany a single-parent fellow to Germany for a period of at least three months (without interruption), application may be made for a flat-rate monthly child allowance amounting to 400 EUR a month for the first child and 100 EUR a month for each additional child. If the children do not require a visa for Germany a certified copy of the birth certificate(s) must be sent to the Alexander von Humboldt Foundation together with the application. The application form and further information are available on the Foundation's website at:

<http://www.humboldt-foundation.de/web/benefits-for-families.html>

The above regulations also apply in the event of sponsorship for renewed research stays in Germany (cf. C.1.).

A.3.5.3. Maternity protection and parenthood: Parenting support

The Alexander von Humboldt Foundation offers research fellows a number of options to support them in raising children, which are described in detail below.

A.3.5.3.1. Maternity leave: Extension of the fellowship

If a baby is born to a fellow during the sponsorship period, the mother may apply to extend the period granted for sponsorship by up to 3 months, in line with statutory maternity rights. It is also possible to extend the sponsorship period if the fellowship comes to an end during statutory maternity leave (usually 6 weeks prior to and 8 weeks after birth). A medical certificate confirming the pregnancy and stating the expected date of birth is required to process this application. A certified copy of the birth certificate must be submitted after the child is born. The application form is available on the Foundation's website at:

<http://www.humboldt-foundation.de/web/benefits-for-families.html>

A.3.5.3.2. Parenthood: Extension of the fellowship

Application in writing may be made to extend a fellowship by up to 3 months if at least one child of no more than twelve years of age when the fellowship begins accompanies the research fellow to Germany during the sponsorship period. This also applies if the first child is born during the sponsorship period. In the event of a pregnancy during the sponsorship period, the research fellow is entitled to an extension if an entitlement to maternity protection according to the German Maternity Protection Act as amended on 20 June 2002 would begin during the sponsorship period. The application form is available on the website of the Alexander von Humboldt Foundation at: *<http://www.humboldt-foundation.de/web/benefits-for-families.html>*

For further children for whose birth the fellow would be entitled to maternity protection during the sponsorship period, fellows have the option of extending the sponsorship period by a further 3 months (corresponding to statutory maternity leave) (cf. A.3.6.3.1.).

The host's confirmation of support is required for an extension of the fellowship to be granted.

The above mentioned support cannot be granted in the framework of sponsorship for renewed research stays in Germany (cf. C.1.2.).

A.3.6. Subsidy towards the cost of medical and liability insurance

The Alexander von Humboldt Foundation can pay fellows, marital partners, and minors (below the age of 18) accompanying them to Germany for a period of at least 3 months (without interruption) a subsidy of EUR 50 per month towards the cost of medical and liability insurance (cf. B.11) for the duration of their stay in Germany. The allowance is automatically paid to fellows together with the monthly fellowship payments. Allowances for family members accompanying fellows are granted individually on application. If the marital partner and/or children do not require a visa for Germany a certified copy of the marriage certificate and/or children's birth certificate(s) must be sent to the Alexander von Humboldt Foundation together with the application. Application forms are available on the Alexander von Humboldt Foundation's website at:

<http://www.humboldt-foundation.de/web/benefits-for-families.html>

Marital partners' earnings (salary or income from employment or self-employment in Germany, German or foreign fellowships) exceeding the upper limit for "marginal" part-time employees (the so-called "Verdienstgrenze für geringfügig Beschäftigte", currently EUR 400 gross per month) will be offset against their subsidy towards the cost of medical and liability insurance.

Payment of the subsidy to marital partners and/or children is discontinued when they leave Germany. Wherever possible, the Alexander von Humboldt Foundation should be notified of their departure 4 weeks in advance. The Alexander von Humboldt Foundation should also be informed immediately of any change in the circumstances upon which the decision to grant the allowance was based.

The above regulations also apply in the event of sponsorship for renewed stays in Germany (cf. C.1.2.).

A.3.7. Subsidy towards research costs for hosts

Budget allowing, the Alexander von Humboldt Foundation is able to grant a subsidy towards research costs to hosts of foreign fellows in Germany. The subsidy is intended as a contribution to covering project-related costs, including administrative costs directly ensuing from the research project. During the sponsorship period, the subsidy amounts to 500 EUR. Before the sponsorship period begins, hosts will receive a form for the purpose of informing the Alexander von Humboldt Foundation of the host institute's relevant bank account.

The subsidy towards research costs for hosts cannot be granted in the framework of sponsorship for renewed research stays in Germany (cf. C.1.).

A.4. Exploitation of research results – publications, patents and licenses. Use of the Alexander von Humboldt Foundation logo

The Alexander von Humboldt Foundation considers it important that research results achieved in the framework of sponsorship be published. In publications and all other (especially public) presentations, appropriate reference should be made to the funding provided by the Alexander von Humboldt Foundation:

- In publications, an appropriate place must be chosen to state that funding has been provided by the Alexander von Humboldt Foundation in the framework of the German Chancellor Fellowship Programme.
- Publications, stating the title and bibliographical details, must be entered in the database "Bibliographia Humboldtiana" of the Network Online on the Alexander von Humboldt Foundation's website:
<http://www.humboldt-foundation.de/web/service-portal.html>.

If it is planned to use the Alexander von Humboldt Foundation logo, the following needs to be observed:

- The use of the Alexander von Humboldt Foundation logo in any kind of communication is subject to strict rules. The logo and its constituent parts are a trademarked name and may not be reproduced without obtaining the express written authorisation of the Foundation in advance. The logo comprises three parts: the head of Alexander von Humboldt, the script nameplate and the bilingual addition "Stiftung/Foundation". These elements jointly comprise the **inseparable** word/image trademark. The logo and its constituent parts may not be copied, altered, truncated or integrated in other logos.
- Use of the logo with the label "Unterstützt von/Supported by" is authorised in publications and all other, in particular all public, presentations (e.g. conference presentations) of research results that were produced in direct connection with sponsorship by the Alexander von Humboldt Foundation. For this purpose, the logo with the label "Unterstützt von/Supported by" may be downloaded from the password-protected section via the log-in mask of the Online Network

(cf. C.3.5.) in an electronic file format that conforms to the specific requirements for print:

<http://www.humboldt-foundation.de/web/service-portal.html>

- Any other uses of the logo require prior written permission from the Alexander von Humboldt Foundation and must be requested in writing, stating the intended use of the logo.

In addition, the Alexander von Humboldt Foundation considers it important that research results achieved in the framework of sponsorship should be utilised. Commercially-utilisable results, in particular, should be adequately protected (especially by patents and utility models) and exploited:

- Research results potentially eligible for commercial exploitation must be presented to the appropriate agencies, such as industry. If it seems recommendable to register a patent or similar legal protection for research results, it is essential, for legal reasons, to start proceedings **before** publishing the relevant results.

The people to contact, specialised in registering patents and legally protecting research results, are patent agents (“Patentanwälte”) and patent broking companies (“Patentverwertungsstellen/-agenturen”). All related matters (legal questions, whom to contact about publication, registering patents etc.) must be clarified with the host institution directly.

- With regard to the exploitation of patents etc., the Alexander von Humboldt Foundation does not enter into binding legal agreements with its fellows or their host institutions. On principle, the relationship is governed by the customary legal regulations pertaining at the place where the institution, at which the research results have been achieved, is located: usually, these regulations envisage a division of revenue between the institution and the scientist.
- Should economically successful results be achieved in the framework of Alexander von Humboldt Foundation sponsorship, we should, of course, be very grateful for a voluntary share in the ensuing revenue in the form of a donation to the Alexander von Humboldt Foundation.

A.5. Reports

Well before the end of the fellowship, the Alexander von Humboldt Foundation requests fellows to write a *brief report* on their experiences and

observations during cooperation and in their day-to-day life in Germany. For this purpose, fellows will receive a password-secured web link to an Alexander von Humboldt Foundation online questionnaire via e-mail. The report should include a comparison with conditions in the fellows' countries. Similarly, the hosts will also be requested to submit a brief report on how they have experienced cooperation.

These reports are important and of interest to the Alexander von Humboldt Foundation because foreign guests often observe more closely and, due to a greater distance to events, more objectively. The reports are carefully evaluated on a confidential basis and assist the Alexander von Humboldt Foundation to continue improving its programmes and make it as effective as possible.

In addition, the Alexander von Humboldt Foundation asks all fellows at the end of the sponsorship period to sum up their experiences during their stay in Germany in the form of a ca. 5-page essay. The reports should refer to the results of the project and the experiences made during the stay in Germany and should be appropriate in content and form to be used by the foundation for promotion of the German Chancellor Fellowship Programme. The essays are compiled by the Alexander von Humboldt Foundation and are made accessible, where appropriate, in selected parts to the alumni, the German Federal Foreign Office, which provides the financial means for the accomplishment of the programme, and the interested public.

A.6. Certificate

The fellows will receive a certificate, signed by the President of the Alexander von Humboldt Foundation, that they have been the recipient of a German Chancellor Fellowship. Usually, the certificates are handed over during the final meeting.

B. GENERAL CONDITIONS AND HINTS FOR THE STAY IN GERMANY

B.1. Passport

All Fellows require a **valid passport** to enter the Federal Republic of Germany or equivalent identity document. **This passport must be valid at least until the end of the stay in Germany and - if the fellowship is extended - include this period as well.** Citizens of certain countries are even required to have a passport valid for at least 3 months longer than the duration of the fellowship. Please make sure that the spelling of your name is consistent in all documents.

B.2. Birth, marriage, income and vaccination certificates

When applying for a residence permit (cf. B.3.) for yourself and family members accompanying you, you are frequently required to submit the originals of birth certificates and, if applicable, marriage certificate.

When applying for parental allowance (cf. A.3.5.), applicants are required by the authorities to submit proof of income for the last 2 years. Therefore, please bring these documents with you to Germany. If you have vaccination certificates, bring them with you too. This may be important in case of illness.

B.3. Entry visa, residence permit

In order to stay in Germany citizens of non-EU/EEA countries must have a valid residence title. Detailed information on this can be obtained from the **cultural sections** of the Federal Republic of Germany's diplomatic or consular missions in fellows' own countries or countries of residence. Addresses and further important information regarding entry requirements can be found on the website of the Federal Foreign Office at: <http://www.auswaertiges-amt.de>.

Normally, fellows are required to obtain an **entry visa** from the appropriate German diplomatic mission in their own countries or current countries of residence before entering Germany. The visa must be issued for the place in Germany at which fellows stay **initially** – the place where the language course and the first half of the introductory seminar takes place is **Bonn**.

If marital partners and/or children are accompanying you during the fellowship stay, you are recommended to submit the applications for all the members of the family at the same time. Fellows should bear in mind that many visa offices only accept applications after making an appointment. This should be done well in advance as it may take several weeks to arrange a date.

German foreign missions (embassies and consulates) issue visas on their own responsibility both to researchers whose academic work has been arranged through the Alexander von Humboldt Foundation and who are in receipt of a fellowship from the Alexander von Humboldt Foundation for this purpose, as well as to marital partners and unmarried underage children accompanying them (§ 34 of the Decree on Residence ("AufenthV")). This applies also to German Chancellor Fellows. Processing may take several weeks. Please take this into consideration when planning your time schedule.

The so-called D visa, issued in fellows' own countries, entitles them to enter and stay in Germany for the duration of its validity (usually up to 90 days). It is strongly recommended not to apply for any other kind of visa as extensions might be excluded. The "final" residence permit, which entitles you to enter and leave the country repeatedly, will only be issued by the Aliens' Registration Office at your place of residence in Germany.

Do not under any circumstances enter Germany on a "visitor's (tourist) visa". It is valid for a maximum period of 3 months only and cannot be extended. You would have to return to your own country at your own expense to apply for the appropriate visa.

Exceptions:

- Citizens of **EU member states**, as well as those from **Iceland, Liechtenstein, Norway and Switzerland** generally do not require an entry visa. Following their registration at the Residents' Registration Office they are automatically issued with a document confirming their right of residence ("Freizügigkeitsbescheinigung") or, in the case of Switzerland, a residence permit for citizens of the Swiss Confederation. Please enquire with the Residents' Registration Office whether this certificate/residence permit is issued by them or the Aliens' Registration Office.
- Citizens of **Australia, Brazil, Canada, Israel, Japan, New Zealand, the Republic of Korea and the USA** may enter Germany on a valid passport in the framework of the fellowship. They must apply for a residence permit no later than 3 months after arrival in Germany. However, you are strongly recommended to submit applications as soon as possible.

Further information:

- Fellows from the **People's Republic of China** and from the **administrative district of the German Embassy in Moscow, Russian Federation**, are subject to special procedures for applying for an entry visa. The fellows will receive this information together with the award documents.

Fellows planning to take part in conferences in European countries other than Germany, for which they need an entry visa, should note that processing by the appropriate diplomatic missions may also take several weeks.

The residence permit issued by the responsible Aliens' Registration Office ("Ausländerbehörde" – Immigration Office in Germany) in Germany entitles holders to multiple entry into the country and – under the provisions of the Convention Implementing the Schengen Agreement – to spend short periods (up to 90 days in 6 months) in the following countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

If you are intending to travel to one of the above mentioned signatory countries of the Convention Implementing the Schengen Agreement during the first 90 days of your fellowship stay, please indicate this in the visa application. The German foreign mission will then examine whether you can be issued with a so-called "hybrid visa" entitling you to do so.

Please inform the Alexander von Humboldt Foundation immediately of any delays in issuing the entry visa preventing you from arriving in Germany on the agreed date.

Immediately on arrival in Germany, fellows are required to register with the local Residents' Registration Office (which is usually located in the Town Hall or Municipal Offices; the requisite forms can be obtained from stationery shops or from the Residents' Registration Office directly; in some cases they can also be downloaded from the local authority websites, cf. B.5.) at their new place of residence. After registration at the place of the language course and the introductory seminar – in Bonn – fellows have to register once again at the host university or host institution town, after having moved there (cf. B.5.).

Well before the visa expires, you must apply to the local Aliens' Registration Office for a residence permit. As the necessary processing often takes

several weeks, you are recommended to make this application as early as possible. Please also note that an appointment to make the application frequently requires prior (online) registration. The following documents usually have to be submitted:

- *the registration document from the Residents' Registration Office* where you are registered in Germany;
- proof of *health insurance cover* valid in Germany; (cf. B.11.)
- in certain cases, a *health certificate* issued by a registered physician in Germany (Public Health Offices in many German towns carry out the required medical examination at a relatively low charge). Since a health certificate is not always required, research fellows should make enquiries at the Aliens' Registration Office first of all. In general, foreign health certificates are not accepted; X-rays only if they are less than 3 months old;
- a valid passport; (cf. B.1.)
- in certain cases, the originals of birth certificate(s) and, if applicable, marriage certificate;
- a recent passport photograph;
- the Alexander von Humboldt Foundation identity card (cf. B.7.) or a copy of the Alexander von Humboldt Foundation's award letter;
- a certificate issued by the Alexander von Humboldt Foundation stating the period and value of the fellowship (this certificate is sent to all fellows after arrival in Germany);
- complete application forms for a residence permit; forms are obtainable from the Aliens' Registration Office.

Unless the Aliens' Registration Office is presented with all the necessary documents, residence permits cannot be issued or extended.

Fellows who do not yet have a good command of German should ask whether there is anyone at their host institution who knows their way around and might be willing to accompany them to the various authorities.

Should you conduct your project at a university, the Foreign Students' Advisory Office at your host institution will be pleased to assist you in answering questions or solving problems related to the residence permit during the stay in Germany.

In accordance with the regulations of the *Immigration Act*, fellows' husbands and wives can take up gainful employment in Germany: members of the family accompanying fellows now enjoy the same legal status as the foreigner they are accompanying with regard to taking up gainful employment. As a rule, this means: marital partners are allowed to carry out occupations which do not require the agreement of the Federal Employment Agency

("Bundesagentur für Arbeit"), according to §§ 2-15 of the *Employment Regulations ("BeschV")*. Other occupations may only be carried out with the agreement of the Federal Employment Agency.

B.4. Exemption from fees

According to the Decree on Residence (AufenthV) Humboldt fellows are exempt from paying fees for the issue of

- a national visa (category D, stays of more than 3 months) according to § 52, sub-section 5, line 1, no. 1 (AufenthV)
- a Schengen visa (stays of up to 3 months) according to § 52, subsection 8 (AufenthV)
- a residence permit in Germany and the extension thereof according to § 52, sub-section 5, line 1 no. 2 (AufenthV).

Humboldt fellows' marital partners and underage children are exempt from paying fees for the issue of - a national visa (category D) according to § 52, sub-section 5, line 2, (AufenthV) provided that they are included in the sponsorship awarded by the Alexander von Humboldt Foundation.

B.5. Registration and de-registration of German address

Fellows must register with the Residents' Registration Office within 1 week of finding accommodation at the place of their host institution (cf. B.3.). This also applies to accompanying family members. Any change of address during the stay in Germany has to be registered with the appropriate Residents' Registration Office within 1 week. Prior to leaving Germany, fellows and accompanying family members must inform the Residents' Registration Office of their departure.

Registration forms can be obtained at stationers' shops or at the respective offices directly; some municipal authorities have included them on their websites.

B.6. Passport Photographs

The Alexander von Humboldt Foundation would like to point out that the German authorities demand biometric passport photographs which must

comply with legal requirements. Photographic studios in Germany dispose of the official specimen boards.

B.7. Humboldt identity card

The Alexander von Humboldt Foundation sends identity cards to fellows who have submitted a passport-size photograph after their arrival in Germany. This is to assist them in reporting to public authorities and universities. However, the Alexander von Humboldt Foundation identity cards are not a substitute for official identity documents.

B.8. Status of fellows

During the stay in Germany, fellows carry out their projects in cooperation with the hosts they have chosen themselves. They are neither employees of the Alexander von Humboldt Foundation nor of their host institution. However, since they make regular use of the facilities made available by their hosts and host institutions, they must comply with the rules and regulations generally applicable at the respective institutions. In Germany, too, university institutes and other institutions often have staffing and financial problems. To avoid misunderstandings, we urge you to clarify with your host the practical aspects of your cooperation with the (research and support) staff of the institution as well as the possibility of using equipment, PC, telephone, fax, etc. at the earliest opportunity. Host institutions are obliged to ensure the same levels of safety and occupational health for fellows as they do for other staff working at the institution.

B.9. Permission to practice medicine

Physicians who wish to practice their profession during the stay are required to obtain permission under Article 10 of the Federal Medical Code ("*Bundesärzteordnung*"). Applications must be submitted in writing to the president's office ("*Regierungspräsidium*") of the administrative district in which fellows plan to carry out their projects *at the earliest opportunity*. Where possible, applications should be submitted with the support of hosts prior to arrival in Germany. A special fact sheet forwarded to all physicians with the grant documents contains information about requirements to be met and documents to be submitted with the application.

B.10. Medical and liability insurance, legal costs insurance, as well as other insurances

From the very first day, German Chancellor Fellows and family members accompanying them **must be covered by medical insurance** providing adequate coverage in Germany **for the entire duration of their stay in Germany**. The responsible Aliens' Registration Offices require proof of adequate health insurance before they will issue a residence permit. Costs incurred through illness or accident cannot be borne by the Alexander von Humboldt Foundation or host institutions. Please keep in mind that both out-patient and in-patient medical facilities are extremely expensive in Germany. The Alexander von Humboldt Foundation pays a monthly subsidy of EUR 50 (cf. A.3.7).

Fellows who are not covered in this way **must** take out private medical (travel) insurance in Germany for themselves and **all accompanying family members**.

The Alexander von Humboldt Foundation explicitly wishes to emphasise that, in Germany, everyone is liable for any damage caused to a third party. Parents are liable for their children. It is, therefore, common practice to take out a private **(family) liability insurance** against claims resulting from damage caused unintentionally.

In the grant documents are leaflets from various health insurance companies which offer coverage for the **medical treatment of acute illness not related to previous illness and in case of accident**. These companies also offer **liability insurance** and, in some cases, additional insurance coverage for the holders of European Health Insurance Cards. The leaflets are also available on the Humboldt Foundation's website at:

<http://www.humboldt-foundation.de/web/insurance.html>

The Alexander von Humboldt Foundation recommends that fellows establish contact with an insurance company **before** arrival in Germany to ensure that all questions can be clarified in good time. Applications should be sent to the insurance company or agency directly, not to the Alexander von Humboldt Foundation. Insurance coverage only takes effect when the first premium has been transferred to the insurance company's account immediately after entering the country or if direct debit from the bank account has been authorised.

Advice on private health insurance:

- Illness and any consequences thereof which have been incurred before the insurance policy was taken out (not only chronic diseases) are excluded from insurance cover. Since some latent diseases (e.g. kidney and gall stones) may become acute as a result of change of climate or food habits etc., fellows are urged to have a complete medical examination in good time prior to departure from home and, if necessary, undergo treatment.
- The cost of prenatal examinations and delivery is usually not covered by any insurance company when pregnancy has begun before arrival in Germany. Before taking out insurance, fellows should, where necessary, clarify with the insurance company the conditions for covering costs in the event of pregnancy in Germany.
- Furthermore, it is necessary to make careful inquiries as to which other kinds of treatments will not be reimbursed by the insurance company (e.g. cost of routine and prophylactic medical check-ups, vaccinations).
- The cost of treatment after an accident during a stay in Germany is covered by medical insurance.
- Prior to hospitalisation, the requisite formalities and the costs which will be refunded should be discussed with the insurance company in detail. Fellows admitted to hospital should always present their insurance certificate immediately and request the hospital to contact their insurance company straight away to confirm that costs will be covered. It should be made clear to the doctor or hospital providing the treatment that the fellows or their accompanying family members are not so-called private patients, since usually the insurance company does not cover costs for special services such as accommodation in single or twobed rooms or treatment by senior consultants or privately-affiliated doctors, so-called "Belegärzte".
- If fellows plan to travel abroad during their stay in Germany, they should enquire with their health insurance company well in advance whether additional insurance is necessary.
- Fellows are strongly urged not to change their health insurance during the stay in Germany as this may have unforeseeable consequences.
- Residence permits are only issued (for the fellow, as well as for all family members coming to Germany) on proof of medical insurance coverage taking effect immediately after arrival.
- Fellows are not entitled to special medical insurance rates for students.

The enclosed documents are to be read very carefully. Fellows should make sure that the medical insurance coverage for themselves and their family members is adequate and will take effect from the beginning of their stay in Germany.

Of course, fellows may take out a medical insurance policy with any company they like, providing it offers adequate coverage for the entire duration of the stay in Germany.

It should be noted that it is also possible to take out a **legal costs insurance** in Germany (e.g. for drivers). This kind of insurance covers the cost of a lawyer in the event of a dispute arising from an accident, for example. A driver's legal costs insurance not only provides cover for driving one's own vehicles, but also provides cover as a passenger, pedestrian or cyclist.

Further insurance options:

In Germany there are other areas of life and purposes for which individual insurance cover can be arranged besides statutory health insurance, liability insurance and legal costs insurance. For example: accident insurance (some health insurance providers include this in their standard cover), household contents insurance, travel insurance, life assurance to provide for the future and pension schemes for old age provision, incapacity or income protection insurance.

The conditions and contents of insurance policies of each insurance company, however, differ greatly. Before signing a contract it is advisable to obtain detailed information and to compare several policy quotes being considered. It is strongly recommended that it be determined whether the insurance coverage is a cost effective solution for the respective individual situation, keeping in mind the limited time in Germany. Considerations should be given to how long contributions may be required and under what circumstances the insurance company will actually agree to pay out benefits.

B.11. Taxes, social security

Since German Chancellor fellows are not employees (cf. B.8.), carrying out of the fellowship project is not classified as gainful employment under the terms of German Income Tax Law. Consequently, the monthly fellowship payments are not considered as earned income and are not subject to social insurance deductions. Fellowships of the Alexander von Humboldt Foundation are exempt from taxation under Article 3, No. 44 of the German Income Tax Law.

The laws in the fellows' own countries may include special regulations on taxing research fellowships. If in doubt, fellows should consult a tax advisor in their own country.

B.12. Notification of address after arrival in Germany

Fellows are requested to inform the Alexander von Humboldt Foundation and the Foreign Students' Advisory Office, International Office or Welcome Centre of their host institution as well as their host as soon as possible of the date of arrival in Germany and their full addresses, including telephone numbers and e-mail (official and private). It is important to notify the above offices of any change of address in Germany as this is the only way to ensure that mail from the Alexander von Humboldt Foundation will always reach fellows punctually.

Furthermore, the Alexander von Humboldt Foundation strongly recommends fellows to inform the central mail distribution office and telephone operator at the university and/or host institution as soon as possible, preferably in person, that they are embarking upon work at the host institutions. This is to ensure that mail also reaches recipients via the university and/or institution address.

B.13. Contacts

B.13.1. Alexander von Humboldt Foundation headquarters

The Alexander von Humboldt Foundation regards it as one of its most important tasks to offer fellows assistance and advice and to help them overcome any difficulties encountered during their stay in Germany. This assistance is only given upon request to ensure that fellows feel as free as possible to plan their stay.

Fellows who experience major difficulties when entering Germany or during their stay are requested to inform the Alexander von Humboldt Foundation without delay to enable it to provide immediate assistance if possible.

B.13.2. German host institutions

Hosts and their staff will advise fellows on all matters connected with their projects. The Alexander von Humboldt Foundation attaches great importance to arranging suitable facilities for fellows at German host institutions and therefore maintains contact with hosts.

Host institutions selected by fellows provide suitable facilities and assist in carrying out agreed projects. Fellows thus temporarily become members of

working groups at institutions. The success of cooperation essentially depends on coordination and acceptance of the rights and obligations by both parties concerned (cf. B.9.).

B.13.3. Foreign Students' Advisory Offices – International Offices – Welcome Centres

The staff of the Foreign Students' Advisory Offices, International Offices and Welcome Centres at universities also do their best to assist fellows in answering questions or solving any problems they may have. Addresses, in alphabetical order according to location, are available on the Alexander von Humboldt Foundation's website at:

<http://www.humboldt-foundation.de/pls/web/docs/F24641/aaa.pdf>.

An overview of the Welcome Centres sponsored by the Alexander von Humboldt Foundation can be found on the Foundation's website at:

<http://www.humboldt-foundation.de/web/welcome-centres-winners.html>.

Some Foreign Students' Advisory Offices, International Offices or Welcome Centres at institutions issue *Studienführer* or *information brochures for guest scientists* providing foreign guests with information about the institutions and their facilities. This information may be requested in writing from the respective office prior to the commencement of the fellowship.

Some Foreign Students' Advisory Offices, International Offices and Welcome Centres also offer a varied programme of events for foreign guests during the semester, such as local excursions, film evenings, concerts, etc. Addresses of university associations of various nationalities may be obtained on request.

B.14. The first days in Germany

Unfortunately, the Alexander von Humboldt Foundation is unable to arrange for members of its staff to meet fellows on their arrival in Germany. However, it recommends fellows to inform the language institute and/or hosts of their exact time of arrival well in advance.

B.14.1. Finding accommodation

Finding accommodation in Germany is often difficult and time-consuming. The housing situation varies considerably according to region and the availability of accommodation is very limited in some areas. Thus the Alexander von Humboldt Foundation strongly recommends fellows to address the question of accommodation, preferably in writing, with host institutions in Germany and the Foreign Students' Advisory Offices, the International Offices and the Welcome Centres directly, **well before arrival**. The appropriate form is available on the Alexander von Humboldt Foundation's website at:

<http://www.humboldt-foundation.de/pls/web/docs/F23788/housing.doc>

Fellows must state clearly how many family members will accompany them to Germany and during which period of time. Fellows should take into account that up to 40% of the monthly fellowship goes toward renting accommodation in Germany (*cf. "Practical hints", B.14.2.*).

To make it easier for fellows to find accommodation, particularly during the initial period of the fellowship, the Alexander von Humboldt Foundation **strongly** recommends that fellows who wish to come to Germany with their families should first travel **alone** and only send for their families when they have found adequate accommodation.

B.14.2. Practical hints for the stay in Germany on the internet

Further "Practical Hints for Your Stay in Germany", covering the most diverse areas, are also available on the Alexander von Humboldt Foundation's website at:

http://www.humboldt-foundation.de/pls/web/docs/F15600/practical_hints.pdf

Other useful hints and recommendations can be found on the internet on the website of EURAXESS Germany, the advice point for internationally mobile researchers at the Alexander von Humboldt Foundation (*<http://www.euraxess.de>*), and *<http://www.campus-germany.de>* as well as on the website of the German Academic German Exchange Service (*<http://www.daad.de>*).

C. ALUMNI SPONSORSHIP AND HUMBOLDT NETWORK

It is the Alexander von Humboldt Foundation's aim to sponsor their fellows on a long-term and individual basis. Contact should be maintained after the initial stay in Germany in order to ensure that the connections which have been made to specialist colleagues in Germany, can be sustained and strengthened and cooperation is consolidated long-term.

C.1. Additional study and research visits to Germany

Alumni are usually eligible to apply for support for a renewed stay in Germany at least three years after they have completed their initial stay in Germany and returned abroad. A period of at least three years should usually elapse between the sponsorship of renewed stays in Germany.

C.1.1. Short visits of up to 30 days

Short visits of up to 30 days can be used for taking an active part (lecture, posters, leading a working group) in international congresses in Germany, for lecture tours or informative visits, for making and nurturing professional contacts, or for short working visits to host institutions in Germany. A combination of these individual activities would be welcomed. Applications should include the following documents:

- completed application form
<http://www.humboldt-foundation.de/web/renewed-research-stay.html>;
- curriculum vitae;
- list of all publications in the last five years, if applicable;
- short description of activities planned;
- invitations from colleagues from the institutions to be visited;
- details about financial contributions from third parties, if applicable.

If participation in a congress is planned, a programme of the congress announcing the applicant's own contribution (lecture, poster etc.) should also be included as well as information on conference fees.

Short visits are sponsored by providing a daily allowance and, in cases of active participation, reimbursement of conference fees. Travel expenses cannot be paid. Once all the relevant documents have been received, processing takes about 1 month. Retrospective approval is not possible.

C.1.2. Study and research stays of up to 3 months

A study and research stay of up to 3 months can be used either to continue or complete work which was started during the first stay in Germany or to initiate new joint research projects with specialist colleagues in Germany. Fellows are free to choose the host; competence should be the determining factor. Applications for a renewed stay should include the following documents:

- completed application form
<http://www.humboldt-foundation.de/web/renewed-research-stay.html>;
- curriculum vitae;
- a detailed description of the envisaged project;
- a list of publications of the last five years, if applicable
- details on financial contributions from third parties, if applicable.

A statement from the host chosen will be sought by the Alexander von Humboldt Foundation directly.

Once all the relevant documents have been received, the Alexander von Humboldt Foundation will decide on the application, usually within 3 months. The decision on the application will be made on the basis of an assessment of the applicant's professional qualifications and activities, the academic quality and relevance of the project planned, as well as the significance of a further stay both academically and in foreign policy terms. The scale of sponsorship already granted, as well as the period of time elapsed since the last Humboldt Foundation sponsorship, will be taken into account.

A monthly fellowship sum will be granted. Sections A.3.4., A.3.5.1., A.3.5.2., A.3.6. contain information on additional benefits as well as the application procedures.

Initial lump sums or BahnCards, language courses and a Europe stay will not be sponsored by the Alexander von Humboldt Foundation for a renewed fellowship stay. Travel expenses for the journey to and from abroad will not be reimbursed.

The subsidy towards research costs for hosts cannot be granted in the framework of renewed stays in Germany (cf. also A.3.7.).

On principle, fellows are not entitled to receive monthly fellowship payments if they are absent from the German host institute for more than 5 days (continuous or accumulative). In such cases, the Alexander von Humboldt Foundation reserves the right to reduce fellowship payments. Attendance at conferences and research journeys as well as visits to archives and libraries etc., essential for carrying out the project, do not count as absences.

At the beginning of the sponsorship period – i.e. during the first month – fellows are entitled to the first payments only when arriving 5 days after the official beginning of the sponsorship period (or the following working day) at the latest. Fellows who arrive in Germany after this date are not entitled to payment of the monthly fellowship. In the last month of the respective sponsorship period, fellows must be present until no less than 5 days prior to the end of the sponsorship period. Fellows who leave Germany before this date are not entitled to payment of the monthly fellowship.

The above also applies to additional benefits within the framework of alumni sponsorship for renewed stays in Germany (*mobility allowance, family allowance for marital partners, family allowance for children, subsidy towards health and liability insurance*).

C.2. Sponsorship abroad

C.2.1. Donations of books

Fellows from abroad – preferably in countries with limited foreign currency reserves – are eligible to apply to the Alexander von Humboldt Foundation for donations of academic literature. Individual applications should not usually exceed **EUR 1000**. Only books by German authors or published by German publishers can be donated. Subscription costs for journals **cannot** be borne by the Humboldt Foundation. The books donated will be given to the fellow's institute and are designated first and foremost for the fellow's research work. A completed application form, which is available on the Humboldt Foundation's website at:

<http://www.humboldt-foundation.de/web/book-donations.html>
should be submitted.

C.2.2. Printing subsidies for book publishing

On application the Alexander von Humboldt Foundation may grant printing subsidies for books publishing research results directly linked to research stays funded by the Foundation, especially those ensuing from a research stay in Germany. If the publication is written jointly with other authors, the printing subsidy may be reduced accordingly.

The preconditions for sponsorship are that

- the publication is published by a German publisher or in the German language,
- the print run does not exceed 1,000 copies, and
- the number of complimentary copies does not exceed 25% of the print run.

The application for a printing subsidy has to include the following documents:

- completed application form, available at:
<http://www.humboldt-foundation.de/web/printing-subsidies.html>
- curriculum vitae,
- detailed estimate of cost from the publisher (cf. website),
- information on financial contributions from third parties,
- written explanation justifying the choice of the publisher, and
- written statement of the academic host in Germany.

Instead of book publishing the Alexander von Humboldt Foundation also supports the open access publication of research results. Applications, including the aforementioned documents, may be submitted for the reimbursement of the necessary costs in the context of a printing subsidy.

C.2.3. Inviting hosts from Germany

Fellows and their hosts or collaborative partners in Germany can apply for a subsidy to sponsor guest visits by academics from Germany to the fellow's institution abroad. The guest visit should be used for lectures and academic contacts at the fellow's institution and possibly at other institutions in the country. Priority will be given to journeys undertaken by hosts from Germany to countries with limited foreign currency reserves.

Applications for subsidies should include the following documents:

- informal application by the fellow or the host from Germany giving details of the schedule, contents, and objective of the journey;
- estimate of expected travel expenses;
- invitation from the fellow abroad.

The subsidy is intended to cover or partially cover the travel expenses incurred by the host from Germany. The Alexander von Humboldt Foundation expects the institute visited to bear the costs of the stay locally.

C.2.4. Humboldt Alumni Award for Innovative Networking Initiatives

Moreover, the Alexander von Humboldt Foundation grants up to three Humboldt Alumni Awards to promote innovative networking initiatives of alumni of Alexander von Humboldt Foundation fellowship and award programmes. It is designed to support initiatives, not covered by the Foundation's existing sponsorship and alumni programmes, and to promote academic and cultural relations between Germany and the Humboldt Alumni's own countries and strengthen their collaboration in their respective regions. Further information is available at:

<http://www.humboldt-foundation.de/web/alumni-award.html>

C.3. Humboldt Network

C.3.1. Humboldt Kosmos

The “Humboldt Kosmos” – the Alexander von Humboldt Foundation’s alumni magazine - is published biannually with a different interdisciplinary focus in each issue. In addition, it contains portraits of Humboldtians and reports on their research, information about sponsorship options as well as news from the Foundation and the network.

C.3.2. Humboldt Colloquia and Humboldt Kollegs

The Alexander von Humboldt Foundation regularly organizes colloquia abroad and invites members of the Humboldt network from the country or region concerned to attend. The Foundation also invites scientists and scholars from Germany. Among them are often specialist members of the Alexander von Humboldt Foundation's selection committees. They hold lectures outlining the current state of research in Germany and explore ways of intensifying cooperation with foreign research institutes. In addition, these meetings serve to maintain regional contacts within the Humboldt network, and provide the opportunity to speak with Foundation staff in person. In a given area are established or renewed and opportunities afforded for personal talks with Alexander von Humboldt Foundation's staff members. By visiting institutes of Humboldtians, members of the Humboldt delegation gain insight into the research situation in the countries in question. Information talks draw the attention of young researchers to the sponsorship opportunities offered by the Alexander von Humboldt Foundation.

Suggestions and invitations by Humboldtians for the holding of such colloquia are welcome. The Alexander von Humboldt Foundation gladly relies on the experience and assistance of members from the Humboldt network, especially of Humboldt Alumni Associations in organizing these meetings.

Initiatives of Humboldt Alumni Associations and individual Humboldtians to organise regional and interdisciplinary conferences can be supported financially. The aim is to strengthen regional and interdisciplinary networking of Humboldtians. The organisers are responsible for the content of the so-called Humboldt Kollegs. Detailed information can be downloaded from the Foundation's website:

<http://www.humboldt-foundation.de/web/humboldt-kollegs-en.html>

C.3.3. Humboldt Alumni Associations

In many countries, Humboldtians have joined together to form Humboldt Alumni Associations, which cultivate social and professional contacts with one another, with the Alexander von Humboldt Foundation and with Germany. The Foundation gives full encouragement to these Alumni Associations; regrettably, it can sponsor them financially to a very modest extent only. Humboldt Alumni Associations also very often assist in attending to the needs of German scientists and scholars in foreign countries. In general, they gladly advise newly selected Humboldtians before they depart for Germany. There is a Humboldt Alumni Association in Germany, as well. Addresses may be downloaded from the Foundation's Internet website:

<http://www.humboldt-foundation.de/web/alumni-associations.html>

C.3.4. Alumni Meetings of German Chancellor Fellows

In order to promote networking of the German Chancellor Fellows the Alexander von Humboldt Foundation supports recurring alumni meetings in the fellows' home countries. The meetings are organised by the local alumni associations and take place regularly (at present every three years per country).

C.3.5. Humboldt Network Online: Information on the Alexander von Humboldt Foundation's website

Under the Internet address *<http://www.humboldt-foundation.de>*, the Alexander von Humboldt Foundation furnishes up-to-date information about its activities and programmes.

The **Humboldt network** section of the internet homepage (*<http://www.humboldt-foundation.de/web/humboldt-network.html>*) contains information which may be used to enhance the networking of Humboldtians above and beyond national frontiers and disciplines.

The **Network Online** is a section secured by password, giving all Humboldtians direct access to the Alexander von Humboldt Foundation's database and thus enabling them to update their personal data (such as address changes) and to obtain current information about specialized fields and key research areas as well as addresses of Humboldtians throughout the world. All scientists and scholars sponsored by the Alexander von Humboldt Foundation are included into the database and their entries can be researched. Additionally, some of these data (name, area of expertise, contact details) are publicly accessible. This access to current data is intended to facilitate contacts and cooperation with and within the Humboldt network across countries and disciplines.

The website also gives access to the „**Bibliographia Humboldtiana**” (*<http://www.humboldt-foundation.de/web/bibliographia-humboldtiana-en.html>*). This is a special database containing bibliographical data of academic publications by Humboldtians resulting from research visits sponsored by the Alexander von Humboldt Foundation (from the year 2000 on). It also includes details of translations of German publications.

The Alexander von Humboldt Foundation asks all Humboldtians to enter the bibliographic data of those publications in the Bibliographia Humboldtiana. Entries can be made within the password secured section of the Network Online. The data are publicly accessible.

The office of the American partner organisation of the Alexander von Humboldt Foundation in Washington also provides assistance in making contact with other Humboldtians in the **United States**:

American Friends of the Alexander von Humboldt Foundation
Washington, DC • USA
Phone: (202) 783-1907
Fax: (202) 783-1908
E-Mail: info@americanfriends-of-avh.org
Website: www.americanfriends-of-avh.org.

C.3.6. Alumniportal Deutschland: Social network for Germany alumni

On the Alumniportal Deutschland fellows and alumni of the Alexander von Humboldt Foundation are given the opportunity to network with researchers and other Germany alumni throughout the world. The Alumniportal Deutschland is a free internet platform for people who have been affiliated to an institution in Germany or a German institution abroad for purposes of study, research, employment, training/continuing education or language learning. In addition to a world-spanning online community, the Alumniportal Deutschland also provides information on science and research as well as the German language, society and culture.

To register for the community, please visit <http://www.alumniportaldeutschland.org>.

After registration the Alexander von Humboldt Foundation's own group of alumni on the Alumniportal can be accessed by using the following link: <http://alumniportal-deutschland.de/group-humboldt-alumni>

D. RULES OF GOOD SCIENTIFIC PRACTICE, LEGAL REGULATIONS AND GENERAL OBLIGATIONS

While carrying out the project sponsored, the fellow is obligated to comply with the rules of good scientific practice and relevant laws which apply to the respective place as well as to the Alexander von Humboldt Foundation. Besides personal integrity it is further assumed that the fellow has observed the applicable regulations and laws in his/her previous research work.

When accepting the fellowship, the fellow obligates him-/herself to observe in Germany in particular:

- the rules of good scientific practice (cf. annex);
- when planning and carrying out experiments on human subjects, the Helsinki Declaration of the World Medical Association on the Ethical Principles for Medical Research Involving Human Subjects in the revised version of October 2008,;
<http://www.wma.net/en/30publications/10policies/b3/index.html>;
- when carrying out experiments on animals, the regulations of the respective valid law on animal protection and the relevant implementation rules:
<http://bundesrecht.juris.de/tierschg/BJNR012770972.html>;
- in the case of genetic experiments, the respective valid law regulating issues of genetic engineering and the relevant implementation rules:
<http://bundesrecht.juris.de/gentg/>;
- the ethical rules according to Article 6 of Decision No 1982/2006/EC of the European Parliament and of the Council of 18 December 2006 concerning the Seventh Framework Programme of the European Community:
<http://eurlex.europa.eu/JOHtml.do?uri=OJ%3AL%3A2006%3A412%3ASOM%3AEN%3AHTML>; and
- when transferring knowledge abroad, which could be of importance to the military or the armaments industry of the transfer countries, the respective valid version of the relevant regulations in the Federal Republic of Germany's foreign trade law and foreign trade decrees and of the respective implementation rules:
<http://bundesrecht.juris.de/awg/> and

http://bundesrecht.juris.de/awv_1986/.

The fellow is obliged to abide by the rules on the use of the Alexander von Humboldt Foundation logo (see A.4).

E. GENERAL REGULATIONS

The "Guidelines and Information for German Chancellor Fellows" are a constituent part of the fellowship award.

The German-language text of the "Guidelines and Information for German Chancellor Fellows" ("Richtlinien und Hinweise für Bundeskanzler-Stipendiatinnen und Bundeskanzler-Stipendiaten") is binding; the English-language text is merely a translation.

Should the above-stated regulations and obligations fail to be respected, the Alexander von Humboldt Foundation reserves the right to completely or partially revoke the award of the fellowship, cease paying further instalments of the fellowship, or demand the repayment of the fellowship, including collateral allowances and benefits. This also applies if the fellow has made or makes false claims in his or her application or during the duration of sponsorship, or when serious facts emerge which would have militated against the granting of the fellowship had they been known to the selection committee at the time. Procedures and penalties in the event of violations of the guidelines and obligations and especially in the event of scientific or other malpractice are regulated in detail in the document "Rules of good scientific practice, procedures, and penalties in the event of malpractice" (cf. Annex).

The Alexander von Humboldt Foundation reserves the right to alter the "Guidelines and Information for German Chancellor Fellows" at any time providing the alterations, while taking due account of the interests of the Alexander von Humboldt Foundation, are reasonable vis-à-vis the fellow. The fellow will be informed about alterations in writing well in advance. Alterations will be considered to be approved if the fellow does not raise written objections within four weeks. In case objections are raised, the Alexander von Humboldt Foundation reserves the right to cease sponsorship within an adequate period of time.

The exclusive legal venue is Bonn/Germany. German law applies exclusively without rules of conflict.

ANNEX:

Rules of Good Scientific Practice, Procedures, and Penalties in the Event of Malpractice

1. Rules of good scientific practice

- 1.1. Those sponsored by the Alexander von Humboldt Foundation (AvH) are obligated to inform themselves about and comply with the rules of good scientific practice that are in effect at their host institution.
- 1.2. Moreover, those sponsored are to pledge themselves, and the staff they employ in the framework of Alexander von Humboldt Foundation funding, to observe the rules of good scientific practice below. Violations of these rules or scientific or other malpractice (see paragraphs 2 and 3) may result in the penalties described in paragraph 4.
- 1.3. The following principles constitute the rules of good scientific practice, both in general and specified to the individual disciplines as necessary:
 - *General principles of scientific work*
 - to work in accordance with the accepted standards of the discipline;
 - to observe the rules specific to the respective discipline with regard to the attaining, selecting, documenting, and long-term securing of data and other findings;
 - to challenge consistently all one's own findings;
 - to maintain strict honesty with regard to the contributions of partners, competitors, and predecessors.
 - *Cooperation and supervisory responsibility in working groups*
 - to assure cooperation and supervisory responsibility in working groups; in particular, to take organisational measures to ensure that the tasks of leadership, supervision, conflict management, and quality assurance are clearly assigned and actually fulfilled;
 - not to compromise research activities of others.
 - *Supervision of junior researchers*
 - to ensure appropriate supervision for graduates, doctoral candidates, and students, in particular by providing each of them with a primary mentor in the working group.
 - *Scientific publications:*
 - to produce and disseminate scientific publications in accordance with the accepted rules and standards of the discipline; and, in

particular when new findings are to be published, to describe these findings and the applied methods completely and comprehensibly as well as account for one's own and others' preliminary work exhaustively and correctly.

- If several participants are involved in a scientific project and its subsequent publication, only those can be named as co-authors who significantly contributed to the conceptual design, formulation, analysis and interpretation of the data or findings, and the drafting of the manuscript, and have consented to its publication; so-called 'honorary authorship' is not permissible; third-party support is to be listed under acknowledgements.

2. Scientific or other malpractice

2.1. Scientific malpractice is the misrepresentation of facts in a scientific context, either consciously or due to gross negligence, infringement of intellectual property of others, or any other encroachment upon others' research activities. Decisions will be made on a case-by-case basis. The following, in particular, can be considered scientific malpractice:

2.1.1. *Misrepresentation of facts* such as

- 2.1.1.1. forging or distorting data, for example by selecting and rejecting undesirable results without declaring them, or by manipulating illustrations or images;
- 2.1.1.2. false information in an application or a funding proposal, including false information about the publication organ and publications in print.
- 2.1.1.3. *Infringement of intellectual property* concerning copyrighted work by others or significant scientific findings, hypotheses, teachings, or research approaches by others such as
- 2.1.1.4. unauthorised utilisation by presumption of authorship (plagiarism), exploitation of research approaches and ideas, in particular as a peer reviewer (theft of ideas);
- 2.1.1.5. presumption or unsubstantiated appropriation of scientific authorship or co-authorship;
- 2.1.1.6. misrepresentation of contents;
- 2.1.1.7. unauthorised publication and unauthorised granting of access to third parties prior to the publication of the work, the findings, the hypothesis, the teaching, or the research approach;
- 2.1.1.8. claiming authorship or co-authorship of others without their consent.

- 2.1.2. *Sabotage of research activity*, including damaging, destroying, or manipulating experimental arrangements, equipment, documents, hardware, chemicals, or other materials needed by others to conduct scientific work (including malicious displacement or abstraction of books and other documents).
- 2.1.3. *Deletion of primary data* if it infringes legal provisions or accepted principles of scientific work in the discipline.
- 2.2. Scientific misconduct also comprises behaviour that entails a shared responsibility for the misconduct of others, in particular by active participation, joint knowledge of misrepresentations, co-authorship of falsified publications, or gross negligence of supervisory responsibilities.
- 2.3. For the purpose of the present rules, other misconduct is applicable if grave circumstances are discovered that challenge the personal aptitude of the individual sponsored to be a member (multiplier) of the global Alexander von Humboldt Foundation network.

3. Penalties

In the event of grave violation of the above rules of good scientific practice, in particular scientific or other malpractice, the Alexander von Humboldt Foundation can impose one or several of the following penalties, depending on the nature and gravity of the established misconduct

- 3.1. Written reprimand of the person concerned;
- 3.2. Request that the person concerned retract the discredited publication or correct the falsified data (in particular by publishing an erratum), or appropriately indicate the recall of Alexander von Humboldt Foundation sponsorship, for example in the erratum.
- 3.3. Temporary suspension of funding decisions pending the resolution of the issue;
- 3.4. Forfeiture of eligibility for Alexander von Humboldt Foundation sponsorship, permanent or temporary, depending on the gravity of the scientific malpractice;
- 3.5. Revocation of funding decisions (complete or partial cancellation of the grant, recall of funds granted, reclaim of funds spent), including the denial of the status of "Humboldtian";
- 3.6. Exclusion from review and committee work for Alexander von Humboldt Foundation.

4. Procedures

If a violation of the rules of good scientific practice (paragraph 1) or scientific or other malpractice (paragraph 2) is suspected, the following basic procedures take effect:

- 4.1. If probable cause is brought to the attention of the Alexander von Humboldt Foundation, the suspected person must be notified of the incriminating facts and be given the opportunity to respond in writing within 4 weeks. Simultaneously, the implementation of a funding decision can be suspended temporarily until the issue is resolved (see paragraph 3.3.). Without their consent, the identity of the informant and the allegedly injured party will not be disclosed to the party concerned in this phase.
- 4.2. In order to clarify the issue, the Alexander von Humboldt Foundation office is authorised to request oral or written statements by the concerned as well as third parties at any time.
- 4.3. If no response is received or if a response is examined and the suspicion persists, the Alexander von Humboldt Foundation will notify the party concerned, explicitly indicating the Alexander von Humboldt Foundation's penalty options as well as the right of the concerned party to remonstrate within 4 weeks.
- 4.4. If use is not made of the right to remonstrate, the Alexander von Humboldt Foundation may impose one of the measures listed above in paragraph 3.
- 4.5. If the remonstration submitted by the party concerned fails to convince the Alexander von Humboldt Foundation, and in particular, fails to refute the suspicions plausibly, the Alexander von Humboldt Foundation may impose one of the above-mentioned penalties. Prior to making the decision, the Alexander von Humboldt Foundation may request an expert opinion on the existence of malpractice from the Ombudsman of the DFG or a comparable body affiliated with the host institution.

5. Scope of application, coming into effect, and temporary provisions

The above regulations apply to academics who receive sponsorship from the Alexander von Humboldt Foundation as well as applicants for funding, host institutions, alumni, members of selection committees, peer reviewers, and special reviewers of the Alexander von Humboldt Foundation.

The regulations take effect on 01.08.2007. Individual Alexander von Humboldt Foundation-sponsored projects that have been concluded by this

date will not be affected by these regulations, but are subject to the general rule that the Alexander von Humboldt Foundation can alter or revoke its funding decisions if circumstances are brought to its attention after the fact that would have led to a different decision on the part of the Alexander von Humboldt Foundation.

List of countries for Europe stays

Europe stays are possible in the following countries:

Albania	Latvia
Andorra	Liechtenstein
Armenia	Lithuania
Austria	Luxembourg
Azerbaijan	Macedonia
Belarus	Malta
Belgium	Moldavia
Bosnia-Herzegovina	Monaco
Bulgaria	Montenegro
Croatia	Netherlands
Cyprus	Norway
Czech Republic	Poland
Denmark	Portugal
Estonia	Romania
Finland	Russian Federation
France	San Marino
Georgia	Serbia
Great Britain	Slovakia
Greece	Slovenia
Hungary	Spain
Iceland	Sweden
Ireland	Switzerland
Israel	Turkey
Italy	Ukraine
Kosovo	Vatican City

Checklist for German Chancellor Fellows

Please notify the Alexander von Humboldt Foundation *immediately* of any **changes** (Bank account details, address, visa problems etc)! For all **applications to the Alexander von Humboldt Foundation**: *the earlier the better*.

On receiving notification of fellowship grant	<ul style="list-style-type: none"> - acceptance form to Alexander von Humboldt Foundation (A.1.1.)* - language test, project profiles and photos to the addresses mentioned in the request - application for issue/extension of passport (B.1.) - visa application in research fellow's own country – also for accompanying marital partner and children (B.3.), for fellows from the USA: no entry visa required - arrange accommodation with the host and/or Foreign Students' Advisory Office (B.14.) - take out medical insurance/liability insurance cover effective from day of arrival (B.10.) - for physicians: application for permission to practice medicine (B.9.)
Commencement of language course/fellowship	<ul style="list-style-type: none"> - 1st week: registration with the Residents' Registration Office (B.3.) - immediately thereafter: application for a residence permit with the Aliens' Registration Office (B.3.) - If no language fellowship was granted, an application for a residence permit with the Aliens' Registration Office has to be filed after the end of introductory seminar at the place of the host institution - notification of private bank account in Germany to the Alexander von Humboldt Foundation: by the 15th day of the month (A.1.6.)
After receipt of residence permit	<ul style="list-style-type: none"> - application for child benefit and/or parental allowance with the appropriate authorities (A.3.5., A.3.6.), if applicable
After moving into rented accommodation / after removal	<ul style="list-style-type: none"> - 1st week: registration with the Residents' Registration Office (B.3., B.5.) - notification of current address to the Alexander von Humboldt Foundation and Foreign Students' Advisory Office (B.12.)
At the beginning / during fellowship	<ul style="list-style-type: none"> - application for subsidy towards the cost of medical insurance, if applicable, for benefits for families (A.3.5., A.3.6., A.3.7.) - application for German course allowance: at least 2 weeks prior to commencement of course (A.3.2.3.), if applicable - notification of departure of marital partner and/or children: 1 month in advance (A.3.5., A.3.6., A.3.7.), if applicable - any changes affecting payments by the Alexander von Humboldt Foundation: 1 month before taking effect
3-4 months before end of fellowship	<ul style="list-style-type: none"> - notice of cancellation for Bahn-Card, internet provider, phone and mobile phone contracts, if applicable - If necessary for project-related reasons: - application to the Alexander von Humboldt Foundation for extension of fellowship (A.1.4.)
Immediately before departure	<ul style="list-style-type: none"> - de-registration at Residents' Registration Office (B.5.) - de-registration at Aliens' Registration Office (B.5.)

* Chapters in brackets refer to the brochure "Guidelines and Information for German Chancellor Fellows"

German Chancellor Fellowship Programme: Time Schedule

Participation in the following programme events is obligatory for all fellows.

2013:

May 13, June 10, July 8, August 5, 2013	Start of language fellowship in Bonn as awarded
August 30, 2013	End of language instruction
September 2, 2013	Introductory Day together with the International Climate Protections Fellows, hosts and staff members of the Alexander von Humboldt Foundation in Bonn
September 3 - 26, 2013	Introductory Seminar in Bonn and Berlin
October 1, 2013	Begin of fellowship stay at the host institutions

2014:

March 2 - 15, 2014	Two-week study tour through Germany ending in Brussels, Belgium
June / July 2014	Annual Meeting of the Alexander von Humboldt Foundation in Berlin
June / July 2014	Final Meeting of the German Chancellor Fellows in Berlin with Reception in the Federal Chancellery , discussions in the Federal Foreign Office, evaluation and discussion with staff members of the Alexander von Humboldt Foundation
August 2014	Submission of the online questionnaire „Confidential Report“
August 31, 2014	End of scholarship stay (unless extended)
October 2014	Submission of the experience reports about the stay in Germany („ Reflections “)