

**Study Foundation of the Berlin House of Representatives
Abgeordnetenhaus von Berlin, 10111 Berlin-Mitte**

Guidelines for the Awarding of the Grant

(last modified on February 15, 2010)

1. Aim

The Study Foundation of the House of Representatives is a grant program for young scholars from the United States, Great Britain, France and the successor states of the Soviet Union, who want either to work on Berlin along with German as well as German-International issues or to use research facilities in Berlin. The Study Foundation of the House of Representatives has been established in order to contribute to the further development of a young generation of scholars from the aforementioned states whose research issues deal with Berlin or Germany. Moreover, the Foundation seeks to awaken or strengthen long-term interest in and understanding of Germany in the aforementioned states.

2. Target Group

The grants of the Study Foundation of the House of Representatives are to be awarded to young university graduates and students with at least a B.A. or an equivalent in all disciplines, in particular the humanities and the social sciences, and whose research or study projects deal with Berlin in a broad sense. The grants are to be used for academic training at all state and state-recognized universities and academic research institutions in Berlin.

3. Application Requirements

Applicants for a grant from the Study Foundation of the House of Representatives must belong to the top tier of young academics in their country, that is, they must clearly have above-average qualifications.

The grants shall be awarded according to disciplinary qualifications.

As a rule, the age limit for post-doctoral scholars is 35, for pre-doctoral students 25.

Applicants who have not been academically engaged for an extended period of time after graduation in their home country shall not be considered.

Applicants should submit a detailed research proposal with the application. In addition, they must have already made efforts to get an acceptance letter by a university faculty member or a director of an academic research institution in Berlin. This letter should be submitted with the application materials.

4. Description of Grant

The monthly stipend varies according to the level of education. As a rule, the stipend amounts

- up to 770,- EUR for pre-doctoral students
- up to 1.300,- EUR for post-doctoral scholars.

Additional funding is possible in justified cases.

The final amount of the grant will be determined by the Study Foundation of the House of Representatives.

In addition, the Study Foundation shall assume the costs for round trip travel at the lowest possible fare as well as the rental costs at the International Study Center Berlin of about 300 Euro per month.

The grantee shall assume the costs for health, accident, and nursing insurance.

Other grants shall not be held simultaneously with the grant of the Study Foundation of the House of

Representatives. The grantee shall not hold any outside job. Exceptions shall be decided by the Foundation.

The grant shall, as a rule, only be paid as long as the grantee resides in Berlin for the duration of the grant. In the case that a longer absence from the place of study is necessary for professional reasons, the Foundation must be informed four weeks in advance of the trip including the reasons, destination, and duration of the sojourn.

5. Selection Criteria

- Academic achievements, results of qualifying examinations, exceptional specialized knowledge
- Scholarly quality and feasibility of the project
- Recommendations by professors in the field of study
- Acceptance letter by a Berlin university teacher or established relations between the home and the host institutions
- Appropriate language skills.

Although the Study Foundation of the Berlin House of Representatives judges the disciplinary qualifications of the applicant to be of greater importance, it will be expected that the applicant has appropriate language skills in German.

6. Application Documents

The application must be complete in order to be processed. Incomplete applications shall not be considered by the Study Foundation of the House of Representatives. They will result in the exclusion of the application.

The following documents are to be submitted with the application forms:

- Curriculum vitae with a recent photograph on the coversheet
- A detailed and precise explanation of the study and research proposal as well as a description of previous study and research activities particularly relevant to the application
- Proof of existing contact with university members or research institutions in Berlin (a copy of the correspondence)
- Two letters of recommendation from professors in the relevant field of study providing information about the academic ability of the applicant.

In addition, copies of the following transcripts:

- School leaving certificate entitling to university studies in the home country (with a copy of individual grades)
- All university transcripts with all annual examinations (including course grades) or, in the case of pre-doctoral students, all graded certificates
- Diploma or university certificates with a notation of the final evaluation.

All transcripts must include an explanation of the grading system. Applicants from the successor states of the Soviet Union must submit their transcripts with a German or English translation.

7. Application Deadline and Submission

The grant program shall be announced in an appropriate manner in the United States, Great Britain, France, and the successor states of the Soviet Union.

Application forms should be requested from the Study Foundation of the Berlin House of Representatives as well as from cooperating institutions and should be sent by the applicant to the Study Foundation.

The deadline for applications is December 15 of each year. The receipt stamp of the Berlin post office is definitive.

8. Awarding of the Grant

The executive committee makes the final decision on the awarding of the grant.

9. Duration of the Grant

The grants are valid for one year and are not extendable. They begin on October 1 and end on September 30 of the following year.

The grant must be assumed on October 1. If this date is not met, the grant will be invalidated. A later starting date can be set in justified exceptional cases.

10. Reports; Performance-based Increase of the Scholarship Amount

The scholarship recipients must present an evaluation of their Berlin supervisors after six months and submit a final report of their study or research results one month after the end of grant at the latest which will be published in the Yearbook of the Foundation, if necessary in a shortened version.

In addition, seminars shall take place in which the grantees present the results of their work to the Executive and Advisory Committees of the Foundation. The seminars enable the review of the grantee's achievements and provide the basis upon which the grant shall be continued.

11. Consequences of Violation of the Terms and Conditions of the Grant

The grant may be revoked, and the applicant may be required to reimburse all or part of the payments already made, if the grantee does not meet the above conditions or if the grantee's academic work is unsatisfactory. The same applies if the grantee is convicted in a criminal proceeding.

12. Obligation to Return

Upon acceptance of the grant, the grantee is obliged to return to his or her home country after the end of the grant.

13. Alumni Sponsoring

Former grantees (alumni) may be sponsored again on invitation of the Foundation or on their own application if they have distinguished themselves by particular performances and want to work in Berlin in accordance with the purpose of the Foundation (e. g. by giving lectures, participating in congresses, intensifying studies or research projects).

The Executive Committee of the Foundation will assess their performances on the basis of the academic publications according to no. 10 of these guidelines and other sources (e. g. scientific publications, academic degrees, professional positions). Moreover, the Executive Committee may ask the Advisory Committee of the Foundation or some of its members or other confidants to give their opinion.

The Executive Committee will take a discretionary decision on the alumni allowance, the kind and amount of the grant according to the individual circumstances. The Executive Committee may allow in particular the reimbursement of travel costs and/or the payment of expenses covering the daily costs of stay. The financial strength of the alumni must be taken into consideration. The total height of the alumni grant shall not exceed the amount of a yearly stipend according to no. 4 and 9 of these guidelines.