

# Terms of Reference

*(updated: June 2017)*

## Terms and Conditions

Every successful applicant in the program “Trajectories of Change” must accept the terms and conditions set out in the application guidelines as binding.

## Prerequisites

In order to be eligible for a Ph.D. scholarship, the applicant must have obtained a university degree that qualifies him or her for Ph.D. studies. Proof of this qualification must be submitted together with the application. Students applying for the pre-doctoral grants should expect to complete their degree in the same year. The program is aimed exclusively at graduates who in the course of their studies have shown above-average academic aptitude and whose research project promises to yield independent and new findings. The Foundation reserves the right to admit qualified applicants who have other sources of income to the program without granting them a full scholarship to cover their living costs.

## Application

The application must be submitted in English on the appropriate online form provided by the ZEIT-Stiftung before the deadline. It must contain a research proposal (for doctoral students: max. 7 pages, for pre-doctoral candidates: 3-5 pages, references excluded, 1.5 spacing, 12 point font) outlining the dissertation project, a research plan with the time schedule (max. 2 pages), a copy of the university degree, the curriculum vitae as well as a photo. Two letters of reference by university professors should be submitted through the electronic system provided by the Foundation. For the Pre-Doctoral Research Grants and the Fieldwork Grants the Foundation requests also an individual budget plan.

## Selection Criteria

Scholarships are granted by the Board of Directors of the ZEIT-Stiftung on the basis of the application submitted by the candidate. The ZEIT-Stiftung reserves the right to instate a selection committee or obtain an additional external expert's opinion on the research project. No applicant may claim automatic entitlement to a scholarship.

## Stipend and Methods of Payment

The stipend for the scholarships is € 1,200 per month. Supplementary payments for married scholarship holders will not be granted by the Foundation. The stipend is paid in three-monthly instalments, payable in advance, into an account stipulated by the scholarship holder.

In case of pre-doctoral grants the financial support is limited to max. € 5,000. This single grant should support the development of the dissertation project, including small scale preliminary research and funds for participation in academic conferences.

Fieldwork Grants support travel costs as well as research expenses and add up to max. € 3,000. The Foundation expects to be informed about the progress of the research. This will usually be in the form of a presentation of the work in progress at the students' conference. In their first year, the Ph.D. students are required to present their project at the scholarship conference held annually in spring, having before submitted in writing a ten-page paper on a specific aspect of their dissertation. The continuation of the scholarship must be approved by the selection committee that is present at the conference.

The Ph.D. Scholarships end:

- a) at the end of the granted period of time
- b) within the granted period of time at the end of the month in which the scholarship holder submits his or her dissertation at the degree-giving university, or on the day that the scholarship holder abandons his or her dissertation to enter into a contract of employment that runs counter to the regulations listed below.

Should the scholarship holder be unable to complete the dissertation within the granted period of time, a final report must be submitted to the Foundation. In any case, the scholarship holder is under obligation to submit a copy of the degree certificate to the Foundation.

### **Part-time work and other sources of income**

A student who, apart from working on his or her dissertation, undertakes full-time or nearly full-time employment, is excluded from the scholarship program. The student is allowed to accept paid work at a university as a teaching assistant or in a comparable role, or outside the university for up to eight hours per week, subject to consultation with the Foundation. In any case, this income may not exceed € 500 per month. Any income over and above this sum can be deducted from the monthly stipend.

If the applicant is the recipient of another scholarship aside from the ZEIT-Stiftung, this information must be included in the application.

The scholarship is not a contract of employment. All forms of mandatory insurance must be paid for by the applicant.

### **Repayment of the stipend**

The scholarship constitutes a stipend that does not have to be repaid. The recipient shall be obligated to repay the stipend in its entirety or in part only if the scholarship was obtained under false pretences in the form of incomplete or wilfully misleading information.

### **Travel and expenses**

All travel costs – except for travel to events organized by the Foundation for its current scholarship holders - and other expenses must be defrayed from the stipend. In individual cases the Foundation may agree to make available limited additional funds depending on a well-founded application.

### **Publications**

The Foundation may agree to cover part of the printing costs for publications upon individual application. All publications based on the research projects sponsored by the ZEIT-Stiftung must clearly indicate the source of the funding. Three copies of every such publication should be sent to the Foundation.

The scholarship holder undertakes to inform the Foundation at any time should there be a change in the circumstances or conditions by which the scholarship and the amount of the stipend were granted.