

**Guideline for the Award of Scholarships by the Humboldt-Universität zu Berlin,  
here: Berlin School of Mind and Brain**

(This is a non-binding English translation of the German original)

On the basis of the statutes for the award of scholarships by the Humboldt University of Berlin dated 1 August 2019, the Vice President for Research has issued the following guideline:

**§1 Purpose of the Scholarship**

The purpose of the scholarship is to support young researchers at the Berlin School of Mind and Brain (M&B), graduate school of the Humboldt-Universität zu Berlin (HU). It is intended to enable the recipient to devote himself or herself without restriction to the dissertation project of his or her choice within the framework of the research program of M&B, as well as to participate in the obligatory specialist and interdisciplinary courses and events in English that the training and examination committee of M&B provides for the doctoral program of the Graduate School.

**§2 Eligibility for funding**

Funding may be granted to persons who, during the period of their funding

- are doctoral members of the graduate school M&B
- are members of the HU or have concluded a contract as visiting scholar with HU,
- meet all requirements arising from participation in the M&B doctoral program.

A scholarship cannot be awarded, or can only be awarded to a limited extent, if the recipient is receiving a talent- and performance-oriented material support from another domestic or foreign institution. A full-time employment relationship precludes the award of a scholarship. Any part-time employment relationships will be reviewed by the M&B Steering Committee and decisions will be made on a case-by-case basis, taking into account the recommendations of the DFG and after consultation with the applicant.

### **§3 Duration, type and amount**

(1) The maximum duration of the scholarship shall be 36 months.

(2) The scholarship will be paid monthly in instalments of maximum EUR 1,468 (including EUR 103 research allowance).

(3) No further payments in the form of supplements are envisaged.

### **§ 4 Application, Data Processing**

(1) A scholarship will only be granted on application. The application shall be submitted in due form and time to the body designated in the call for applications. M&B shall be entitled to demand proof of the information provided in the application.

(2) The personal data processed by M&B for processing the application, awarding and administration of the scholarships are set out in the Annex. The personal data of the applicants will be deleted by the processing unit after expiry of any objection and complaint periods, generally one year after completion of the award procedure. Personal data of scholarship recipients will be deleted after the term of the scholarship or after completion of the dissertation project at M&B and after expiry of any objection and legal action periods. When applying for a scholarship, M&B requires a declaration of consent to data processing from the applicant in accordance with Art. 6(1) DSGVO.

### **§ 5 Application and admission procedure, announcement**

(1) Scholarship recipients are selected on the basis of the documents submitted (in particular, previous academic achievements and the independently prepared, multi-page project outline for a dissertation project), the project presentation in the form of a lecture and the subsequent discussion with the selection committee.

(2) The admission committee is composed of members of the Scientific Council of M&B and members of the management (the latter in an advisory capacity).

(3) The members of the admission committee and the award criteria to be used for the selection shall be announced on the M&B website (<http://www.mind-and-brain.de/overview/bodies-and-committees/> and <http://www.mind-and-brain.de/doctoral-program/application/>).

(4) The information provided by the applicants shall be documented in an appropriate form. The required evidence and documents will be listed and explained on the website (<http://www.mind-and-brain.de/doctoral-program/application/requirements/>) and will be requested during the application process via an online application tool.

### **§ 6 Award criteria and deadlines**

(1) The complete application for a grant must be received by the admission committee by the date specified in the call for applications.

(2) On the basis of the evidence submitted, the outline of a dissertation project and the expert opinions obtained, the Selection Committee shall decide at its own discretion which applicants it will invite to a selection interview and to which applicants it will subsequently award scholarships.

(3) The criteria for the award of a scholarship are:

- Previous academic achievements,
- Content quality, creative potential and feasibility of the submitted proposal for a dissertation project,
- Adaptation of the dissertation project to the research topics of the M&B,
- availability of suitable supervisors for the dissertation project,
- Prognosis for the scientific career,

(4) The admission committee makes recommendations for the award of a scholarship on the basis of the evidence, the presentation, and the admission interview. It may propose conditions for the award of the scholarship.

## **§ 7 Award**

Scholarships are awarded by the President on the basis of the recommendations of the admission committee. The decision will be announced by means of a notice of award. The decision may be made subject to conditions.

## **§ 8 Miscellaneous**

- (1) Upon acceptance of the fellowship, the fellow becomes liable,
  - a. to inform immediately of any changes that are relevant to the awarding of the scholarship
  - b. to participate in the evaluation of his or her academic achievements and the scholarship program and to submit certificates of achievement (e.g. interim reports on the progress of the dissertation, proof of participation in the training program) by the deadlines specified;
  - c. to submit an M&B supervision agreement as well as the acceptance of the dissertation project by the doctoral committee of the relevant faculty by the specified deadlines.
  
- (2) The HU reserves the right to
  - a. to make amendments and additions to this Directive,
  - b. To report any misuse in connection with applying for and receiving a scholarship and to recover any amounts unduly paid; and
  - c. To withdraw or revoke the licence pursuant to §§ 48, 49 VwVfG

## **§ Section 8 Entry into force**

This Directive shall enter into force on the day following its publication in the Official Gazette of the Humboldt-Universität zu Berlin.

Annex to the Guidelines for the Award of Scholarships by the Humboldt-Universität zu Berlin  
(Berlin School of Mind and Brain)

The following information and documents in English will be collected from applicants during the application procedure:

Information in the online application form:

**1. Personal data**

- a. Salutation
- b. Name
- c. First name
- d. Street, house number
- e. Additional address
- f. Postcode
- g. Place
- h. Country
- i. E-mail address
- j. Telephone (voluntary)
- k. Nationality
- l. Country of residence

**2. Details of the studies**

- a. University
- b. Faculty
- c. Subject
- d. First degree (by-/two times)
- e. Bachelor certificate
- f. Master's certificate or study progress in the Master's program (ECTS points)
- g. Transcripts
- h. University semester in the current semester
- i. Start and end of studies (or expected end of studies)

### **3. Details of previous training**

Information on the educational level, usually Bachelor and Master (or comparable achievement); information on previous research experience and methodological knowledge

### **4. Letter of motivation**

### **5. Multi-page project outline**

Independently prepared, multi-page sketch for a dissertation project

### **6. Proof of English language skills for non-native speakers**

### **7. Scientific letters of recommendation**

The name, function, e-mail address and university affiliation of two referees for scientific letters of recommendation must be specified in the application process; the letters of recommendation are only required in the second stage, after the invitation to present the project, and are requested separately