



Guidelines for the Awarding of the Bavarian Equal Opportunities Fund

(Bayerischen Gleichstellungsmittel, BGF) at the University of Bamberg

This English translation is only intended to help people who are not fluent in German to better understand the guidelines of the scholarship program. Any discrepancies or differences that may arise in this translation of the official German version are not binding and have no legal standing.

Funding Opportunities to qualify Women for a Professorship

Since the 2008 budget year, the Free State of Bavaria provides all Bavarian universities with funds to promote equal opportunities for women in research and teaching. Similarly to the university and research program (*Hochschul- und Wissenschaftsprogramm, HWP*), which expired in 2006, these funds are intended to support women as they work toward a professorship in Germany. At the University of Bamberg, these funds are mainly used to award scholarships (via the Step by Step program). The principles for funding are outlined below.

1. Types of Funding:

PhD Scholarship

PhD scholarships can be awarded in the final phase of a PhD if one has already achieved above-average academic performance and is working toward a professorship in Germany. Female applicants must be affiliated with the University of Bamberg and should not be older than 30 years old when submitting the application (age exceptions are made for individuals with migratory backgrounds, caretaker responsibilities, or disabilities according to German academic standards). The scholarship amounts to 1,200 euros per month.

Post-Doc Scholarship

This funding is intended to support women in the second qualification phase as they start, continue, and/or complete a new academic research project, such as a habilitation project or an application for third-party funding. Generally, female applicants should have completed their PhD with very good grades— at least a *sehr gut* or *magna cum laude* designation. In addition, the duration of the PhD should generally not exceed four years and the female applicant should be no older than 33 years old (age exceptions are made for individuals with migratory backgrounds, caretaker responsibilities, or disabilities according to German academic standards). As of the 2023 fiscal year, the scholarship amounts to 2,400 euros per month.

Habilitation Scholarship

This funding is intended to enable women in the habilitation phase to continue and/or complete a project that enables them to pursue a university career. Generally, female applicants should have completed their PhD with very good grades—at least a *sehr gut* or *magna cum laude* designation. In addition, the duration of the PhD should generally not exceed four years and the female applicant should be no older than 36 years old (age exceptions are made for individuals with migratory backgrounds, caretaker responsibilities, or disabilities according to German academic standards). As of the 2023 fiscal year, the scholarship amounts to 2,800 euros per month.

Post-Habilitation Scholarship

This funding is intended for early-career female researchers whose habilitation dissertation has been positively evaluated, who have already completed their habilitation, or who have been successfully evaluated after a junior professorship or a W1 professorship without tenure track. This funding enables

recipients to continue their academic work until they are appointed to a professorship. As of the 2023 fiscal year, the scholarship amounts to 3,200 euros per month.

Required Application Documents (Digital)

For All Levels of Funding:

- Information about the applicant and their academic and professional background (to be submitted through the Powermail form at <https://www.uni-bamberg.de/en/womens-representatives/resources-support/step-by-step/application/>)
- Cover letter
- Curriculum vitae with a list of publications
- Digital copies of all previously acquired university certificates (diploma, university degree, etc.)
Note: certified copies are not required
- Description of the planned research project in accordance with academic practices (topic, scope and goal, preliminary work, work schedule, research methods). This should include a specific content and time schedule for the funding period as well as an explanation of how the scholarship fits into the overall career plan (approx. 10 pages)
- If applicable: A copy of child(ren)'s birth certificate(s)
- If applicable: Proof of maternity leave/parental leave
- If applicable: Proof of caregiver status
- If applicable: Proof of disability
- Signed agreement for a final report and the framework program

PhD

- Copy of the supervisory agreement of first supervisor
- Letters of recommendation from two university professors

Post-Doc:

- Statement from a dean or advisory board member confirming an existing relationship between the scholarship applicant and an institution of the University of Bamberg.
- Proof of completion of the PhD with at least a grade of *magna cum laude*.
- Letters of recommendation from two university professors (one of which must come from another university)

Habilitation:

- Proof of habilitation status from the advisory board (*Fachmentorat*), and if applicable, a notification of successful interim evaluation)
- Copy of the PhD certificate
- Letters of recommendation from two university professors (one of which must come from another university)

Post-Habilitation:

- Copy of the PhD certificate
- Confirmation from the faculty that the habilitation thesis has been positively assessed; that the habilitation process has been initiated; that the intermediate examination has been completed; or that the junior professorship has been successfully evaluated
- Letters of recommendation from two university professors (one of which must come from another university)

2. Funding Principles

- a) The application deadlines are published annually on the homepage of the University-wide Women's Representatives.
- b) Scholarship applications must be submitted to the **Office of the University-wide Women's Representatives**. It is possible and recommended that interested individuals consult the Women's Office before submitting their application.
- c) In justified cases, **part-time scholarships** are possible if the parallel activity works toward academic qualifications.
- d) **Childcare allowances** are granted in the amount of 200 euros per month for one child and an additional 100 euros per month for each additional child under the age of twelve.
- e) The **age limits** outlined in the guidelines are reference points and can be adjusted according to academic circumstances, e.g. for women with children, women acting as caregivers to relatives, women with disabilities, or women with migrant backgrounds.
- f) **The maximum duration of the scholarship is twelve months**. If another funding opportunity (e.g. full scholarship for the entire qualification process or employment as a research assistant) becomes available during this time, the scholarship holder is required to immediately report this. Scholarship payments will then be ceased. In the case of short-term scholarship opportunities, the University-wide Women's Representatives can allow for an interruption of the Step by Step funding if this supports the progress of the funded qualification stage.
- g) During the funding period, the scholarship holders are required to participate in the **framework program**. The framework program consists of an evaluation meeting no later than three months after the end of the funding period and a group workshop for all scholarship holders.
- h) The scholarship holder accepts the responsibility of submitting **an interim report of approximately 250 words and an assessment of the achievements listed in the supervisor's report**, without being asked, at the midway point of the funding period. If this does not happen, the funding will be stopped early.
- i) Furthermore, the early-career female researchers accept the mandatory responsibility of submitting **a final report and an assessment of the achievements listed in the supervisor's report** no later than two months after the end of the funding period.

- j) The early-career female scholarship recipient also accepts the responsibility of providing the Women's Office of the University of Bamberg a **valid mailing/postal address** for evaluation purposes even after the funding period has ended.
- k) The Step by Step scholarships are not subject to **compulsory social security contributions** because they do not establish an employment or service relationship; the scholarship payment is not considered a type of compensation for work or service. The scholarship holder is personally responsible for acquiring health insurance.
- l) Since active teaching is part of the qualification process, especially for post-doctoral candidates, scholarship holders are allowed to carry out one teaching assignment of 2 SWS (2 hours per week) per semester during the funding period. Additional teaching or other research activities that are compensated during the funding period must be applied for in advance and in writing to the University-wide Women's Representatives via the Women's Office. This letter must explain the activity's importance for the scholarship holder's career development.
- m) For all types of funding, limited **stays abroad** for research purposes are possible within the framework of the funding. During these research stays, the scholarship can continue to be paid if the supervisor confirms that the research stay helps to achieve the funded academic qualification.
- n) **Applicants with foreign citizenship** can be considered if the applicant lives in the Federal Republic of Germany at the time of application and wants to pursue a university professorship and an academic career here. In the case of stays financed by the home country, this funding is not possible.
- o) **In the event of pregnancy**, the scholarship will continue to be paid during maternity leave which falls within the regular scholarship period. Upon request, the scholarship can be extended by the period of maternity leave that falls within the regular scholarship period. This request must be submitted to the University-wide Women's Representatives via the Women's Office at least three months before the start of maternity leave.
- p) Applications during **parental leave** are only possible if the parental leave ends before the start of the scholarship. Parental leave would cause an interruption of the scholarship. Resuming the scholarship after parental leave is possible, but subject to the availability of funds.
- q) **In the event of illness** for up to 6 weeks, the illness does not affect the scholarship payments. In the event of illness for more than 6 weeks, the illness must be reported to the University-wide Women's Representatives via the Women's Office with a medical attestation. The scholarship may have to be interrupted for the duration of the illness, provided that no work toward the purpose of the scholarship is possible. Decisions are made on a case-by-case basis.

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