

## Regulations for Fellowships at the Herzog August Bibliothek

### 1. Aims

The purpose of the Fellowship Programme of the Herzog August Bibliothek (HAB) is to offer researchers from Germany and abroad whose projects would benefit from using the library's holdings the opportunity to begin, continue or conclude such a project.

### 2. Requirements

A fellowship can only be awarded to a candidate with a doctorate or equivalent scholarly publications.

### 3. Conditions

Fellowships are awarded with the proviso that sufficient budgetary means for the stated period of the award are available. There is no legal entitlement to an awarded fellowship. Fellowships can be taken up on the 1st or the 15th of each month. The interruption or postponement of a fellowship is only possible in exceptional circumstances and in agreement with the HAB.

Fellows conduct their research in Wolfenbüttel. The fellowship is awarded in the expectation that the fellow sees his or her guest status as an obligation to be in study residence in Wolfenbüttel, to participate in the activities of the HAB and in the Fellows' Colloquia. Unavoidable short-term absences are to be agreed with the Fellowship Programme.

The fellowship is granted provisionally and can be revoked if it becomes clear that statements made in the application are untrue or if the conditions attached to the fellowship are not being met.

Fellows are obliged to submit a report at the end of their stay.

### 4. Fellowship awards

Decisions on awards are made by the Director of the HAB in consultation with the Library's Research Advisory Board. Independent referees can be asked to provide an assessment of applications. Guiding factors in awarding fellowships are the research qualifications of the applicant, the research significance of his or her project and the degree to which the holdings of the HAB are necessary to it.

### 5. Fellowship allowance

Fellowships can be awarded as **Post-doc Fellowships** or as **Short-term Fellowships**.

5.1

### **Post-doc Fellowships**

Early career scholars who are within 6 years of receiving their PhD, may apply for a long-term fellowship of between 6 and 10 months. The full fellowship is primarily intended for young researchers who have not taken up a permanent position. It is also meant for scholars who take unpaid research leave.

\*Applicants who wish to explain unavoidable delays in their scientific careers (especially associated with child care, long-term illnesses or disability), should notify this in their application. You are not obliged to disclose sensitive personal data. In some cases a disclosure can be helpful to explain what may otherwise appear as a career gap.

The monthly fellowship is € 2.200. The fellowship holder will receive a one-time reimbursement for the cost of travel to and from Wolfenbüttel (between € 150 and € 1000, depending on the country of origin, in exceptional cases max. € 2.000). Fellows who bring their families to Wolfenbüttel may apply for a monthly child supplement (one child: € 300; two children € 400; three or more € 500).

5.2

### **Short-term Fellowship**

The Short-term fellowships are addressed to a broad range of scholars of all career stages (from post-doc to emeriti) wishing to make a short visit in order to gather source material. Applications can be made for stays of between one and three months. The monthly fellowship is € 1.800. A travel subsidy will also be paid (between € 150 and max. € 650, depending on the country of origin).

## **6. Invitations**

The HAB can also upon suggestion of the director issue invitations of up to six weeks outside the normal application procedure to prominent researchers (Senior Fellows) from Germany and abroad to work with the library's holdings. The fellowship is € 2.500. Invitations for longer stays of up to 12 months can currently also be issued to Ukrainian academics at all career levels (temporary programme until 2023).

## **7. Insurance, taxes**

Fellowships do not constitute employment. Fellowships are not classed as income according to German law (i.e. der §§ 18, 19 EStG). Payments under the fellowship are not wages or salary in the sense of § 14 SGB IV (Sozialgesetzbuch). Fellowships are tax free according to § 3 Nr. 44 EStG and do not affect rates of tax progression. Irrespective of this, responsibility for clarifying his or her tax situation rests solely with the fellow. In cases of doubt a definitive decision can only be obtained from the fellow's own local tax office.

For the duration of the fellowship fellows must have valid medical insurance to cover any costs incurred in the BRD. Proof of insurance cover must be provided before the fellowship begins. If foreign fellows are unable to provide proof of cover or sufficient cover, the HAB can act as an intermediary in securing insurance via group insurance offered by the Deutscher Akademischer Austauschdienst (DAAD). Insurance costs must be paid for by the fellow. No fellowship may be taken up without insurance cover.

## **8. Publications**

It is expected that fellows will publish the results of their research promptly. Fellows should seek to publish in online formats which are accessible free of charge (open access). They are obliged to make adequate mention of their fellowships in any publications based on research connected with it and to supply the library with the relevant complimentary copies or offprints of such publications.

## **9. Concluding terms**

These regulations come into force on October 20<sup>th</sup>, 2022.