



Alexander von Humboldt
Stiftung/Foundation

Guidelines and Information for International Climate Protection Fellows

2020/2021

PREFACE	4
A. INTERNATIONAL CLIMATE PROTECTION FELLOWSHIP GUIDELINES	6
A.1. The International Climate Protection Fellowship	6
A.1.1. Acceptance	6
A.1.2. Period and beginning	7
A.1.3. Extension	7
A.1.4. Europe Research Stay	8
A.1.5. Value of fellowship	8
A.1.6. Fellowship payments	9
A.1.7. Additional earnings	10
A.1.8. Interruption	10
A.2. Events arranged by the Alexander von Humboldt Foundation	11
A.2.1. Introductory seminar	12
A.2.2. Study tour	12
A.2.3. Annual meeting of the Alexander von Humboldt Foundation	12
A.2.4. Final meeting	13
A.3. Additional benefits	13
A.3.1. Travel lump sum	13
A.3.2. Language fellowships and German courses	15
A.3.2.1. German language courses in the fellow's home country before the start of the stay in Germany	15
A.3.2.2. Language fellowships in Bonn prior the introductory seminar	15
A.3.2.3. German courses during the stay in Germany	16
A.3.3. Initial lump sum	17
A.3.4. Mobility allowance	18
A.3.5. Benefits for families	18
A.3.5.1. Family allowance for marital partners	19
A.3.5.2. Family allowance for children	20
A.3.5.2.1. Child benefit according to German law or substitutional payment by the Alexander von Humboldt Foundation respectively	20
A.3.5.2.2. Flat-rate allowance for children of single-parent fellows	21
A.3.5.3. Maternity protection and parenthood: Parental support	21
A.3.5.3.1. Maternity leave: Extension of the fellowship	21
A.3.5.3.2. Parenthood: Extension of the fellowship in the context of parenting support	22
A.3.6. Subsidy towards the cost of medical and liability insurance	23
A.3.7. Subsidy towards research costs for hosts	23
A.4. Exploitation of research results – publications, patents and licences. Use of the Alexander von Humboldt Foundation logo	24
A.5. Reports	26

Contents	page
A.6. Certificate	26
B. GENERAL CONDITIONS AND HINTS FOR THE STAY IN GERMANY	27
B.1. Passport	27
B.2. Birth, marriage, income and vaccination certificates	27
B.3. Entry visa, residence permit	27
B.4. Exemption from fees	30
B.5. Registration and de-registration of German address	31
B.6. Passport photographs	31
B.7. Humboldt identity card	31
B.8. Status of fellows	31
B.9. Permission to practice medicine	32
B.10. Medical and liability insurance, legal costs insurance, as well as other insurances	32
B.11. Taxes, social security	34
B.12. Notification of address after arrival in Germany	35
B.13. Contacts	35
B.13.1. Alexander von Humboldt Foundation headquarters	35
B.13.2. German host institutions	36
B.13.3. Foreign Students' Advisory Offices – International Offices – Welcome Centres	36
B.14. The first days in Germany	36
B.14.1. Finding accommodation	37
B.14.2. Practical hints for the stay in Germany on the Internet	37
C. ALUMNI SPONSORSHIP AND HUMBOLDT NETWORK	38
C.1. Additional research visits to Germany	38
C.1.1. Short visits of up to 30 days	38
C.1.2. Research stays of up to 3 months	39
C.2. Sponsorship abroad	40
C.2.1. Inviting hosts from Germany	40
C.2.2. Humboldt Alumni Award for Innovative Networking Initiatives	40
C.3. Humboldt Network	41
C.3.1. Humboldt Kosmos	41
C.3.2. Humboldt Colloquia and Humboldt Kollegs	41
C.3.3. Humboldt Alumni Associations	42
C.3.4. Information on the Alexander von Humboldt Foundation's websites	42
C.3.5. Humboldt Life	43
C.3.6. Alumniportal Deutschland: Social network for Germany alumni	43
D. RULES OF GOOD SCIENTIFIC PRACTICE, LEGAL REGULATIONS AND GENERAL OBLIGATIONS	44
E. GENERAL REGULATIONS	46

Contents	page
ANNEX	47
Rules of Good Scientific Practice, Procedures, and Penalties in the Event of Malpractice	47
List of countries for Europe research stays	52
Checklist for International Climate Protection Fellows	53
International Climate Protection Fellowship Programme: Time Schedule	54

**(International Climate Protection Fellowship Programme)
(August 2019)**

PREFACE

The Alexander von Humboldt Foundation links Germany to the knowledge of the world. In global competition for the topmost experts, it offers various programmes to attract scientists and scholars at different stages of their careers. Support involves both funding and personal support in all matters relating to a stay in Germany and to subsequent cooperations. For these cooperations, the Alexander von Humboldt Foundation offers numerous other kinds of sponsorship in the framework of the alumni programme. In this way, an active international network of more than 29,000 academics has grown up since the Foundation was founded in 1953.

The Alexander von Humboldt Foundation is granting fellowships under the “International Climate Protection Fellowship Programme”. Up to twenty International Climate Protection Fellowships are granted annually, funded under the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety’s (BMU) International Climate Initiative. Germany plays a leading role in climate protection and climate-related resource conservation. Highly qualified international researchers and practitioners have significant interest in collaborating with Germany as an attractive location for research and further training. Prospective leaders from emerging and developing countries are an important target group for sustainable cooperation with Germany. The International Climate Protection Fellowships allow successful candidates to spend a year in Germany conducting a research-related project they have chosen themselves. The programme is also designed to facilitate long-term contacts and collaborations with specialist colleagues in Germany, increasing the opportunities for successful international cooperation in climate protection and resource conservation.

The Alexander von Humboldt Foundation aims to develop a personal relationship between the fellows from all countries and disciplines and Germany itself. This does not only happen in laboratories or libraries, but in everyday life: through contacts to the people of the country. In order to intensify these contacts, the Alexander von Humboldt Foundation sponsors German courses for fellows. Events like the introductory seminar and study tour, the Alexander von Humboldt Foundation’s annual meeting and the final meeting provide ample opportunities for fellows to network amongst themselves and to meet the Foundation’s staff personally.

This brochure is intended as a guide for fellows and their hosts, offering practical advice and explaining the guidelines of the programme. The

Alexander von Humboldt Foundation is consequently grateful for any suggestions which might improve or supplement this brochure.

I wish all fellows and representatives of the host institutions successful collaboration in Germany, as well as all the best personally.

Bonn, August 2019

A handwritten signature in black ink, appearing to read 'Enno Aufderheide', written in a cursive style.

Dr. Enno Aufderheide
Secretary General of the
Alexander von Humboldt Foundation

A. INTERNATIONAL CLIMATE PROTECTION FELLOWSHIP GUIDELINES

With the International Climate Protection Fellowships the Alexander von Humboldt Foundation enables prospective leaders to implement a research-based proposal in the field of climate protection or climate-related resource conservation during a one-year stay in Germany. Up to twenty International Climate Protection Fellowships will be granted annually, funded under the Federal Environment Ministry's International Climate Protection Initiative. The fellowships target prospective leaders from non-European threshold and developing countries who are engaged in the field of climate protection and climate-related resource conservation in academia, industry and politics in their countries. The research-based proposals are implemented in cooperation with hosts in Germany. Candidates choose their own research-based proposals and their hosts in Germany.

The payment of the fellowship amount and additional benefits is subject to the availability of funds.

A.1. The International Climate Protection Fellowship

The International Climate Protection Fellowship is awarded to the fellow for the purpose of implementing a research-based proposal, which has been chosen by the fellow and agreed upon with the host, at a host institution in Germany; it covers the cost of living in Germany. By accepting the fellowship the fellow commits him- or herself fully to the objective of the fellowship during the duration thereof. It is not possible to pursue any other full-time employment in Germany or elsewhere during the period sponsored by the Alexander von Humboldt Foundation (language fellowship and International Climate Protection Fellowship); *cf. A.1.7., A.1.8., and E. for details.*

A.1.1. Acceptance

The documents of the Alexander von Humboldt Foundation confirming that a fellowship has been granted (award documents) include an *acceptance form*. The original of this form has to be completed, signed, and returned to the Alexander von Humboldt Foundation as soon as possible, at the latest four weeks after receiving the grant documents (in advance by fax or as e-mail attachment). Fellows granted language fellowships (*cf. A.3.2.2.*) are requested to return the German language test to the appropriate language institute in Bonn. A passport-size photograph is necessary for the Humboldt identity card (*cf. B.7.*).

A.1.2. Period and beginning

The fellowship is granted for a period of twelve months. The date on which the fellowship will commence is stipulated in the Alexander von Humboldt Foundation's letter about the conferment of the fellowship (award letter).

A.1.3. Extension

If the envisaged research-based proposal cannot be completed within the time available, extensions of the fellowship (usually immediately succeeding the fellowship) for **up to three months** are possible on application. Decisions on extensions are taken by the Alexander von Humboldt Foundation on the basis of professional necessity and the funds at the Alexander von Humboldt Foundation's disposal. Extensions can neither be granted for pursuit of a new research-based proposal nor of a new theme which has developed from the original research-based proposal. Applications for extension should be submitted to the Alexander von Humboldt Foundation 3 to 4 months prior to the end of the fellowship. Processing takes 6 to 8 weeks. If necessary, applications may be submitted for individual months.

The application form is available on the Alexander von Humboldt Foundation's website at:

<https://www.humboldt-foundation.de/web/icf-extension.html>

Applications for extensions of the fellowship must include the following documents:

- A report on research-based work completed to date and research-based work which the applicant plans to undertake during the extension period. This report should contain an outline of the results of the research-based work conducted to date as well as the reasons for an extension.
- Documentation of the research-based work conducted so far, e.g. off-prints of already published project results, manuscripts or abstracts of lectures, preprints, etc.
- A confidential statement as well as a confirmation of research facilities by the host in Germany. This should contain an assessment of the research-based project work accomplished so far, and state the reasons for the requested extension. It is the responsibility of the fellow to ensure that the host provides the confidential statement as well as the confirmation of research facilities.

Under certain circumstances, an extension of the fellowship may also be applied for in the context of further benefits for families (*cf. A.3.5.3.1. and A.3.5.3.2.*).

A.1.4. Europe Research Stay

During the sponsorship period, fellows may conduct short-term research visits to *institutions in other European countries* (cf. list of countries in the annex; except in fellows' own countries) if this is necessary to implement the research-based proposal successfully. The maximum duration should be 1 to 2 months; for stays up to 14 days please use the mobility allowance (cf. A.3.4.).

The application form is available on the Foundation's website at:
<https://www.humboldt-foundation.de/web/icf-europe.html>

Applications for a Europe research stay must include the following documents:

- a brief description of the planned research-based project,
- full details of schedules,
- a confirmation of research facilities by the host or institution (e.g. library, museum etc.) in a European country other than Germany; It is the responsibility of the fellow to ensure that the host abroad provides the confirmation of research facilities.
- a recommendation by the host in Germany,
- an expense voucher for the fellow's travel expenses, for example, copies of tickets or a quotation from a travel agency.

If the application for a Europe research stay is approved, the fellow will receive a *Europe allowance* of EUR 550 per month (or EUR 700 if accompanied by his/her marital partner) for the duration of the stay abroad, in addition to the fellowship. This allowance will not be granted if the Europe research stay falls immediately at the beginning or end of the fellowship. In addition, the Alexander von Humboldt Foundation will bear the cost of the fellow's travel, according to the travel voucher, although only up to the limit of the lump sum for travel expenses for the target country (cf. A.3.1.) valid at the time of application. The list of travel lump sums is available on the Alexander von Humboldt Foundation's website under:

<https://www.humboldt-foundation.de/web/icf-travel-expenses.html>.

Within the framework of alumni sponsorship, a stay outside Germany is not possible during a renewed research stay (cf. C.1.2.).

A.1.5. Value of fellowship

The amount of the fellowship – depending on career stage - allocated per month is 2,170 EUR or 2,470 EUR for fellows without a doctorate and 2,670 EUR for postdoctoral researchers.. The fellowship amount includes a mobility allowance (cf. A.3.4.) and a subsidy towards the cost of medical and liability

insurance (*cf.* A.3.6.). Depending on the funds available, the size of the monthly fellowship reflects, in particular, the fellow's academic and professional qualification and status as well as the professional experience. Decisions on the amount are made by the Alexander von Humboldt Foundation.

A.1.6. Fellowship payments

The fellowship is paid in monthly instalments. It is important that fellows open a private bank account (current account, *Girokonto*) at a bank in Germany and inform the Alexander von Humboldt Foundation immediately of their IBAN (International Bank Account Number), BIC (Business Identifier Code or SWIFT-code), and the name and address of their bank to ensure punctual remittance of the monthly payments (a form is available on the Alexander von Humboldt Foundation's website at:

<https://www.humboldt-foundation.de/bank-account>).

All monthly instalments will be transferred to this account.

In order to open a bank account in Germany, fellows may be required to provide the bank with their Tax Identification Number (TIN) from the country in which they are resident for taxation purposes. We therefore recommend that you enquire with the appropriate authorities whether your country of residence is participating in the Common Reporting Standard, a set of global regulations on the international exchange of tax-related data, and apply for a TIN if necessary.

Before opening a bank account, it is advisable to compare the conditions offered by individual banks which often vary.

The Alexander von Humboldt Foundation will pay for accommodation during the introductory seminar (*cf.* A.2.1.), the fellowship amount will, therefore, be reduced by 30% during the time of the seminar.

Important: On principle, fellows are not entitled to receive monthly fellowship payments if they are absent from the German host institution for a total of more than 14 days (continuous or accumulative) during the sponsorship period. In such cases, the Alexander von Humboldt Foundation reserves the right to reduce the amount of the fellowship payments. Attendance at conferences and research journeys as well as visits to archives and libraries, etc., essential for implementing the research-based proposal, do not count as absences (*cf.* also A.1.8.). In the last month of the fellowship, fellows must be present at least until the 15th of the month. Fellows who leave Germany before this date are not entitled to payment of the fellowship for the current month.

The same applies to the additional assistance within the framework of the fellowship (*mobility allowance, family allowance for marital partners, family allowance for children, maternity protection and parenthood: parental support, subsidy towards health and liability insurance, subsidy towards research costs for hosts*).

A.1.7. Additional earnings

Fellows are obliged to inform the Alexander von Humboldt Foundation of any additional earnings (salary or income from employment or self-employment in Germany, German or foreign fellowships).

Any additional earnings exceeding the upper limit for "marginal" part-time employees (the so-called "Verdienstgrenze für geringfügig Beschäftigte", currently EUR 450 gross per month) will be offset against the monthly instalment of the fellowship. Any type of employment yielding additional earnings which exceed the so-called "Verdienstgrenze für geringfügig Beschäftigte" must be approved in advance by the Alexander von Humboldt Foundation which will examine whether this additional employment endangers the objective of the fellowship (*cf. A.1. and A.1.8.*); in such cases the Alexander von Humboldt Foundation reserves the right to terminate or suspend the fellowship.

Utilisation of other fellowships financed by German public funding is not allowed.

A.1.8. Interruption

The International Climate Protection Fellowship is awarded in order to implement a research-based proposal, which has been chosen by the fellow and agreed upon with the host, at a host institution in Germany; it is supposed to cover subsistence in Germany. By accepting the fellowship the fellow commits him- or herself to the objective of the fellowship during the duration thereof. Pursuing any other full-time employment in Germany or elsewhere during the period sponsored by the Alexander von Humboldt Foundation (language fellowship and International Climate Protection fellowship) contradicts the objective of the fellowship and leads to the suspension or termination of the fellowship.

The Alexander von Humboldt Foundation requires fellows to pursue work in Germany for the period of the fellowship and not to be absent from their host institution for periods exceeding 14 days (continuous or accumulative) in total. The Alexander von Humboldt Foundation must be given immediate written notification of any circumstances demanding a longer period of absence from the host institution (also due to illness). Prolonged periods of absence from the host institution require written approval of both the host and the Alexander von Humboldt Foundation.

The fellowship – and thus payment of the monthly fellowship instalments and allowances – will be discontinued in case of

- prolonged periods of time spent outside Germany (except for research stays in other European countries approved by the Alexander von Humboldt Foundation – *cf. A. 1.4.*),
- absence from host institutions not approved by the Alexander von Humboldt Foundation,
- prolonged illness.

If it should be necessary to interrupt a stay for other reasons, written application (no specific form required) must be made to the Alexander von Humboldt Foundation in advance stating the reasons. The application must include written approval from the host.

On principle, fellows are not entitled to receive monthly fellowship payments if they are absent from the German host institution for a total of more than 14 days (continuous or accumulative) during the sponsorship period. In such cases, the Alexander von Humboldt Foundation reserves the right to reduce the amount of the fellowship payments. Attendance at conferences and research journeys as well as visits to archives and libraries, etc., essential for implementing the research-based proposal, do not count as absences (*cf. also A. 1.6*).

The same applies to additional benefits within the framework of the fellowship (*mobility allowance, family allowance for marital partners, family allowance for children, maternity protection and parenthood: parental support, subsidy towards health and liability insurance, subsidy towards research costs for hosts*).

A.2. Events arranged by the Alexander von Humboldt Foundation

The programme events of the International Climate Protection Fellowship provide insight into German society, economy, politics and culture, offer the opportunity for discussions with public figures and enable networking amongst the fellows. The events are part of the International Climate Protection Fellowship; participation is mandatory for all Fellows.

Fellows are requested to include the dates of the events when planning their fellowship year and to inform their hosts about the dates of these events well in advance. Partial attendance or an interruption (e.g. for participation in a conference) is not possible. Invitations and more detailed information will be provided well in advance before the events.

A.2.1. Introductory seminar

During a three-week introductory seminar in March, the Alexander von Humboldt Foundation gives fellows the opportunity to familiarise themselves with the current social, political, cultural, economic and historical dimensions of climate protection and climate-related resource conservation in Germany. They are also able to make contacts with multipliers. The programme of events includes discussions with public figures, visits to companies, research institutions, authorities, etc. as well as cultural events. The introductory seminar will be organised by the Centre for Environmental Communication (ZUK), a non-profit making organisation owned by the Deutsche Bundesstiftung Umwelt (German Federal Environmental Foundation). The Alexander von Humboldt Foundation is running the International Climate Protection Fellowship programme in cooperation with the Deutsche Bundesstiftung Umwelt (DBU).

The seminar also provides the fellows with an opportunity to get to know each other. The programme is planned exclusively for the fellows; neither marital partners nor children may participate.

After the introductory seminar, the fellows begin to pursue their research-based projects at the chosen host institution.

A.2.2. Study tour

The two-week study tour which takes place in autumn, focuses on increasing practical knowledge and developing management competency in the field of climate protection and climate-related resource conservation. The programme includes training modules as well as visits and excursions. The study tour will be organised by the Centre for International Postgraduate Studies of Environmental Management (CIPSEM), of the Technische Universität Dresden (Dresden University of Technology). The Alexander von Humboldt Foundation is running the International Climate Protection Fellowship programme in cooperation with the Centre for International Postgraduate Studies in Environmental Management.

The programme of the study tour is planned exclusively for the fellows; neither marital partners nor children may participate.

A.2.3. Annual meeting of the Alexander von Humboldt Foundation

The Alexander von Humboldt Foundation's annual meeting takes place in Berlin in the summer (June/July). All fellows and award winners from all disciplines and countries staying in Germany are invited once to attend this meeting with their families. The meeting offers an opportunity to exchange views with representatives of foreign missions and to talk with members of

the Board of Trustees, the Selection Committees, and the staff of the Alexander von Humboldt Foundation. The highlight of the annual meeting is a reception given by the President of the Federal Republic of Germany for all participants.

A.2.4. Final meeting

The one-week final meeting in January/February in Berlin offers an opportunity for fellows to share their project results and reflect on the fellowship stay in Germany. The programme for this event includes a reception in the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety in Berlin, discussions with national and international multipliers as well as a final discussion with Alexander von Humboldt Foundation staff members.

The programme of the final meeting will be organised by the Centre for Environmental Communication (ZUK), a non-profit making organisation owned by the Deutsche Bundesstiftung Umwelt (German Federal Environmental Foundation) and is planned exclusively for the fellows; neither marital partners nor children may participate.

A.3. Additional benefits

The Alexander von Humboldt Foundation may grant the following benefits, in addition to the monthly fellowship payments, if the necessary preconditions are fulfilled:

- travel lump sum (*cf. A.3.1.*),
- language fellowships/language courses (*cf. A.3.2.*),
- initial lump sum (*cf. A.3.3.*),
- mobility allowance (*cf. A.3.4.*),
- family allowance for marital partners (*cf. A.3.5.1.*),
- family allowance for children (*cf. A.3.5.2.*),
- maternity protection and parenthood: parental support (A.3.5.3.)
- subsidy towards the cost of medical and liability insurance (*cf. A.3.6.*),
- subsidy towards research costs for academic hosts (*cf. A.3.7.*).

Usually, these additional benefits can only be granted if the Alexander von Humboldt Foundation has been informed in good time and/or applications have been submitted **in advance**. The granting of additional benefits is subject to the availability of budgetary funds.

A.3.1. Travel lump sum

The Alexander von Humboldt Foundation will grant **fellows** a single lump sum to cover return travel expenses to Germany. The amount is calculated annually on the basis of current rail (2nd Class and IC or ICE surcharge) or

flight (Economy Class) costs for the shortest route. A list of lump sums for travel, organised according to country, is included in the grant documents. The list is also available on the Alexander von Humboldt Foundation's website at:

<https://www.humboldt-foundation.de/web/icf-travel-expenses.html>.

The country from which the fellow embarks on travel to Germany is decisive. The sum valid at the time the fellowship is awarded will be transferred with the first fellowship payment.

As an exception, fellows who are unable to advance travel expenses to Germany themselves (e.g. because of national foreign currency regulations) will, on application, receive an Economy Class flight ticket from the Alexander von Humboldt Foundation for the shortest route. An application form is available on the Alexander von Humboldt Foundation's website at:

<https://www.humboldt-foundation.de/web/flight-ticket.html>

If the Alexander von Humboldt Foundation has provided a flight ticket for travel to Germany a lump sum for travel will be granted at half the standard rate in the final month of the fellowship.

The lump sum for travel expenses will only be granted to fellows who have not resided in Germany for more than 3 months prior to the commencement of Alexander von Humboldt Foundation sponsorship. If that criterion has not been met, a lump sum for travel will be granted at half the standard rate in the final month of the fellowship.

The Alexander von Humboldt Foundation can only grant the lump sum for travel expenses to and/or from Germany if they are not borne by another institution.

Travel expenses can only be borne once. If the fellowship is interrupted (*cf. A.1.8.*), the Alexander von Humboldt Foundation cannot grant a second lump sum for travel.

Travel expenses will **not** be paid in the context of sponsorship for renewed research stays in Germany (*cf. C.1.*).

Further information:

- There are special arrangements for the payment of travel expenses by third parties for fellows travelling from *institutes of the Chinese Academy of Sciences*. Fellows will be informed of these arrangements with the grant documents.
- The Alexander von Humboldt Foundation will pay travel expenses for family members in exceptional cases only.

A.3.2. Language fellowships and German courses

The success of the stay in Germany depends to a large extent on command of German.

A.3.2.1. German language courses in the fellow's home country before the start of the stay in Germany

In order to enable fellows to begin German instruction as soon as possible the Alexander von Humboldt Foundation will consider applications for financial support for language courses in the fellows' home countries. Especially fellows with little or no previous knowledge of the German language are encouraged to take advantage of this opportunity.

Once an appropriate course has been found (e.g. at a Goethe Institute or university), then an application for the course fee should be forwarded prior to the beginning of the course. The application can be submitted directly to the Alexander von Humboldt Foundation in Bonn (to the contact person within the department Sponsorship and Network as specified in the grant documents). The request for support should include information regarding the length of the course, hours per week, price per hour, total course fee and a course description). Course fees will be reimbursed normally after arrival in Germany.

The Alexander von Humboldt Foundation requires fellows and marital partners to attend German language courses on a regular basis. Interruption of language courses (e.g. to attend conferences) is not possible. In the event of absence from lessons, fellows may be required to refund course fees.

A.3.2.2. Language fellowships in Bonn prior the introductory seminar

If indicated in the application forms, fellows whose knowledge of German is insufficient for a stay in Germany will be granted a language fellowship by the selection committee responsible, in addition to their fellowship. This will enable them to attend an intensive language course in Bonn. Irrespective of the fellow's application, language fellowships may also be granted if the selection committee is convinced that improving proficiency in German is essential for the success of the research-based proposal.

Fellows will receive confirmation of language fellowships together with the award letter. If participation in an intensive language course in Germany is not possible for compelling reasons, prior approval of exemption must be given by the Alexander von Humboldt Foundation and the host.

Intensive language courses usually last one to two months. The language fellowship falls immediately **prior** to the introductory seminar and can neither be interrupted nor taken up during the fellowship.

To ensure successful participation, it is essential for fellows to arrive in Germany on the first day of the intensive language course. The Alexander von Humboldt Foundation requires fellows to attend German language courses on a regular basis. Interruption of intensive language courses (e.g. to attend conferences) is not possible. In the event of absence from lessons, research fellows may be required to refund course fees (course and accommodation fees, pocket money).

As part of the language fellowship programme, the Alexander von Humboldt Foundation pays the course fees plus the cost of accommodation. To cover meals and expenses the Alexander von Humboldt Foundation grants fellows pocket money totalling up to EUR 690 per month. The pocket money is paid out by the language institute. Accommodation will be provided one day prior to the starting date of the respective language course.

If **marital partners** wish to participate in an intensive language course with the fellow **simultaneously**, language fellowships for marital partners may also be granted on **written application** for a course under the same conditions lasting up to two months, providing the Alexander von Humboldt Foundation's financial situation allows. One of the preconditions for approval is that marital partners stay in Germany for a further period of at least 3 months (without interruption) after termination of the intensive language course and that children do not arrive in Germany before the end of the language course. Unfortunately, exceptions are not possible. Travel expenses incurred by marital partners cannot be funded. Accommodation in double rooms is provided for couples.

Fellows wishing to bring their families to Germany are recommended to attend an **intensive language course** and the introductory seminar alone, only bringing their families to Germany when the fellowship at the host institution begins.

A.3.2.3. German courses during the stay in Germany

Most universities offer foreign nationals German language courses to a limited extent only. The Alexander von Humboldt Foundation therefore recommends to obtain additional information on courses offered by "Volkshochschulen" (adult education centres) and private language schools in the host town or city and the various conditions to be fulfilled. The Foreign Students' Advisory Offices, International Offices or Welcome Centres at universities or the hosts will be pleased to advise the fellows accordingly.

Depending on the budget situation, the Alexander von Humboldt Foundation will award a subsidy towards the cost of German language courses during the fellowship stay in Germany for fellows and marital partners (provided they stay in Germany for more than 3 months) if the applications are well-founded. Kindly inform the language institute that the course is being attended during a fellowship of the Alexander von Humboldt Foundation.

The application form is available on the Alexander von Humboldt Foundation's website at:

<https://www.humboldt-foundation.de/web/icf-language-course.html>

Applications must be submitted to the Alexander von Humboldt Foundation **prior** to commencement of the German language course. Processing usually takes up to 14 days.

Intensive language courses taking place **after** the fellowship has begun, which would interrupt the realization of the research-based proposal, cannot be financed by the Alexander von Humboldt Foundation.

The Alexander von Humboldt Foundation requires fellows and marital partners to attend German language courses on a regular basis. Interruption of language courses (e.g. to attend conferences) is not possible. In the event of absence from lessons, fellows may be required to refund course fees.

The Alexander von Humboldt Foundation **cannot** provide subsidies for German language courses for children or for courses in other foreign languages.

Within the framework of alumni sponsorship, a subsidy towards the cost of German courses is not possible during a renewed research stay (*cf. C.1.2.*).

A.3.3. Initial lump sum

A non-recurring initial lump sum of EUR 430 is paid to fellows with the first instalment of the fellowship or with the first payment at the language institute. This is intended to meet part of the expenses incurred at the beginning of a stay in Germany (e. g. the cost of finding accommodation, charges for excess luggage on the way to and from Germany; travel expenses between the point of arrival and the hotel; the cost of the medical examination required for the residence permit etc.). The initial lump sum is only paid if the fellow has not been in Germany for more than 3 months when the fellowship starts.

The initial lump sum should also make it possible to buy a *BahnCard 25* (2nd class rail card, see <https://www.bahn.de>). If no initial lump sum is granted the

Alexander von Humboldt Foundation will bear the cost of a single BahnCard 25 (2nd class).

Holders of this rail card receive a discount of 25% on standard fares within Germany as well as to some neighbouring countries. The purchase of the *BahnCard* is strongly recommended because fellows will only receive 75% of rail fares within Germany, including IC and ICE surcharges, when travel refunds for attending Alexander von Humboldt Foundation events (*cf. A.2.*) are calculated.

Fellows bringing their families to Germany should consider whether it is more advantageous to buy a family rail card or to make use of discounts for families and accompanying travellers. Additionally, it may be possible to reduce costs by taking advantage of discounts for early-booking or Internet special offers for rail journeys which can be planned well in advance.

The initial lump sum or BahnCard are **not** granted in the event of sponsorship for renewed research stays in Germany (*cf. C.1.2.*).

A.3.4. Mobility allowance

During the fellowship (not during the language course) fellows receive a mobility allowance of EUR 100 per month with each fellowship payment automatically. The mobility allowance constitutes a supplement for expenses in connection with necessary conference attendance and/or research travel, archive and library visits, etc. in Germany and abroad. Additional travel and/or conference allowances cannot be granted. All travel plans have to be coordinated with the host. In addition, keep in mind that the upper limit for absence from the host institution, when these absences are not related to the research-based proposal, is 14 days (continuous or accumulative) in total. Circumstances, which require a longer absence from the host institution, must be reported immediately in writing to the Alexander von Humboldt Foundation (*cf. A.1.8.*).

The above regulations also apply in the event of sponsorship for renewed research stays in Germany (*cf. C.1.2.*).

A.3.5. Benefits for families

In addition to the monthly fellowship payments, the Alexander von Humboldt Foundation may provide further benefits for accompanying marital partners and children if the respective conditions are met.

A.3.5.1. Family allowance for marital partners

For marital partners accompanying the fellow to Germany for a period of at least 3 months (without interruption), an application may be submitted for a family allowance for marital partners during the sponsorship period amounting to EUR 276 per month. If marital partners are not required to have a visa for Germany a certified copy of the marriage certificate must be sent to the Alexander von Humboldt Foundation together with the application. The application form and further information are available on the Alexander von Humboldt Foundation's website at:

<https://www.humboldt-foundation.de/web/benefits-for-families.html>

Marital partners' earnings (salary or income from employment or self-employment in Germany, German or foreign fellowships) exceeding the upper limit for "marginal" part-time employees (the so-called "Verdienstgrenze für geringfügig Beschäftigte", currently EUR 450 gross per month) will be offset against the family allowance for marital partners.

For fellows accompanied by children under 15 months the following applies:

For children of Nationals of the European Union (EU) and the European Economic Area (EEA) – Austria, Belgium, Bulgaria, Croatia, Cyprus (Greek part), The Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden – and Switzerland a **parental allowance ("Elterngeld")** according to German law (Federal Parental Allowance Act, "BEEG") can be applied for from the day of the child's birth until the end of the 14th month. This also applies to fellows' marital partners from other countries who spend more than 6 months (without interruption) with their children in Germany. **Further important information is available on our above-mentioned website.** In all these cases, the Alexander von Humboldt Foundation cannot grant a family allowance for marital partners. Should the application for a parental allowance be turned down, please get in touch with the Alexander von Humboldt Foundation enclosing a copy of the refusal notice and of the marital partner's residence permit. On principle, the Alexander von Humboldt Foundation can only grant a family allowance for marital partners if it can be confirmed that, during the period applied for, a parental allowance according to German law is not being or has not been paid.

Payment of the allowance is discontinued when the marital partner leaves Germany. Wherever possible, the Alexander von Humboldt Foundation should be notified of the marital partner's departure 4 weeks in advance. The

Alexander von Humboldt Foundation should also be informed immediately of any change in the circumstances upon which the decision to grant the allowance was based.

The above regulations also apply in the event of sponsorship for renewed research stays in Germany (*cf. C.1.2.*).

A.3.5.2. Family allowance for children

The family allowance for children comprises a substitutional payment equal to child benefit according to German law should the family not be entitled to receive it, and an additional flat-rate child allowance for single-parent fellows.

A.3.5.2.1. Child benefit according to German law or substitutional payment by the Alexander von Humboldt Foundation respectively

If children (section 2 par.1 clauses 1 and 2 of the Federal Child Benefit Act, "BKGG") under the age of 18 accompany fellows to Germany for a period of at least 3 months (without interruption), application may be made for a substitutional payment for child benefit according to German law amounting to 204 EUR a month during the sponsorship period. If the children do not require a visa for Germany a certified copy of the birth certificate(s) must be sent to the Alexander von Humboldt Foundation together with the application. The application form and further information are available on the Foundation's website at:

<https://www.humboldt-foundation.de/web/benefits-for-families.html>

Please note the following:

Nationals of the European Union (EU) and the European Economic Area (EEA) – Austria, Belgium, Bulgaria, Croatia, Cyprus (Greek part), The Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden – and Switzerland are eligible for **child benefit ("Kindergeld")** according to German law (Income Tax Act, "EStG" or Federal Child Benefit Act, "BKGG"). This also applies to fellows from other countries whose children spend more than 6 months (without interruption) in Germany. In these cases, the Alexander von Humboldt Foundation cannot grant a substitutional payment.

Information on applying for child benefit can be found on the internet at:

<https://www.humboldt-foundation.de/web/benefits-for-families.html>

Should the application for child benefit be turned down, please get in touch with the Alexander von Humboldt Foundation enclosing a copy of the refusal

notice and of your residence permit. On principle, the Alexander von Humboldt Foundation can only grant a substitutional payment if it can be confirmed that, during the period applied for, child benefit according to German law is not being or has not been paid.

The substitutional payment is discontinued when the children leave Germany. Wherever possible, the Alexander von Humboldt Foundation should be notified of their departure 4 weeks in advance. The Alexander von Humboldt Foundation should also be informed immediately of any change in the circumstances upon which the decision to grant the substitutional payment was based.

The above regulations also apply in the event of sponsorship for renewed research stays in Germany (*cf. C.1.2.*).

A.3.5.2.2. Flat-rate allowance for children of single-parent fellows

If children (section 2 par.1 clauses 1 and 2 of the Federal Child Benefit Act, "BKGG") under the age of 18 accompany a single-parent fellow to Germany for a period of at least 3 months (without interruption), application may be made for a flat-rate monthly child allowance amounting to 400 EUR a month for the first child and 100 EUR a month for each additional child. If the children do not require a visa for Germany a certified copy of the birth certificate(s) must be sent to the Alexander von Humboldt Foundation together with the application. The application form and further information are available on the Foundation's website at:

<https://www.humboldt-foundation.de/web/benefits-for-families.html>

The above regulations also apply in the event of sponsorship for renewed research stays in Germany (*cf. C.1.2.*).

A.3.5.3. Maternity protection and parenthood: Parental support

The Alexander von Humboldt Foundation offers fellows a number of options to support them in raising children, which are described in detail below.

A.3.5.3.1. Maternity leave: Extension of the fellowship

If a baby is born to a fellow during the sponsorship period, the mother may submit a written application to extend the period granted for sponsorship by up to 3 months, in line with statutory maternity rights. It is also possible to extend the sponsorship period if the fellowship comes to an end during statutory maternity leave (usually 6 weeks prior to and 8 weeks after birth). A medical certificate confirming the pregnancy and stating the expected date of birth as well as the host's confirmation of research facilities and mentoring agreement are required to process this application.

Decisions on extensions are taken by the Alexander von Humboldt Foundation on the basis of the funds at the Foundation's disposal. A certified copy of the birth certificate must be submitted after the child is born.

When the fellow does not reside in Germany during her maternity leave, the fellowship will be temporarily interrupted and the fellowship payments will be suspended.

The application form is available on the Foundation's website at:
<https://www.humboldt-foundation.de/web/benefits-for-families.html>

A.3.5.3.2. Parenthood: Extension of the fellowship in the context of parenting support

Application in writing may be made to **extend** a fellowship by up to 3 months if at least one child under the age of 12 when the fellowship begins accompanies the fellow to Germany during the sponsorship period. This also applies if the first child is born during the sponsorship period. Extensions of the fellowship that are based on statutory maternity leave (*cf. A.3.5.3.1.*) will not be taken into account in this connection.

The duration of the extension will be determined on the basis of the actual duration of stay of the accompanying child in Germany. As a prerequisite for claiming an extension, the child must be present in Germany for the entire duration of the extension. The extension ends when the child leaves Germany.

An extension of the fellowship in the context of parenting support will only be granted if the envisaged research-based proposal cannot be completed within the available period of time. An extension cannot be granted for pursuit of a new research-based proposal or of a new theme which has developed from the original research-based proposal. Decisions on extensions are taken by the Alexander von Humboldt Foundation on the basis of the funds at the Foundation's disposal. Applications for extension should be submitted to the Foundation three to four months prior to the end of the fellowship (*cf. A.1.3.*).

The host's confirmation of research facilities and mentoring agreement is required for an extension of the fellowship to be granted.

The application form is available on the website of the Alexander von Humboldt Foundation at:
<https://www.humboldt-foundation.de/web/benefits-for-families.html>

A.3.6. Subsidy towards the cost of medical and liability insurance

The Alexander von Humboldt Foundation can pay fellows, marital partners, and minors (under the age of 18) accompanying them to Germany for a period of at least 3 months (without interruption) a subsidy of EUR 70 per month towards the cost of medical and liability insurance during the sponsorship period (*cf. B.10*) in Germany. The subsidy is automatically paid to fellows together with the monthly fellowship payments. Subsidies for family members accompanying fellows are granted individually on application. If the marital partner and/or children do not require a visa for Germany a certified copy of the marriage certificate and/or children's birth certificate(s) must be sent to the Alexander von Humboldt Foundation together with the application. The application form is available on the Alexander von Humboldt Foundation's website at:

<https://www.humboldt-foundation.de/web/benefits-for-families.html>

Marital partners' earnings (salary or income from employment or self-employment in Germany, German or foreign fellowships) exceeding the upper limit for "marginal" part-time employees (the so-called "Verdienstgrenze für geringfügig Beschäftigte", currently EUR 450 gross per month) will be offset against their subsidy towards the cost of medical and liability insurance.

Payment of the subsidy to marital partners and/or children is discontinued when they leave Germany. Wherever possible, the Alexander von Humboldt Foundation should be notified of their departure 4 weeks in advance. The Alexander von Humboldt Foundation should also be informed immediately of any change in the circumstances upon which the decision to grant the subsidy was based.

The above regulations also apply in the event of sponsorship for renewed research stays in Germany (*cf. C.1.2.*).

A.3.7. Subsidy towards research costs for hosts

Budget allowing, the Alexander von Humboldt Foundation is able to grant a subsidy towards research costs to hosts of foreign research fellows in Germany. The subsidy is intended as a contribution to cover research-related costs, including administrative costs directly connected to the research being carried out. During the sponsorship period, the subsidy amounts to 500 EUR (for research in the humanities and social sciences) or 800 EUR monthly (for research in natural sciences and engineering). Before the sponsorship period begins, academic hosts will receive a form for the purpose of informing the Alexander von Humboldt Foundation of the host institute's relevant bank account.

A.4. Exploitation of research results – publications, patents and licences. Use of the Alexander von Humboldt Foundation logo

The Alexander von Humboldt Foundation considers it important that research results achieved under the auspices of the International Climate Protection Fellowship be **published**. In publications and all other, in particular all public presentations, appropriate reference should be made to the funding provided by the Alexander von Humboldt Foundation:

- In publications, an appropriate place must be chosen to state that funding has been provided by the Alexander von Humboldt Foundation.
- Publications, stating the title and bibliographical details, must be entered in the database "Bibliographia Humboldtiana" of the service portal on the Alexander von Humboldt Foundation's website: <https://www.humboldt-foundation.de/web/service-portal.html>. They can also be entered via Humboldt Life: <https://www.humboldt-life.de> (cf. C.3.5.).
- If fellows are interested in publishing research results in the fields of chemistry, physics, mathematics or informatics through the *German National Library of Science and Technology – German Research Reports (TIB)*, they can contact the TIB directly:

Postal address

for letters:

for parcels:

German National Library of Science
and Technology (TIB)

German National Library of Science
and Technology (TIB)

Postfach 6080
30060 Hannover

Welfengarten 1B
30167 Hannover

E-mail: information@tib.eu

Any further questions may be directed to Dr.-Ing. Elzbieta Gabrys-Deutscher – elzbieta.gabrys@tib.eu.

If it is planned to use the Alexander von Humboldt Foundation logo, the following needs to be observed:

- The use of the Alexander von Humboldt Foundation logo in any kind of communication is subject to strict rules. The logo and its constituent parts are a trademarked name and may not be reproduced without obtaining the express written authorisation of the Foundation in advance. The logo comprises three parts: the head of Alexander von Humboldt, the script

nameplate and the bilingual addition "Stiftung/Foundation". These elements jointly comprise the **inseparable** word/image trademark. The logo and its constituent parts may not be copied, altered, truncated or integrated in other logos.

- Use of the logo is authorised in publications and other, in particular public, presentations (e.g. conference presentations) of research results that were produced in direct connection with sponsorship by the Alexander von Humboldt Foundation. For this purpose, the logo with the label "Unterstützt von/ Supported by" may be downloaded from the password-protected section via the log-in mask of the service portal (cf. C.3.5) in an electronic file format that conforms to the specific requirements for print:

<https://www.humboldt-foundation.de/web/service-portal.html>

- Any other uses of the logo require prior written permission from the Alexander von Humboldt Foundation and must be requested in writing, stating the intended use of the logo.

In addition, the Alexander von Humboldt Foundation considers it important that research results achieved in the framework of sponsorship should be utilised. Commercially-utilisable results, in particular, should be adequately protected (especially by patents and utility models) and exploited:

- Research results potentially eligible for commercial exploitation must be presented to the appropriate agencies, such as industry. If it seems recommendable to register a patent or similar legal protection for research results, it is essential, for legal reasons, to start proceedings *before* publishing the relevant results.

The people to contact, specialised in registering patents and legally protecting research results, are patent agents ("Patentanwälte") and patent broking companies or agencies ("Patentverwertungsstellen/-agenturen"). All related matters (legal questions, whom to contact about publication, registering patents, etc.) must be clarified with the host institution directly.

- With regard to the exploitation of patents etc., the Alexander von Humboldt Foundation does not enter into binding legal agreements with its fellows or their host institution. On principle, the relationship is governed by the customary legal regulations pertaining at the place where the institution, at which the research results have been achieved, is located: usually, these regulations envisage a division of revenue between the institution and the scientist.

- Should you achieve economically successful results in the framework of Alexander von Humboldt Foundation sponsorship, we should, of course, be

very grateful for a voluntary share in the ensuing revenue in the form of a donation to the Alexander von Humboldt Foundation.

A.5. Reports

Well before the end of the fellowship, the Alexander von Humboldt Foundation requests fellows to write a brief report on their experiences and observations during cooperation and in their day-to-day life in Germany. For this purpose, fellows will receive a password-secured web link to an Alexander von Humboldt Foundation online questionnaire via e-mail. The report should include a comparison with conditions in the fellows' countries. Similarly, the hosts will also be requested to submit a brief report on how they have experienced cooperation.

These reports are important and of interest to the Alexander von Humboldt Foundation because foreign guests often observe more closely and, due to a greater distance to events, more objectively. The reports are carefully evaluated on a confidential basis and assist the Alexander von Humboldt Foundation to continue improving its programmes and make it as effective as possible.

In addition, the Alexander von Humboldt Foundation asks all fellows at the end of the sponsorship period to sum up their experiences during their stay in Germany in the form of a ca. 5-page essay. The reports should refer to the results of the research-based proposal and the experiences made during the stay in Germany and should be appropriate in content and form to be used by the Foundation for promotion of the International Climate Protection Fellowship Programme. The essays are compiled by the Alexander von Humboldt Foundation and are made accessible, where appropriate, in selected parts to the alumni, the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, which provides the financial means for the accomplishment of the programme, and the interested public.

A.6. Certificate

During the final meeting and the reception in the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety all fellows will receive a certificate, signed by the President of the Alexander von Humboldt Foundation, that they have been the recipient of an International Climate Protection Fellowship.

B. GENERAL CONDITIONS AND HINTS FOR THE STAY IN GERMANY

B.1. Passport

Fellows require a valid passport or equivalent identity document when entering Germany. **This passport must be valid at least until the end of the stay in Germany and – if the fellowship is extended – include this period as well.** Citizens of certain countries are required to have a passport valid for at least 3 months longer than the period of the fellowship. Please do not vary the spelling of your name.

B.2. Birth, marriage, income and vaccination certificates

When applying for a residence permit (*cf. B.3.*) for you and family members accompanying you, you are frequently required to submit the *originals* of birth certificates and, if applicable, marriage certificate.

When applying for parental allowance (*cf. A.3.5.*), applicants are required by the authorities to submit proof of income for the last 2 years.

Therefore, please bring these documents with you to Germany. If you have vaccination certificates, bring them with you, too. This may be important in case of illness.

B.3. Entry visa, residence permit

In order to stay in Germany citizens of non-EU/EEA countries must have a valid residence title. Detailed information on this can be obtained from the **cultural sections** of the Federal Republic of Germany's diplomatic or consular missions in fellows' own countries or countries of residence. Addresses and further important information regarding entry requirements can be found on the website of the Federal Foreign Office at:

<https://www.auswaertiges-amt.de>.

Normally, fellows are required to obtain an **entry visa** from the appropriate German diplomatic mission in their own countries or current countries of residence before entering Germany. The visa must be issued for the place in Germany at which the fellows stay **initially** – the place where the language course and the first part of the introductory seminar takes place is **Bonn**.

If marital partners and/or children are accompanying you during the stay, you are recommended to submit the applications for all the members of the family at the same time. Fellows should bear in mind that many visa offices only accept applications after making an appointment. This should be done well in advance as it may take several weeks to arrange a date (*cf. information included in the grant documents*).

German foreign missions (embassies and consulates) issue visas on their own responsibility both to researchers whose academic work has been arranged through the Alexander von Humboldt Foundation and who are in receipt of a fellowship from the Alexander von Humboldt Foundation for this purpose, as well as to marital partners and unmarried underage children accompanying them (§ 34 of the Decree on Residence, "AufenthV"). This applies also to International Climate Protection Fellows. Processing may take several weeks. Please take this into consideration when planning your time schedule.

The D-visa, issued in fellows' own countries, entitles them to enter and stay in Germany for the duration of its validity (usually up to 90 days). It is strongly recommended not to apply for any other kind of visa as extensions might be excluded. The "final" residence permit, which entitles you to enter and leave the country repeatedly, will only be issued by the Aliens' Registration Office at your place of residence in Germany.

Notice:

Citizens of **Australia, Brazil, Canada, Israel, Japan, New Zealand, the Republic of Korea** and the **USA** may enter Germany on a valid passport without a visa. They must apply for a residence permit at the Aliens' Registration Office immediately after arrival in Germany.

Please note: Work as a fellow may only start when the residence permit has been issued. Since the process for issuing a residence permit can take several weeks, the Alexander von Humboldt Foundation strongly recommends applying for a visa for the stay at the visa section of the relevant German diplomatic mission before entering the country.

Exceptions:

Citizens of **EU member states**, as well as those from **Iceland, Liechtenstein, Norway** and **Switzerland** neither require an entry visa nor a permit for stays of longer duration. If they are planning to spend a longer period of time in Germany (more than 3 months), they are usually only required to register with the local Residents' Registration Office.

Citizens of **Australia, Brazil, Canada, Israel, Japan, New Zealand, the Republic of Korea** and the **USA** do not need a visa for short stays up to a maximum of 90 days within a period of 12 months and are entitled to carry out scientific work.

Please note:

- Fellows from the *People's Republic of China* are subject to special procedures for applying for an entry visa. The fellows will receive this information together with the grant documents.

Fellows planning to take part in conferences in European countries other than Germany, for which they need an entry visa, should note that processing by the appropriate diplomatic missions may also take several weeks.

The residence permit issued by the responsible Aliens' Registration Office in Germany entitles holders to multiple entry into the country and – under the provisions of the Convention Implementing the Schengen Agreement – to spend short periods (up to 90 days in 6 months) in the following countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

Please inform the Alexander von Humboldt Foundation immediately of any delays in issuing the entry visa preventing you from arriving in Germany on the agreed date.

Immediately on arrival in Germany, fellows are required to register with the local Residents' Registration Office (which is usually located in the Town Hall or Municipal Offices; the requisite forms can be obtained from stationery shops or from the Residents' Registration Office directly; in some cases they can also be downloaded from the local authority websites, *cf. B.5.*) at their new place of residence. After registration at the place of the language course and the introductory seminar – in Bonn – fellows have to register once again at the host institution city, after having moved there (*cf. B5*).

Note: After registration with the Residents' Registration Office, the Federal Central Tax Office sends out a letter notifying the Tax Identification Number. This number is allocated to every person recorded in a register of residents in Germany. When filling an application for child benefit to the family benefits office (*cf. A.3.5.2.1.*) the Tax Identification Number of both the applicant and the child in question must be specified.

Well before the visa expires, you must apply to the local Aliens' Registration Office for a residence permit. As the necessary processing often takes several weeks, you are recommended to make this application as early as possible. Please also note that an appointment to make the application frequently requires prior (online) registration. The following documents usually have to be submitted:

- *the registration document from the Residents' Registration Office where you are registered in Germany;*
- *proof of health insurance coverage valid in Germany (for details cf. B.10);*
- *in certain cases, a health certificate issued by a registered physician in Germany (Public Health Offices in many German towns carry out the*

required medical examination at a relatively low charge). Since a health certificate is not always required, fellows should make enquiries at the Aliens' Registration Office first of all. In general, foreign health certificates are not accepted; X-rays only if they are less than 3 months old;

- a valid *passport* (cf. B.1);
- in certain cases, the originals of birth certificate(s) and, if applicable, marriage certificate;
- a recent *passport photograph*;
- the Alexander von Humboldt Foundation identity card (cf. B.7) or a copy of the Foundation's award letter;
- a *certificate* issued by the Alexander von Humboldt Foundation *stating the period and value of the fellowship*. This certificate is sent to all fellows after arrival in Germany;
- complete application forms for a *residence permit*; forms are obtainable from the Aliens' Registration Office.

Unless the Aliens' Registration Office is presented with all the necessary documents, residence permits cannot be issued or extended.

If you do not yet have a good command of German you should ask whether there is anyone at your host institution who knows their way around and might be willing to accompany you to the various authorities.

Should you conduct your project at a university, the Foreign Students' Advisory Office, the International Office and the Welcome Centre at your host institution will be pleased to assist you in answering questions or solving problems related to the residence permit during the stay in Germany.

In accordance with the regulations of the *Immigration Act*, fellows' marital partners can take up gainful employment in Germany: members of the family accompanying the fellows enjoy the same legal status as the foreigner they are accompanying with regard to taking up gainful employment. As a rule, this means: marital partners are allowed to pursue occupations which do not require the agreement of the Federal Employment Agency ("Bundesagentur für Arbeit"), according to §§ 2-15 of the *Employment Regulations* ("*BeschV*"). Other occupations may only be carried out with the agreement of the Federal Employment Agency.

B.4. Exemption from fees

According to the Decree on Residence (AufenthV) fellows of the Alexander von Humboldt Foundation are exempt from paying fees for the issue of

- a national visa (category D, research stays of more than 3 months) according to § 52, sub-section 5, line 1, no. 1 (AufenthV)

- a Schengen visa (research stays of up to 3 months) according to § 52, sub-section 8 (AufenthV)
- a residence permit in Germany and the extension thereof according to § 52, sub-section 5, line 1 no. 2 (AufenthV).

Alexander von Humboldt Foundation fellows' marital partners and underage children are exempt from paying fees for the issue of

- a national visa (category D) according to § 52, sub-section 5, line 2, (AufenthV) provided that they are included in the sponsorship awarded by the Alexander von Humboldt Foundation.

B.5. Registration and de-registration of German address

Fellows must register with the Residents' Registration Office within one week of finding accommodation at the place of their host institution (*cf. B.3*). This also applies to accompanying family members. Any change of address during the stay in Germany has to be registered with the appropriate Residents' Registration Office within one week. Prior to leaving Germany, fellows and accompanying family members must inform the Residents' Registration Office of their departure.

Registration forms can be obtained at stationers' shops or at the respective offices directly; some municipal authorities have included them on their websites.

B.6. Passport photographs

The Alexander von Humboldt Foundation would like to point out that German authorities demand biometric passport photographs which must comply with legal requirements. Photographers in Germany dispose of the official specimen boards.

B.7. Humboldt identity card

After their arrival in Germany, fellows who submitted a passport-size photograph (*cf. A.1.1*) will receive an identity card from the Alexander von Humboldt Foundation. This is to assist them in their contact to public authorities and universities. However, the Humboldt identity card is not a substitute for official identity documents.

B.8. Status of fellows

During the stay in Germany, fellows implement their research-based proposals in cooperation with hosts they have chosen themselves. They are neither employees of the Alexander von Humboldt Foundation nor of their host institution. However, since they make regular use of the facilities made available by their hosts and host institutions, they must comply with the rules

and regulations generally applicable at the respective institutions. In Germany, too, university institutes and other institutions often have staffing and financial problems. To avoid misunderstandings, we urge you to clarify with your host the practical aspects of your cooperation with the research and support staff of the institution as well as the possibility of using equipment, PC, telephone, fax, etc. at the earliest opportunity. Host institutions are obliged to ensure the same levels of safety and occupational health for fellows as they do for other staff working at the institution.

B.9. Permission to practice medicine

Physicians who wish to practice their profession during the stay are required to obtain permission under Article 10 of the Federal Medical Code ("*Bundesärzteordnung*"). Applications must be submitted in writing to the president ("Regierungspräsident") of the administrative district in which fellows plan to implement their research-based proposals *at the earliest opportunity*. Where possible, applications should be submitted with the support of hosts prior to arrival in Germany. A special fact sheet forwarded to all physicians with the grant documents contains information about requirements to be met and documents to be submitted with the application.

B.10. Medical and liability insurance, legal costs insurance, as well as other insurances

From the very first day, fellows and family members accompanying them **must be covered by medical insurance** providing adequate coverage in Germany **for the entire duration of their stay in Germany**. The responsible Aliens' Registration Offices require proof of adequate health insurance before they will issue a residence permit. Costs incurred through illness or accident cannot be borne by the Alexander von Humboldt Foundation or host institutions. Please keep in mind that both out-patient and in-patient medical facilities are extremely expensive in Germany. The Alexander von Humboldt Foundation pays a monthly subsidy of EUR 70 (*cf. A.3.6.*).

Fellows **must** take out private medical (travel) insurance in Germany for themselves and **all accompanying family members**.

The Alexander von Humboldt Foundation explicitly wishes to emphasise that, in Germany, there is general liability for damage caused to a third party. Parents are liable for their children. It is, therefore, common practice to take out a private **(family) third-party insurance** against claims resulting from damage caused unintentionally.

In the grant documents information is included on conditions and tariffs of various health insurance companies which offer coverage for the **medical treatment of acute illness not related to previous illness**. Some of them

also offer accident and liability insurance, please also see on the Foundation's website at.:

<https://www.humboldt-foundation.de/web/insurance.html>

The Alexander von Humboldt Foundation recommends fellows to establish contact with an insurance company **before** arrival in Germany to ensure that all questions can be clarified in good time. Applications should be sent to the insurance company or agency directly, not to the Alexander von Humboldt Foundation. Insurance coverage only takes effect when the first premium has been transferred to the insurance company's account immediately after entering the country or if direct debit from the bank account has been authorised.

Advice on private health insurance:

- Illness and its consequences suffered **prior to** the commencement of the insurance (not only chronic diseases) are excluded from coverage. Since many latent diseases may become acute as a result of change of climate, different food, etc. (e.g. kidney and gall stones), it is strongly recommended that fellows undergo a thorough examination and, if necessary, treatment in good time prior to their departure for Germany.
- The cost of prenatal examinations and delivery is usually not covered by any insurance company when pregnancy has begun before arrival in Germany. Before taking out insurance, fellows should, where necessary, clarify with the insurance company the conditions for covering costs in the event of pregnancy in Germany.
- Furthermore, it is necessary to make careful inquiries as to which other kinds of treatments will not be reimbursed by the insurance company (e.g. cost of routine and prophylactic medical check-ups, vaccinations).
- The cost of treatment after an accident during a stay in Germany is covered by medical insurance.
- Prior to hospitalisation, the requisite formalities and the costs which will be refunded should be discussed with the insurance company in detail. Fellows admitted to hospital should always present their insurance certificate immediately and request the hospital to contact their insurance company straight away to confirm that costs will be covered. It should be made clear to the doctor or hospital providing the treatment that the fellows or their accompanying family members are **not** so-called **private patients**, since usually the insurance company does not cover costs for special services such as accommodation in single or two-bed rooms or treatment by senior consultants or privately-affiliated doctors, so-called "Belegärzte".
- If fellows plan to travel abroad during their stay in Germany, they should enquire with their health insurance company well in advance whether additional insurance is necessary.

- The Alexander von Humboldt Foundation strongly advises fellows against changing medical insurance during their stay in Germany as this may have unforeseeable consequences.
- Residence permits are only issued (for the fellow, as well as all family members coming to Germany) on proof of medical insurance coverage taking effect immediately after arrival.
- Fellows are not entitled to special medical insurance rates for students.

The enclosed documents are to be read very carefully. Fellows should make sure that the medical insurance coverage for themselves and their family members is adequate and will take effect from the beginning of their stay in Germany.

Of course, fellows may take out a medical insurance policy with any company they like, providing it offers adequate coverage for the entire duration of the stay in Germany.

It should be noted that it is also possible to take out a **legal costs insurance** in Germany (e.g. for drivers). This kind of insurance covers the cost of a lawyer in the event of a dispute arising from an accident, for example. A driver's legal costs insurance not only provides cover for driving one's own vehicles, but also provides cover as a passenger, pedestrian or cyclist.

Further insurance options:

In Germany there are other areas of life and purposes for which individual insurance cover can be arranged besides statutory health insurance, liability insurance and legal costs insurance. For example: accident insurance (some health insurance providers include this in their standard cover), household contents insurance, travel insurance, life assurance to provide for the future and pension schemes for old age provision, incapacity or income protection insurance.

The conditions and contents of insurance policies of each insurance company differ greatly. Before signing a contract it is advisable to obtain detailed information and to compare several policy quotes being considered. It is strongly recommended that it be determined whether the insurance coverage is a cost effective solution for the respective individual situation, keeping in mind the limited time in Germany. Consideration should be given to how long contributions may be required and under what circumstances the insurance company will actually agree to pay out benefits.

B.11. Taxes, social security

Since fellows are not employees (*cf. B.8*), implementing the research-based proposal is not classified as gainful employment under the terms of German

Income Tax Law. Consequently, the monthly fellowship payments are not considered as earned income and are not subject to social insurance deductions. International Climate Protection fellows are exempt from taxation *under Article 3, No. 44 of the German Income Tax Law*.

The laws in the fellows' own countries may include special regulations on taxing fellowships. If in doubt, fellows should consult a tax advisor in their own country.

Note: After registration with the Residents' Registration Office, the Federal Central Tax Office sends out a letter notifying the Tax Identification Number (*cf. B.3.*). This number is allocated to every person recorded in a register of residents in Germany, regardless of whether that person is required to pay taxes in Germany.

B.12. Notification of address after arrival in Germany

Fellows are requested to inform the Alexander von Humboldt Foundation and the Foreign Students' Advisory Office, International Office or Welcome Centre of their host institution as well as their host as soon as possible of the date of arrival in Germany and their full addresses, including telephone numbers and e-mail (official and private). It is important to notify the above offices of any change of address in Germany as this is the only way to ensure that mail from the Alexander von Humboldt Foundation will always reach fellows punctually.

Furthermore, the Alexander von Humboldt Foundation strongly recommends fellows to inform the central mail distribution office and telephone operator at the university and/or host institution as soon as possible, preferably in person, that they are embarking upon work at the host institutions. This is to ensure that mail also reaches recipients via the university and/or institution address.

B.13. Contacts

B.13.1. Alexander von Humboldt Foundation headquarters

The Alexander von Humboldt Foundation regards it as one of its most important tasks to offer fellows assistance and advice and to help them overcome any difficulties encountered during their stay in Germany. This assistance is only given upon request to ensure that fellows feel as free as possible to plan their stay.

Fellows who experience major difficulties when entering Germany or during their stay are requested to inform the Alexander von Humboldt Foundation without delay to enable it to provide immediate assistance if possible.

B.13.2. German host institutions

Hosts and their assistants will advise fellows on all matters connected with their research-based proposals. The Alexander von Humboldt Foundation attaches great importance to arranging suitable facilities for fellows at German host institutions and therefore maintains contact with hosts.

Host institutions selected by fellows provide suitable research facilities and assist in implementing agreed research-based proposals. Fellows thus temporarily become members of working groups at institutions. The success of cooperation essentially depends on coordination and acceptance of the rights and obligations by both parties concerned (*cf. B.8.*).

B.13.3. Foreign Students' Advisory Offices – International Offices – Welcome Centres

The members of the Foreign Students' Advisory Offices, International Offices and Welcome Centres at universities also do their best to assist fellows in answering questions or solving any problems they may have. Addresses, in alphabetical order according to location, are available on the Alexander von Humboldt Foundation's website at:

<https://www.humboldt-foundation.de/web/aaa-addresses.html>.

An overview of the Welcome Centres sponsored by the Alexander von Humboldt Foundation can be found on the Foundation's website at:

<https://www.humboldt-foundation.de/web/welcome-centres-winners.html>.

Some Foreign Students' Advisory Offices, International Offices or Welcome Centres at institutions issue *Studienführer* or *information brochures for guest scientists* providing foreign guests with information about the institutions and their facilities. This information may be requested in writing from the respective office prior to the commencement of the fellowship.

Some Foreign Students' Advisory Offices, International Offices and Welcome Centres also offer a varied programme of events for foreign guests during the semester, such as local excursions, film evenings, concerts, etc. Addresses of university associations of various nationalities may be obtained on request.

B.14. The first days in Germany

Unfortunately, the Alexander von Humboldt Foundation is unable to arrange for members of its staff to meet fellows on their arrival in Germany. However, it recommends fellows to inform the language institute and/or hosts of their exact time of arrival well in advance.

B.14.1. Finding accommodation

Finding accommodation in Germany is often difficult and time-consuming. The housing situation varies considerably according to region and the availability of accommodation is very limited in some areas. Thus the Alexander von Humboldt Foundation strongly recommends fellows to address the question of accommodation, preferably in writing, with host institutions in Germany and the Foreign Students' Advisory Offices, the International Offices and the Welcome Centres directly, **well before arrival**. The appropriate form is available on the Alexander von Humboldt Foundation's website at:

<https://www.humboldt-foundation.de/web/housing.html>

Fellows must state clearly how many family members will accompany them to Germany and during which period of time. Fellows should take into account that up to 40% of the monthly fellowship goes toward renting accommodation in Germany (*cf. also <https://www.euraxess.de/germany/information-assistance/accommodation>*).

To make it easier for fellows to find accommodation, particularly during the initial period of the fellowship, the Alexander von Humboldt Foundation **strongly** recommends that fellows who wish to come to Germany with their families should first travel **alone** and only send for their families when they have found adequate accommodation.

B.14.2. Practical hints for the stay in Germany on the Internet

Useful hints and recommendations for your stay in Germany can be found amongst others on the internet on the website of EURAXESS Germany, the advice point for internationally mobile researchers (*<https://www.euraxess.de>*), and *<https://www.study-in.de/en/>* as well as on the website of the German Academic Exchange Service (*<https://www.daad.de>*).

C. ALUMNI SPONSORSHIP AND HUMBOLDT NETWORK

It is the Alexander von Humboldt Foundation's aim to sponsor their alumni on a long-term and individual basis. Contact should be maintained after the initial stay in Germany in order to ensure that the connections which have been made to specialist colleagues in Germany, can be sustained and strengthened and cooperation is consolidated long-term.

C.1. Additional research visits to Germany

Alumni are eligible to apply for support for a renewed research stay in Germany after they have completed their initial stay in Germany and returned abroad. Decisions on additional research stays in Germany are taken by the Alexander von Humboldt Foundation on the basis of scientific necessity and the funds at the Foundation's disposal.

C.1.1. Short visits of up to 30 days

Short visits of up to 30 days can be used for taking an active part (lecture, posters, leading a working group) in international congresses in Germany, for lecture tours or informative visits, for making and nurturing academic contacts, or for short working visits to host institutions in Germany. A combination of these individual activities would be welcomed.

The application form is available on the Foundation's website at:
<https://www.humboldt-foundation.de/web/renewed-research-stay.html>;

Applications for a short visit of up to 30 days must include the following documents:

- curriculum vitae;
- list of publications during the last 5 years, if applicable
- short description of activities planned,
- invitations from colleagues from the institutions to be visited,
- details of financial contributions from third parties, if applicable.

If participation in a congress is planned, a programme of the congress announcing the applicant's own contribution (lecture/posters etc.) should also be included as well as information on conference fees.

Short visits are sponsored by providing a daily allowance and, in cases of active participation, reimbursement of conference fees. Travel expenses cannot be paid. Once all the relevant documents have been received, processing takes about a month. Retrospective approval is not possible.

C.1.2. Research stays of up to 3 months

A research stay of up to 3 months can be used either to continue or complete work which was started during the first stay in Germany or to initiate new joint research outlines with specialist colleagues in Germany. Alumni are free to choose the host; competence should be the determining factor.

The application form is available on the Foundation's website at:
<https://www.humboldt-foundation.de/web/renewed-research-stay.html>;

Applications for a renewed research stay must include the following documents:

- curriculum vitae;
- list of publications during the last 5 years, if applicable;
- research outline
- details of financial contributions from third parties, if applicable.

It is the responsibility of the alumni to ensure that the academic host provides a confidential statement as well as a confirmation of research facilities and mentoring agreement.

Once all the relevant documents have been received, the Alexander von Humboldt Foundation will decide on the application, usually within 3 months. The decision on the application will be made on the basis of an assessment of the applicant's academic qualifications and activities, the academic quality and relevance of the planned research, as well as the significance of a further stay both academically and in foreign policy terms. The scale of sponsorship already granted, as well as the period of time elapsed since the last Alexander von Humboldt Foundation sponsorship, will be taken into account.

A monthly fellowship sum will be granted. *Sections A.3.4., A.3.5.1., A.3.5.2., A.3.6. and A.3.7.* contain information on additional benefits as well as the application procedures. Initial lump sums or BahnCards, language fellowships, language courses and a Europe research stay will not be sponsored. Travel expenses for the journey to and from abroad will usually not be reimbursed.

On principle, alumni are not entitled to receive monthly fellowship payments if they are absent from the German host institute for more than 5 days in total (continuous or accumulative). In such cases, the Alexander von Humboldt Foundation reserves the right to reduce the amount of the fellowship payments. Attendance at conferences and research journeys as well as visits to archives and libraries etc., essential for carrying out the proposed research, do not count as absences.

At the beginning of the sponsorship period – i.e. during the first month – alumni are entitled to the first payments only when arriving 5 days after the official beginning of the sponsorship period (or the following working day) at the latest. Alumni who arrive in Germany after this date are not entitled to payment of the monthly fellowship. In the last month of the respective sponsorship period, alumni must be present until no less than 5 days prior to the end of the sponsorship period. Alumni who leave Germany before this date are not entitled to payment of the monthly fellowship.

The above also applies to additional benefits within the framework of alumni sponsorship for renewed research stays in Germany (*mobility allowance, family allowance for marital partners, family allowance for children, subsidy towards health and liability insurance, subsidy towards research costs for hosts*).

C.2. Sponsorship abroad

C.2.1. Inviting hosts from Germany

Alumni and their hosts or collaborative partners in Germany can apply for a subsidy to sponsor guest visits by academics from Germany to the institutions of the alumni abroad. The guest visit should be used for lectures and academic contacts at the institutions of the alumni and possibly at other institutions in the country. Priority will be given to journeys undertaken by hosts or collaborative partners from Germany to countries with limited foreign currency reserves.

Applications for subsidies should include the following documents:

- informal application by the alumni or the academics from Germany giving details of the schedule, contents, and objective of the journey,
- estimate of expected travel expenses,
- invitation from the alumni abroad.

The subsidy is intended to cover or partially cover the travel expenses incurred by the host from Germany. The Alexander von Humboldt Foundation expects the institute visited to bear the costs of the stay locally.

C.2.2. Humboldt Alumni Award for Innovative Networking Initiatives

The Alexander von Humboldt Foundation grants up to four Humboldt Alumni Awards per year to promote innovative networking initiatives of alumni of the Alexander von Humboldt Foundation's fellowship and award programmes. It is designed to support initiatives, not covered by the Foundation's existing sponsorship and alumni programmes, and to promote academic and cultural relations between Germany and the Humboldt Alumni's own countries and strengthen their collaboration in the respective regions.

One Humboldt Alumni Award is designated for the sponsorship of initiatives promoting networking between female academics. In this context, initiatives promoting and strengthening the long-term career paths of female scientists and scholars and their collaborative partners within the respective networks, taking account of professional and family obligations, should be favoured. Additionally, the initiatives should encourage more female researchers to participate in the Foundation's sponsorship programmes in future. Further information is available at: <https://www.humboldt-foundation.de/web/alumni-award.html>

C.3. Humboldt Network

C.3.1. Humboldt Kosmos

"Humboldt Kosmos" – the Alexander von Humboldt Foundation's alumni magazine – is published biannually with a different interdisciplinary focus in each issue. In addition, it contains portraits of Humboldtians and reports on their research, information about sponsorship options as well as news from the Foundation and the network.

C.3.2. Humboldt Colloquia and Humboldt Kollegs

The Alexander von Humboldt Foundation regularly organises colloquia abroad and invites members of the Humboldt network from the country or region concerned to attend. The Foundation also invites scientists and scholars from Germany. Among them are often specialist members of the Alexander von Humboldt Foundation's selection committees. They hold lectures outlining the current state of research in Germany and explore ways of intensifying cooperation with foreign research institutes. In addition, these meetings serve to maintain regional contacts within the Humboldt network, and provide the opportunity to speak with Foundation staff in person. By visiting institutes of alumni, members of the Humboldt delegation gain insight into the research situation in the countries in question. Information talks draw the attention of young researchers to the sponsorship opportunities offered by the Alexander von Humboldt Foundation.

Suggestions and invitations by alumni for holding of such colloquia are welcome. The Alexander von Humboldt Foundation gladly relies on the experience and assistance of members from the Humboldt network especially of Humboldt Alumni Associations in organising these meetings.

Initiatives of Humboldt Alumni Associations and individual alumni to organise regional and interdisciplinary conferences can be supported financially. The aim is to strengthen regional and interdisciplinary networking of

Humboldtians. The organisers are responsible for the content of the so called Humboldt Kollegs. Detailed information can be downloaded from the Foundation's website:

<https://www.humboldt-foundation.de/web/humboldt-kollegs-en.html>

C.3.3. Humboldt Alumni Associations

In many countries, alumni have joined together to form Humboldt Alumni Associations, which cultivate social and professional contacts with one another, with the Alexander von Humboldt Foundation and with Germany. The Foundation gives full encouragement to these Alumni Associations; regrettably, it can sponsor them financially to a very modest extent only. Humboldt Alumni Associations also very often assist in attending to the needs of German scientists and scholars in foreign countries. In general, they gladly advise newly selected Humboldtians before they depart for Germany. There is a Humboldt Alumni Association in Germany, as well. Addresses may be downloaded from the Foundation's website: <https://www.humboldt-foundation.de/web/alumni-associations.html>

C.3.4. Information on the Alexander von Humboldt Foundation's websites

Under the internet address <http://www.humboldt-foundation.de> the Alexander von Humboldt Foundation furnishes up-to-date information about its activities and programmes.

The **Humboldt network** section of the Internet homepage (<http://www.humboldt-foundation.de/web/humboldt-network.html>) contains information which may be used to enhance the networking of Humboldtians above and beyond national frontiers and disciplines.

The **service portal "My Humboldt"** (<https://www.humboldt-foundation.de/web/my-humboldt-public.html>) is a password-protected area, that gives all Humboldtians direct access to the Alexander von Humboldt Foundation's database, thus enabling them to update their personal data (such as address changes), apply for funding and obtain current information about specialised fields and key research areas as well as contact data for Humboldtians throughout the world. The **Humboldt Network search** covers all scientists and scholars sponsored by the Alexander von Humboldt Foundation. A subset of these data is also publicly accessible in the Humboldt Network section of the website. This access to current data is intended to facilitate contacts and cooperation with and within the Humboldt network across countries and disciplines.

The service portal "My Humboldt" also allows users to add entries to the **Bibliographia Humboldtiana** (<https://www.humboldt-foundation.de/web/bibliographia-humboldtiana.html>). This is a special

database containing bibliographical data of academic publications by Humboldtians resulting from sponsorship by the Alexander von Humboldt Foundation (from the year 2000 on). It also includes details of translations of German publications. The Alexander von Humboldt Foundation asks all Humboldtians to enter the bibliographic data of those publications in the Bibliographia Humboldtiana. The data are publicly accessible. Entries can also be made via Humboldt Life.

C.3.5. Humboldt Life

Humboldt Life (<https://www.humboldt-life.de/>) is the online social network of the Alexander von Humboldt Foundation. It offers registered users a number of tools enabling them to comprehensively present themselves and their research areas and to network with other members of the Humboldt family. Users can also update their personal data and add publications here. Publications resulting from sponsorship by the Alexander von Humboldt Foundation can be accordingly identified and will appear in the publicly accessible Bibliographia Humboldtiana on the website of the Alexander von Humboldt Foundation.

C.3.6. Alumniportal Deutschland: Social network for Germany alumni

On the Alumniportal Deutschland fellows and alumni of the Alexander von Humboldt Foundation are given the opportunity to network with researchers and other Germany alumni throughout the world. The Alumniportal Deutschland is a free internet platform for people who have been affiliated to an institution in Germany or a German institution abroad for purposes of study, research, employment, training/continuing education or language learning. In addition to a world-spanning online community, the Alumniportal Deutschland also provides information on science and research, sustainability, German language and culture.

To register for the community, please visit <https://www.alumniportal-deutschland.org/en/>.

After registration the Alexander von Humboldt Foundation's own group of alumni on the Alumniportal can be accessed by using the following link: <https://alumniportal-deutschland.de/group-humboldt-alumni>

D. RULES OF GOOD SCIENTIFIC PRACTICE, LEGAL REGULATIONS AND GENERAL OBLIGATIONS

While carrying out the research sponsored by the Alexander von Humboldt Foundation, fellows are obligated to comply with the rules of good scientific practice and the relevant laws that apply at the respective research location as well as to the Alexander von Humboldt Foundation. Besides personal integrity it is further assumed that fellows have observed the applicable regulations and laws also in their previous research they have conducted.

By accepting the fellowship, fellows obligate themselves to comply in Germany *in particular* with:

- the rules of good scientific practice (cf. annex);
- when planning and carrying out experiments on human subjects
 - a. the World Medical Association Declaration of Helsinki – Ethical Principles for Medical Research Involving Human Subjects in the revised version of October 2013:
<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>;
 - b. the German Embryo Protection Act (Gesetz zum Schutz von Embryonen, ESchG), as amended:
<https://www.gesetze-im-internet.de/eschg/>;
 - c. the German Act Ensuring Protection of Embryos in Connection with the Importation and Use of Human Embryonic Stem Cells (Gesetz zur Sicherstellung des Embryonenschutzes im Zusammenhang mit Einfuhr und Verwendung menschlicher embryonaler Stammzellen, StZG), as amended:
<https://www.gesetze-im-internet.de/stzg/>;
- when planning and carrying out experiments on animals, the regulations of the German Animal Welfare Act (Tierschutzgesetz, TierSchG) and the relevant implementing rules, as amended:
<https://www.gesetze-im-internet.de/tierschg/BJNR012770972.html>;
- by planning and carrying out genetic engineering experiments, the regulations of the German Genetic Engineering Act (Gesetz zur Regelung der Gentechnik, GenTG) and the relevant implementing rules, as amended:
<https://www.gesetze-im-internet.de/gentg/>;

- when planning and carrying out experiments relating to matters of biological diversity as covered by the Nagoya Protocol (<https://www.cbd.int/abs/doc/protocol/nagoya-protocol-en.pdf>):
 - a. Regulation (EU) No 511/2014 on Compliance Measures for Users from the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization in the Union:
<http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32014R0511&from=EN;>
 - b. Implementing Regulation (EU) 2015/1866 laying down detailed rules for the implementation of Regulation (EU) No 511/2014 as regards the register of collections, monitoring user compliance and best practices:
<http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32015R1866&from=en;>
 - c. the German Act Implementing the Obligations under the Nagoya Protocol, Implementing Regulation (EU) No. 511/2014 and Amending the Patent Act and the Environmental Audit Act (Gesetz zur Umsetzung der Verpflichtungen nach dem Nagoya-Protokoll, zur Durchführung der Verordnung (EU) Nr. 511/2014 und zur Änderung des Patentgesetzes sowie zur Änderung des Umweltauditgesetzes), as amended:
[http://www.bgbl.de/xaver/bgbl/start.xav?startbk=Bundesanzeiger_BGBl&jumpTo=bgbl115s2092.pdf;](http://www.bgbl.de/xaver/bgbl/start.xav?startbk=Bundesanzeiger_BGBl&jumpTo=bgbl115s2092.pdf)
- when transferring knowledge abroad, which could be of importance to the military or the armaments industry of the transfer countries, the respective valid version of the relevant regulations in the Federal Republic of Germany's foreign trade law and foreign trade decrees and of the respective implementing rules:
https://www.gesetze-im-internet.de/awg_2013/index.html and https://www.gesetze-im-internet.de/awv_2013/index.html

The fellows are, furthermore, obligated to abide by the rules on the use of the Alexander von Humboldt Foundation logo (*cf.* A.4.).

E. GENERAL REGULATIONS

The "Guidelines and Information for International Climate Protection Fellows" are a constituent part of the fellowship award.

The German-language text of the "Guidelines and Information for International Climate Protection Fellows" ("Richtlinien und Hinweise für Internationale Klimaschutzstipendiatinnen und Klimaschutzstipendiaten") is binding; the English-language text is merely a translation.

Should the above-stated guidelines and obligations fail to be respected, the Alexander von Humboldt Foundation reserves the right to revoke the granting of the fellowship in part or full, cease paying further fellowship benefits, or demand the repayment of the fellowship, including collateral allowances and benefits. This also applies if the fellow has made or makes false claims in his or her application or during the period of sponsorship, or when other serious facts emerge which would have militated against the granting of the fellowship had they been known to the selection committee at the time. Procedures and penalties in the event of violations of the guidelines and obligations and especially in the case of scientific or other malpractice are regulated in detail in the document "Rules of good scientific practice, procedures, and penalties in the event of malpractice" (cf. Annex).

The Alexander von Humboldt Foundation reserves the right to amend the "Guidelines and Information for International Climate Protection Fellows" at any time, provided that the amendments, while taking due account of the interests of the Alexander von Humboldt Foundation, are reasonable with vis-à-vis the fellows. Amendments will be announced to the fellow in writing well in advance. Amendments are considered to have been approved if the fellow has not lodged an objection in writing within four weeks. In the event of an objection, the Alexander von Humboldt Foundation reserves the right to cease sponsorship within a reasonable period of time.

The sole legal venue is Bonn/Germany. German law applies exclusively without conflicting rules.

ANNEX

Rules of Good Scientific Practice, Procedures, and Penalties in the Event of Malpractice

1. Rules of good scientific practice

- 1.1. Those sponsored by the Alexander von Humboldt Foundation are obligated to inform themselves about and comply with the rules of good scientific practice that are in effect at their host institution.
- 1.2. Moreover, those sponsored are to pledge themselves, and the staff they employ in the framework of Alexander von Humboldt Foundation funding, to observe the rules of good scientific practice below. Violations of these rules or scientific or other malpractice (see paragraphs 2 and 3) may result in the penalties described in paragraph 4.
- 1.3. The following principles constitute the rules of good scientific practice, both in general and specified to the individual disciplines as necessary:
 - *General principles of scientific work*
 - to work in accordance with the accepted standards of the discipline;
 - to observe the rules specific to the respective discipline with regard to the attaining, selecting, using, documenting, and long-term securing of data and other findings;
 - to challenge consistently all one's own findings;
 - to maintain strict honesty with regard to the contributions of partners, competitors, and predecessors.
 - *Cooperation and supervisory responsibility in working groups*
 - to assure cooperation and supervisory responsibility in working groups; in particular, to take organisational measures to ensure that the tasks of leadership, supervision, conflict management, and quality assurance are clearly assigned and actually fulfilled;
 - not to compromise research activities of others.
 - *Supervision of junior researchers*
 - to ensure appropriate supervision for graduates, doctoral candidates, and students, in particular by providing each of them with a primary mentor in the working group. Responsibility for promoting junior researchers is a top-level management priority.
 - *Scientific publications:*
 - to produce and disseminate scientific publications in accordance with the accepted rules and standards of the discipline; and, in

particular when new findings are to be published, to describe these findings and the applied methods completely and comprehensibly as well as account for one's own and others' preliminary work exhaustively and correctly.

- If several participants are involved in a scientific project and its subsequent publication, only those can be named as co-authors who significantly contributed to the conceptual design, formulation, analysis and interpretation of the data or findings, and the drafting of the manuscript, and have consented to its publication; so-called 'honorary authorship' is not permissible; third-party support is to be listed under acknowledgements.

2. Scientific or other malpractice

2.1. Scientific malpractice is the misrepresentation of facts in a scientific context, either consciously or due to gross negligence, infringement of intellectual property of others, or any other encroachment upon others' research activities. Decisions will be made on a case-by-case basis. The following, in particular, can be considered scientific malpractice:

2.1.1. *Misrepresentation of facts* such as

- 2.1.1.1. forging or distorting data, for example by selecting and rejecting undesirable results without declaring them, or by manipulating illustrations or images;
- 2.1.1.2. false information in an application or a funding proposal, including false information about the publication organ and publications in print.

2.1.2. *Infringement of intellectual property* concerning copyrighted work by others or significant scientific findings, hypotheses, teachings, or research approaches by others such as

- 2.1.2.1. unauthorised utilisation by presumption of authorship (plagiarism), exploitation of research approaches and ideas, in particular as a peer reviewer (theft of ideas);
- 2.1.2.2. presumption or unsubstantiated appropriation of scientific authorship or co-authorship;
- 2.1.2.3. misrepresentation of contents;
- 2.1.2.4. unauthorised publication and unauthorised granting of access to third parties prior to the publication of the work, the findings, the hypothesis, the teaching, or the research approach;
- 2.1.2.5. claiming authorship or co-authorship of others without their consent.

- 2.1.3. *Sabotage of research activity*, including damaging, destroying, or manipulating experimental arrangements, equipment, documents, hardware, chemicals, or other materials needed by others to conduct scientific work (including malicious displacement or abstraction of books and other documents).
- 2.1.4. *Deletion of primary data* if it infringes legal provisions or accepted principles of scientific work in the discipline.
- 2.2. Scientific misconduct also comprises behaviour that entails a *shared responsibility* for the misconduct of others, in particular by active participation, joint knowledge of misrepresentations, co-authorship of falsified publications, or gross negligence of supervisory responsibilities.
- 2.3. For the purpose of the present rules, other misconduct is applicable if grave circumstances are discovered that challenge the personal aptitude of the individual sponsored to be a member (multiplier) of the global Alexander von Humboldt Foundation network.

3. Penalties

In the event of grave violation of the above rules of good scientific practice, in particular scientific or other malpractice, the Alexander von Humboldt Foundation can impose one or several of the following penalties, depending on the nature and gravity of the established misconduct

- 3.1. Written reprimand of the person concerned;
- 3.2. Request that the person concerned retract the discredited publication or correct the falsified data (in particular by publishing an erratum), or appropriately indicate the recall of Alexander von Humboldt Foundation sponsorship, for example in the erratum.
- 3.3. Temporary suspension of funding decisions pending the resolution of the issue;
- 3.4. Forfeiture of eligibility for Alexander von Humboldt Foundation sponsorship, permanent or temporary, depending on the gravity of the scientific malpractice;
- 3.5. Revocation of funding decisions (complete or partial cancellation of the grant, recall of funds granted, reclaim of funds spent), including the denial of the status of "Humboldtian";
- 3.6. Exclusion from review and committee work for Alexander von Humboldt Foundation.

4. Procedures

If a violation of the rules of good scientific practice (paragraph 1) or scientific or other malpractice (paragraph 2) is suspected, the following basic procedures take effect:

- 4.1. If probable cause is brought to the attention of the Alexander von Humboldt Foundation, the suspected person must be notified of the incriminating facts and be given the opportunity to respond in writing within 4 weeks. Simultaneously, the implementation of a funding decision can be suspended temporarily until the issue is resolved (see paragraph 3.3.). Without their consent, the identity of the informant and the allegedly injured party will not be disclosed to the party concerned in this phase (whistleblower protection).
- 4.2. In order to clarify the issue, the Alexander von Humboldt Foundation office is authorised to request oral or written statements by the concerned as well as third parties at any time.
- 4.3. If no response is received or if a response is examined and the suspicion persists, the Alexander von Humboldt Foundation will notify the party concerned, explicitly indicating the Alexander von Humboldt Foundation's penalty options as well as the right of the concerned party to remonstrate within 4 weeks.
- 4.4. If use is not made of the right to remonstrate, the Alexander von Humboldt Foundation may impose one of the measures listed above in paragraph 3.
- 4.5. If the remonstration submitted by the party concerned fails to convince the Alexander von Humboldt Foundation, and in particular, fails to refute the suspicions plausibly, the Alexander von Humboldt Foundation may impose one of the above-mentioned penalties. Prior to making the decision, the Alexander von Humboldt Foundation may request an expert opinion on the existence of malpractice from the Ombudsman of the DFG or a comparable body affiliated with the host institution.

5. Scope of application, coming into effect, and temporary provisions

The above regulations apply to academics who receive sponsorship from the Alexander von Humboldt Foundation as well as applicants for funding, host institutions, alumni, members of selection committees and peer reviewers of the Alexander von Humboldt Foundation.

The regulations take effect on 01.08.2007. Individual Alexander von Humboldt Foundation-sponsored projects that have been concluded by this date will not be affected by these regulations, but are subject to the general

rule that the Alexander von Humboldt Foundation can alter or revoke its funding decisions if circumstances are brought to its attention after the fact that would have led to a different decision on the part of the Alexander von Humboldt Foundation.

List of countries for Europe research stays

Europe research stays are possible in the following countries:

Albania	Latvia
Andorra	Liechtenstein
Armenia	Lithuania
Austria	Luxembourg
Azerbaijan	Macedonia
Belarus	Malta
Belgium	Moldavia
Bosnia-Herzegovina	Monaco
Bulgaria	Montenegro
Croatia	The Netherlands
Cyprus	Norway
Czech Republic	Poland
Denmark	Portugal
Estonia	Romania
Finland	Russian Federation
France	San Marino
Georgia	Serbia
Great Britain	Slovakia
Greece	Slovenia
Hungary	Spain
Iceland	Sweden
Ireland	Switzerland
Israel	Turkey
Italy	Ukraine
Kosovo	Vatican City

Checklist for International Climate Protection Fellows

Please notify the Alexander von Humboldt Foundation *immediately* of any **changes** (change of residence, visa problems, etc.)! For all **applications to the Alexander von Humboldt Foundation: the earlier the better.**

On receiving notification of fellowship grant	<ul style="list-style-type: none"> - acceptance form to Alexander von Humboldt Foundation (A.1.1.)* - language test and project profiles to the indicated addresses - application for a Tax Identification Number (TIN) from the appropriate authorities in the fellow's country of residence, if required (A.1.6.) - application for issue/extension of passport (B.1.) - visa application in fellow's own country – also for accompanying marital partner and children (B.3.) - arrange accommodation (B.14.1.) - take out medical insurance/liability insurance cover effective from day of arrival (B.10.) - for physicians: application for permission to practice medicine (B.9.)
Commencement of language course/fellowship	<ul style="list-style-type: none"> - 1st week: registration with the Residents' Registration Office (B.3.) - immediately thereafter: application for a residence permit with the Aliens' Registration Office (B.3.) - If no language fellowship was granted, the application for a residence permit with the Aliens' Registration Office (B.3.) must be done immediately after the end of the introductory seminar - notification of private bank account in Germany to the Alexander von Humboldt Foundation: by the 15th day of the month (A.1.6.)
After receipt of residence permit	<ul style="list-style-type: none"> - application for child benefit and/or parental allowance with the appropriate authorities (A.3.5.1., A.3.5.2.1.), if applicable
After moving into rented accommodation / after removal	<ul style="list-style-type: none"> - 1st week: registration with the Residents' Registration Office (B.3., B.5.) - notification of current email address to the Alexander von Humboldt Foundation (B.12.)
At the beginning / during fellowship	<ul style="list-style-type: none"> - application for subsidy towards the cost of medical insurance, if applicable, for benefits for families (A.3.5., A.3.6.), if applicable - application for German course allowance: at least 2 weeks prior to commencement of course (A.3.2.3.), if applicable - notification of departure of marital partner and/or children: 1 month in advance (A.3.5.1, A.3.5.2., A.3.5.3.2., A.3.6.), if applicable - any changes affecting payments by the Alexander von Humboldt Foundation: 1 month before taking effect
3-4 months before end of fellowship	<ul style="list-style-type: none"> - notice of cancellation for accommodation, BahnCard, internet provider, phone and mobile phone contracts, if applicable If necessary for professional reasons: - application to the Alexander von Humboldt Foundation for extension of fellowship (A.1.3.)
Immediately before departure	<ul style="list-style-type: none"> - de-registration at Residents' Registration Office (B.5.) - de-registration at Aliens' Registration Office (B.5.)

* Chapters in brackets refer to the brochure "Guidelines and Information for International Climate Protection Fellows"

International Climate Protection Fellowship Programme: Time Schedule

Participation in the following programme events is **obligatory** for all fellows.

<u>2020:</u>	January 6 or February 3, 2020	Start of language fellowship in Bonn (as awarded)
	February 28, 2020	End of language course
	March 2, 2020	Introductory Day together with hosts and staff members of the Alexander von Humboldt Foundation
	March 3 – March 20, 2020	Introductory Seminar in a.o. Bonn, Osnabrück and Hamburg
	April 1, 2020	Begin of fellowship stay at the host institutions
	June 24 – June 26, 2020	Annual meeting of the Alexander von Humboldt Foundation in Berlin
	September / October 2020	Two-week Study tour
<u>2021:</u>	January / February 2021	Final week in Berlin including reception in the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety , final discussion with staff members of the Alexander von Humboldt Foundation
	February 2021	Submission of the questionnaire „Confidential Report“
	February 28, 2021	End of fellowship stay
	April 2021	Submission of the experience reports about the stay in Germany