

**Guidelines of the University of Passau on the Granting of Individual Funding for
Habilitation Candidates for the Independent Administration of Funds
according to the decision of the university management of 18.12.2019 in the version of
24.05.2023**

Preamble

The University of Passau considers the excellent support of its young academics to be an important building block for its excellence in research and teaching. It supports habilitation candidates with a habilitation fund and thus makes an important contribution to the targeted support of excellent young academics. At the same time, it creates opportunities for them to manage their own funds at an early stage.

1. Funding criteria

- 1.1 Funding will be provided to persons who have been accepted as habilitation candidates at the University of Passau.
- 1.2 Habilitation candidates who are employed at another university, research institution or comparable institution and who can dispose of a budget there for the independent administration of funds are excluded from funding. The exemption from funding applies for the period for which the budget is allocated by the other higher education institution or institution. During this period, funding already allocated from the habilitation fund cannot be accessed.
- 1.3 Habilitation candidates who receive funding undertake to notify the Graduate Centre and the faculty at which they have been accepted for habilitation of any circumstances within the meaning of section 1.2 that affect the funding. In particular, the appointment to a professorship - at the University of Passau or another university - must be reported. The Graduate Centre as well as the Dean's Office of the relevant faculty must be informed in writing about the discontinuation or continuation of the habilitation procedure.
- 1.4 Habilitation candidates who have received funding are obliged to report their eligibility for funding to the Graduate Centre by 31 March and 30 September of each calendar year of the funding period. Funded habilitation candidates are in particular obliged to:
 - 1.4.1 Within one year of acceptance for habilitation, to submit the agreement on objectives to the Graduate Centre.
 - 1.4.2 Within two years after acceptance for habilitation, to provide the Graduate Centre with evidence of the successful interim evaluation. If this evidence is not provided, funding will be suspended. The Graduate Centre must be informed when the successful interim evaluation is expected to be available. Once proof of the successful interim evaluation has been provided, funding can be continued, including any remaining funds.
 - 1.4.3 Notify the Graduate Centre of the discontinuation or regular termination of the habilitation procedure. If the habilitation procedure is discontinued, the dean's office of the relevant faculty is to be informed.

2. Amount and duration of the funding

- 2.1 The funding amounts to 1,500 euros per person and calendar year. Funds not spent may be carried over to the following year.
- 2.2 Funding begins with acceptance as a habilitation candidate. If this takes place in the course of the calendar year, the funding shall be allocated on a monthly pro-rata basis.
- 2.3 The duration of funding is divided into two phases depending on the progress of the habilitation procedure:
 - 2.3.1 Phase 1 (until the interim evaluation): Funding lasts two years from the date of acceptance as a habilitation candidate. Funding is linked to an agreement on objectives within the framework of the habilitation procedure. The target agreement must be submitted to the Graduate Centre within one year of

acceptance as a habilitation candidate in order to continue to be eligible for funding from the habilitation fund. Funding in phase 1 is extended if the subject mentorate extends the duration of the habilitation, in particular by periods of parental leave, a ban on employment according to the ordinance on maternity protection for female civil servants and for habilitation candidates who are not members of the university. The funding is extended until the date of the interim evaluation updated in the target agreement, provided that the relevant certificate is submitted to the Graduate Centre. Funding beyond phase 1 is linked to a successful interim evaluation within the framework of the habilitation procedure. The successful interim evaluation must be proven to the Graduate Centre in order to be eligible for funding from phase 2.

2.3.2 Phase 2 (continuation of the habilitation procedure after the interim evaluation): After completion of the funding in phase 1 and in case of a successful interim evaluation, the funding in phase 2 lasts for two years. The funding of 1,500 euros per person will continue to be allocated annually. Funding in phase 2 is extended if the subject mentorate extends the duration of the habilitation, in particular by periods of parental leave, a ban on employment according to the ordinance on maternity protection for female civil servants and for habilitation candidates who are not members of the university. The funding shall be extended by the period stated in the target agreement, provided that the relevant certificate is submitted to the Graduate Centre.

2.4 Funding ends with the termination of the habilitation procedure. If the habilitation procedure is terminated during the course of the calendar year, the funding will be allocated on a monthly pro-rata basis. Any remaining funds not spent by the end of the habilitation procedure shall be confiscated. Excepted from this are funds already earmarked through commitments already entered into, insofar as these do not exceed the total funding permissible under these guidelines.

3. Further regulations

3.1 In addition to the habilitation fund, all university funding formats for junior researchers are open without restriction to habilitation candidates in accordance with the relevant guidelines; grants awarded from other university funding formats cannot be topped up from the resources of the habilitation fund.

3.2 Only research-related expenses from TG 73 may be paid from the Habilitation Fund. Further details are set out in a separate information sheet.

4. Procedure

4.1 Applications must be submitted online via the Graduate Centre.

4.2 The application must be submitted using the form "Antrag auf eine Förderung durch den Habilitationsfonds der Universität Passau".

4.2.1 The application must be accompanied by confirmation of acceptance as a habilitation candidate by the relevant faculty of the University of Passau.

4.3 The funding is announced twice a year for applications.

4.4 Applications may be submitted from 01-31 March and 01-30 September of the respective calendar year.

5. Entry into force

These regulations shall enter into force with effect from 25 May 2023.