

## *Emergency Fund to Support the Conclusion of the Doctorate*

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As a result of the restrictions implemented due to the coronavirus pandemic, there are sometimes considerable delays in completing doctorates. The consequences of the restrictions were, for example, that laboratories could only be used to a limited extent, necessary (international) travel for field trips, measurements, etc. had to be postponed, contract work could not be commissioned, technical devices not put into operation, extraordinary tasks had to be completed, and children had to be looked after out of turn. In addition, some supervisors were not available to the usual extent for scientific exchange, especially if they also had children or relatives to look after and care for. The impact of this challenging situation means that also in 2022 in some cases, through no fault of their own, employment contracts of doctoral researchers expire before they have completed their doctorates, and due to a lack of financial resources on the part of the institutes, no or only limited follow-up funding is possible.

In order to support doctoral researchers and enable a successful completion, KHYS has set up an Emergency Fund to Support the Conclusion of the Doctorate. The aim of the measure is to support KIT doctoral researchers who were unable to work on their doctoral project as planned due to the restrictive measures and whose temporary funding is coming to an end without follow-up funding being available.

**Scope of funding:** Payment of personnel costs at institutes for half-time positions (E13) of KIT doctoral researchers who are particularly affected by the restrictions implemented due to the coronavirus pandemic. The funds are provided for a period of three to six months in 2022.<sup>1</sup>

**Framework condition:** The institute in question must submit proof of submission of the doctoral researcher's request for admission to the doctoral procedure to KHYS within six months after the end of the funding. The head of the institute, at which the doctoral researcher has been or will be employed, repays the funds if the request for admission to the doctoral procedure is not submitted within six months after the end of the funding.

If you have any questions about the Emergency Fund, please contact [Andreas Hahmann](mailto:Andreas.Hahmann@kit.edu) at [notfallfonds@khys.kit.edu](mailto:notfallfonds@khys.kit.edu).

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<sup>1</sup> The personnel costs are covered by KHYS through a transfer of the booking to a KHYS account. Co-financing by the institute to extend the percentage of the contract is possible. The doctoral researcher's institute takes care of all administrative aspects, such as contract creation/renewal etc., and will contact the Human Resources (PSE) business unit accordingly. If no contract is concluded, KHYS will not cover the personnel costs..It may be advisable to clarify hiring requirements at an early stage.

In the case of doctoral researchers who were previously financed by a scholarship, there are aspects that must be discussed with PSE in order to avoid disadvantages for the doctoral researcher. For doctoral researchers who have a student visa for their stay in Germany, please note that the employment contract can only cover 49%. This means that enrolment is still possible.

## Current call for applications

### Dates:

- Application deadline: November 24, 2021
- The provision of the funds can start on January 1, 2022, at the earliest. Selection decisions will be made by middle of December 2021 by members of the [KHYS Steering Committee](#).
- The funding period is 2022. Funding should be completed by December 2022 at the latest.

### Funding requirements:

- The doctoral researchers are doing their doctorate at KIT (i.e. have been accepted at a KIT Department or are doing their doctorate at another university, but are doing research on KIT topics on-site)
- Membership of KHYS
- Timely and complete application
- Financing for the first three years of the doctorate is a prerequisite (scholarship, employment contract etc.)

### Application documents:

- **Application** by the head of the institute financing the doctoral researcher and the supervisor authorized to administer doctoral examinations with the following contents
  - Indication of the requested funding duration
  - Depiction of the doctoral researcher's situation
  - Information regarding the feasibility of the completion of the dissertation within the funding period
  - Statement regarding the financial situation of the institute
  - Commitment by the institute that the funds will be repaid if the request for admission to the doctoral procedure is not submitted within six months after the end of the funding period
- **Statement** of the doctoral researcher, in which the following is outlined:
  - Depiction of the progress of the doctorate
  - Explanation (providing multiple reasons) of the delays in the doctoral project<sup>2</sup> caused by the restrictions, including a description of the doctoral researcher's situation
  - Duration of the delays and indication of the planned end of the doctorate
  - Details of previous financing (type and duration)
- Scan of acceptance as a doctoral researcher
- **Excel spreadsheet** as a separate attachment and in Excel file format only

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<sup>2</sup> These may be due to aspects such as limited access to laboratories, postponement of necessary (international) travel, delay in commissioning of contract work and in taking technical devices into operation, completion of extraordinary tasks, limited exchange with supervisors, additional (child) care tasks.

You can submit the documents in German or English. Ideally, all documents should be submitted in the above-mentioned order in one PDF file. Please send the documents to: [notfallfonds@khys.kit.edu](mailto:notfallfonds@khys.kit.edu).

### Selection criteria:

- Fulfilment of the funding requirements
- Multiple-cause delays due to the restrictions implemented as a response to the coronavirus pandemic
- Financial situation of the institute
- Emergency situation of the doctoral researcher, if applicable also due to compatibility of doctorate and family
- Feasibility of completing the dissertation within the funding period

## Procedure

Once the application has been approved, the institute will be notified by e-mail. The doctoral researcher's institute is responsible for the administrative aspects of concluding the contract and contacts the Human Resources (PSE) business unit in this regard. In consultation and cooperation with KHYS, the transfer of the approved personnel costs takes place after the contract is concluded. If no contract is concluded, KHYS will not cover the personnel costs. The institute is obliged to provide KHYS with proof of submission of the doctoral researcher's request for admission to the doctoral procedure within six months after the funding has expired. If it fails to do so, the institute commits to return the funds to KHYS.

Non-compliance with the provisions of the Emergency Fund may cause KHYS to revoke the provision of funds, refuse payments, or reclaim payments already made.