



Alexander von  
**HUMBOLDT**  
STIFTUNG

# Guidelines and Information for German Chancellor Fellowships

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2023/24

# GUIDELINES AND INFORMATION FOR GERMAN CHANCELLOR FELLOWSHIPS

Table of Contents	page
PREFACE.....	4
A. GERMAN CHANCELLOR FELLOWSHIP GUIDELINES .....	6
A.1. The German Chancellor Fellowship.....	6
A.1.1. Acceptance	6
A.1.2. Fellowship period and distribution of fellowship months	7
A.1.3. Europe stay	7
A.1.4. Value of fellowship	8
A.1.5. Fellowship payments	8
A.1.6. Additional earnings	9
A.1.7. Absences from the host institute / Interruption of the fellowship	10
A.2. Events arranged by the Alexander von Humboldt Foundation .....	11
A.2.1. Opening conference	12
A.2.2. Half-time conference	12
A.2.3. Annual Meeting of the Alexander von Humboldt Foundation	12
A.2.4. Meeting in Berlin	13
A.2.5. Study Tour	13
A.3. Additional benefits .....	14
A.3.1. Travel lump sum	14
A.3.2. Language fellowships for intensive courses prior to the start of the German Chancellor fellowship	15
A.3.3. German language courses during the fellowship	17
A.3.4. Initial lump sum	19
A.3.5. Mobility allowance	19
A.3.6. Benefits for families	20
A.3.6.1. Family allowance for marital partners	20
A.3.6.2. Family allowance for children	21
A.3.6.2.1. Child benefit according to German law or substitutional payment by the Alexander von Humboldt Foundation respectively	21
A.3.6.2.2. Flat-rate allowance for children of single-parent fellows	22
A.3.6.3. Maternity protection and parenthood: Parenting support	23
A.3.6.3.1. Maternity leave: Extension of the fellowship	23
A.3.6.3.2. Parenthood: Extension of the fellowship in the context of parenting support	23
A.3.7. Subsidy towards the cost of medical and liability insurance	24
A.3.8. Subsidy towards research costs for hosts	25

A.4. Exploitation of research results – publications, patents and licenses. Use of the Alexander von Humboldt Foundation logo .....	26
A.5. Reports.....	27
A.6. Certificate .....	28
 B. GENERAL CONDITIONS AND HINTS FOR THE STAY IN GERMANY..	29
B.1. Passport.....	29
B.2. Birth, marriage, income and vaccination certificates .....	29
B.3. Entry visa, residence permit .....	29
B.4. Exemption from fees.....	33
B.5. Registration and de-registration of German address .....	33
B.6. Passport Photographs .....	34
B.7. Humboldt identity card.....	34
B.8. Status of fellows .....	34
B.9. Permission to practice medicine .....	34
B.10. Medical and liability insurance, legal costs insurance, as well as other insurances .....	35
B.11. Taxes, social security .....	38
B.12. Notification of address after arrival in Germany .....	38
B.13. Contacts .....	39
B.13.1. Alexander von Humboldt Foundation headquarters .....	39
B.13.2. German host institutions .....	39
B.13.3. Foreign Students' Advisory Offices – International Offices – Welcome Centres .....	40
B.14. The first days in Germany.....	40
B.14.1. Finding accommodation .....	40
B.14.2. Practical hints for the stay in Germany on the internet .....	41
 C. ALUMNI SPONSORSHIP AND HUMBOLDT NETWORK .....	42
C.1. Additional study and research visits to Germany.....	42
C.1.1. Short visits of up to 30 days .....	42
C.1.2. Study and research stays of up to 3 months .....	43
C.2. Sponsorship abroad .....	44
C.2.1. Donations of books .....	44
C.2.2. Printing subsidies for book publishing .....	45
C.2.3. Inviting hosts from Germany .....	46
C.2.4. Humboldt Alumni Award for Innovative Networking Initiatives .....	46
C.3. Humboldt Network.....	47
C.3.1. Humboldt Kosmos .....	47
C.3.2. Humboldt Colloquia and Humboldt Kollegs .....	47
C.3.3. Humboldt Alumni Associations .....	48
C.3.4. Alumni Meetings of German Chancellor Fellows .....	48

C.3.5. Information on the Alexander von Humboldt Foundation's website	48
C.3.6. Humboldt Life on the Alumniportal Deutschland: Social network for Humboldtians as well as German Alumni	49
E. GENERAL REGULATIONS.....	51
ANNEX: .....	53
Rules of Good Scientific Practice, Procedures, and Penalties in the Event of Malpractice .....	53
List of countries for Europe stays.....	59
Checklist for German Chancellor Fellows .....	60
German Chancellor Fellowship Programme: Time Schedule .....	61

**German Chancellor Fellowship Programme  
(as of April 2023)**

## PREFACE

The Alexander von Humboldt Foundation links Germany to the knowledge of the world. In global competition for the topmost experts, it offers to this end various programmes to attract scientists and scholars at different stages of their careers as well as decision-makers, multipliers and thought leaders. Support involves both funding and personal supervision 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 30,000 academics has grown up since the Foundation was founded in 1953.

With its German Chancellor Fellowship Programme the Alexander von Humboldt Foundation sponsors prospective leaders from Brazil, the People's Republic of China, India, the Russian Federation, South Africa and the USA.<sup>1</sup> Prospective decision-makers, multipliers and thought leaders from a broad range of professional fields, such as politics, public administration and business as well as society and culture, are given the opportunity to spend a year in Germany networking with other prospective leaders from abroad, who are also sponsored by the Alexander von Humboldt Foundation, and to explore new solutions to the global issues of our times. The programme is under the patronage of the Chancellor of the Federal Republic of Germany.

During their visit to Germany, German Chancellor Fellows conduct independently developed, research-based projects at host institutes of their choice. By sponsoring them through the German Chancellor Fellowship programme the Alexander von Humboldt Foundation invites fellows to become active members of an international network of trust and cooperation. Shared events where fellows network amongst themselves and also gain insights into contemporary issues in Germany are therefore a core component of the fellowship programme. These events include an opening conference in Bonn, a half-time conference, and a meeting in Berlin with a reception held in the Chancellery. The Alexander von Humboldt Foundation also supports the acquisition of German language skills and sponsors German courses for German Chancellor Fellows and their spouses before and during their fellowship stay.

This brochure is intended as a guide for the German Chancellor Fellows and their hosts, offering practical advice and explaining the rules of the programme.

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<sup>1</sup> Due to the Russian government's war against Ukraine the German Chancellor Fellowship is currently not open to applicants from the Russian Federation. Further information on measures taken by the Alexander von Humboldt Foundation in response to the war is published on the Foundation's [website](#).

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

I wish all German Chancellor Fellows and their hosts a successful collaboration and stimulating and pleasant experiences in Germany. I would be pleased to welcome you at one of our events.

Bonn, April 2023

A handwritten signature in black ink, appearing to read 'Enno Aufderheide', with a stylized flourish at the end.

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

## **A. GERMAN CHANCELLOR FELLOWSHIP GUIDELINES**

The German Chancellor Fellowship Programme was introduced in 1990 under the patronage of Federal Chancellor Helmut Kohl with the aim of promoting the transatlantic partnership between the Federal Republic of Germany and the USA. In 2002, the programme was extended to the Russian Federation on the initiative of Federal Chancellor Gerhard Schröder, and in 2006 to the People's Republic of China on the initiative of Federal Chancellor Angela Merkel. In 2013 a further extension to the countries Brazil and India was decided – again under the patronage of Federal Chancellor Merkel. Each year, up to ten fellowships are awarded to potential leaders from each of the five countries. The German Chancellor Fellowships are funded by the Federal Foreign Office. During a 12-month stay in Germany, German Chancellor Fellows conduct a project of their own choice in cooperation with specialist colleagues at a German host institution.

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

### **A.1. The German Chancellor Fellowship**

The German Chancellor Fellowship is awarded to the fellow for the purpose of carrying out the project proposed in the application 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 (within the framework of the language fellowship and the German Chancellor Fellowship); see *also* A.1.6., A.1.7., E. for details.

#### **A.1.1. Acceptance**

The electronic form with which a selected applicant accepts the German Chancellor Fellowship ("Acceptance form") is available in the respective applicant's personal account in the digital customer portal "My Humboldt". The data it contains must be checked and completed by the selected applicant. Selected applicants must notify the Alexander von Humboldt Foundation whether they accept the German Chancellor Fellowship by submitting this form within four weeks of receiving the grant documents. A passport-size

photograph is necessary for the Humboldt Foundation identity card (see *also* B.7.).

### **A.1.2. Fellowship period and distribution of fellowship months**

German Chancellor Fellowships are awarded for a period of twelve months, during which fellows are expected to conduct their proposed projects as agreed with their hosts at host institutes in Germany. The twelve fellowship months are awarded as a one-year fellowship beginning on 1 October of the selection year. Fellows however have the option to flexibly adapt the schedule of their stay in Germany to suit the demands of their project, meet existing work obligations or allow for family circumstances by utilising the fellowship period of twelve months within a time window from 1 August of the selection year to 31 March of the year after next for their stays in Germany.

Fellows must notify the Alexander von Humboldt Foundation of how they intend to schedule their fellowship period when they accept their fellowship. Their plan must be agreed with their respective host and the Foundation beforehand. The fellowship period may only be divided into full months. We strongly recommend that fellows schedule their visits to Germany in such a way that they are able to attend the three joint programme events (opening conference, half-time conference, meeting in Berlin; see A.2) and a language fellowship (see A.3.2).

### **A.1.3. Europe stay**

During the sponsorship period, fellows may conduct short-term study or research visits to institutions in other European countries (see also list of countries in the annex; except the fellows' home countries), if this is necessary to carry out the project successfully. The maximum duration should be 1 to 2 months; for stays up to 14 days, please use the mobility allowance (see *also* A.3.5.).

In the event of a stay in the fellow's own country, the fellowship must be temporarily suspended (see also A.1.7.).

The [online-application form](#) is available on the Foundation's website.

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

- a brief description of the planned project,
- full details of schedules,



- a confirmation of research facilities by the host or an institution (e.g. library, museum etc.) in a European country other than Germany,
- 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.

It is the responsibility of the fellow to ensure that the host abroad provides the confirmation of research facilities, and that the host in Germany provides the recommendation.

Once all the relevant documents have been received, processing takes about 1 month. Retrospective approval is not possible. If the application for a Europe 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 stay falls immediately at the beginning or end of the fellowship stay at the host institution. In addition, the Alexander von Humboldt Foundation will bear the cost of fellows' travel, according to the travel voucher, although only up to the limit of the lump sum for travel expenses for the target country valid at the time of application. The [list of travel lump sums](#) is available on the Alexander von Humboldt Foundation's website.

Within the framework of alumni sponsorship, a stay outside Germany is not possible during a renewed stay.

#### **A.1.4. Value of fellowship**

The amount of the fellowship is 2,000 EUR, 2,300 EUR or 2,600 EUR per month. In addition, the Alexander von Humboldt Foundation grants further monthly benefits, for example a mobility allowance (see A.3.4.), a subsidy towards the cost of medical insurance (see A.3.6.) and, if required, family benefits for accompanying family members (see A.3.5). 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.1.5. Fellowship payments**

The monthly payments of the fellowship are transferred to a **personal bank account (current account) in the [Single Euro Payments Area \(SEPA\)](#)** usually

on the first day of the month. Fellows who do **not** have a personal bank account in the SEPA region must open one as soon as possible.

The relevant details of the **personal bank account in the SEPA region** must be provided to the Alexander von Humboldt Foundation as early as possible. The [form](#) for providing these details is available on the Foundation's website. Fellowship payments can only be transferred to the named account if the relevant information has been received by the Alexander von Humboldt Foundation by the 15th of the previous month.

In order to open a bank account in Germany, fellows must, where necessary, 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 contact the relevant authorities before leaving for Germany to enquire whether your country of residence has adopted the Common Reporting Standard (a set of global regulations on the international exchange of tax-related data) and obtain a TIN if necessary.

**Important note:** Fellows will not be entitled to the monthly fellowship amount if they spend more than 28 calendar days (continuous or accumulative) away from their German host institute during the 12-month fellowship (see A.1.7.). 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 project, do not count as absences (see also A.1.7.).

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: parenting support, subsidy towards health and liability insurance, subsidy towards research costs for hosts*).

### **A.1.6. 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 520 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 (see also A.1., A.1.7., E.); 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.1.7. Absences from the host institute / Interruption of the fellowship**

The German Chancellor Fellowship is awarded to the fellow for the purpose of carrying out the project proposed in the application 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 (within the framework of the language fellowship and the German Chancellor Fellowship).

The Alexander von Humboldt Foundation expects fellows to spend their 12-month fellowship pursuing their projects in Germany. They may not be absent from their host institute for longer than 28 calendar days (continuous or accumulative) during this period. The Alexander von Humboldt Foundation must be informed immediately in writing of any circumstances (including illness) that require a longer absence from the host institute during the fellowship period. Prolonged periods of absence from the host institution require the written approval of both the host and the Alexander von Humboldt Foundation.

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

- prolonged periods of time spent outside Germany (except for stays abroad under the Europe Fellowship Programme – see also A.1.3.),
- 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 (see also A.1.2.).

Fellows will not be entitled to the monthly fellowship amount if they spend more than 28 calendar days (continuous or accumulative) away from their German host institute during the 12-month fellowship (see A.1.7.). In such cases, the Alexander von Humboldt Foundation reserves the right to make cuts in fellowship payments. Attendance at conferences and research trips as well as visits to archives and libraries etc., that are essential for carrying out the proposed project, do not count as absences (see also A.1.5.).

The above also 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**

Programme events for the German Chancellor Fellowship allow fellows to network with each other and gain insights into contemporary issues in Germany. The joint events consist of an opening conference, a half-time conference and a meeting in Berlin. These events are complemented by a series of online meetings that offer fellows opportunities to contribute their individual skills, support each other in small groups and independently organise further network activities.

In addition, German Chancellor Fellows are invited to attend the Humboldt Foundation's annual meeting and take part in our study tour, where they can meet Humboldtians from other fellowship programmes.

The dates of the programme events will be announced well in advance (see also the schedule at the end of this brochure) and invitations sent out in good time. Each fellow may attend the events and participate in the study tour only once.

More information on our [Network and Events](#) can be found on the Foundation's website.

### **A.2.1. Opening conference**

The one-week opening conference for German Chancellor Fellows takes place in November in Bonn and the surrounding area. It begins with an opening event to which the hosts are also invited. During the opening conference, fellows can

- network with the other German Chancellor Fellows and their hosts, and meet representatives of the Alexander von Humboldt Foundation;
- discuss their projects with fellow experts;
- gain insights into contemporary issues in Germany;
- participate in discussions of societally relevant topics across disciplines;
- contribute their skills and interests and take advantage of opportunities to independently organise;
- find out more about the German Chancellor Fellowship and the sponsorship opportunities offered by the Alexander von Humboldt Foundation.

The conference is open only to the fellows themselves; neither their marital partners nor their children may attend.

### **A.2.2. Half-time conference**

The one-week half-time conference in the spring builds on the opening conference, allowing the German Chancellor Fellows to intensify their networking and reflect on their stay in Germany so far. They work together to organise some programme elements independently and co-creatively and discuss the progress of their projects. On one of the conference days, the fellows meet with the hosts and representatives of the Alexander von Humboldt Foundation for a joint programme.

The conference is open only to the fellows themselves; neither their marital partners nor their children may attend.

### **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 of the Alexander von Humboldt Foundation staying in Germany and their families are invited once to attend this meeting. The meeting offers an opportunity to exchange views with representatives of foreign missions and to talk with members of the Board of Governors, 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.

Marital partners and children are also invited to attend the annual meeting.

#### **A.2.4. Meeting in Berlin**

The three-day meeting in Berlin in the summer underlines the political significance of the German Chancellor Fellowship programme. The schedule usually includes a meeting with the German Chancellor, talks at the German Chancellery and the Federal Foreign Office, and an opportunity for further exchange.

The programme of the meeting in Berlin is open only to the fellows themselves; neither their marital partners nor their children may attend.

#### **A.2.5. Study Tour**

During the second half of August each year, a study tour is arranged for **fellows** of the Alexander von Humboldt Foundation. The tour takes participants to regions of Germany at some distance from host towns, including visits to towns and cities, industrial firms, and places of historical interest. The aim is to enable research fellows to increase their knowledge of Germany beyond the experience they gain in German host towns. During the study tour, a reception is arranged for each group at Alexander von Humboldt Foundation headquarters. The groups (30 to 40 persons per group) are composed of fellows working in neighbouring host towns. For organisational reasons, the study tour may not be interrupted, nor is participation possible for less than the full period of the tour.

Research fellows' **husbands and wives** are also invited to take part in this tour. As the tours are conceived as study visits, they are too strenuous for **children** and consequently, **not** suitable. The Alexander von Humboldt Foundation regrets that children may not join the tour.

### 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 (*see also A.3.1.*),
- language fellowships/language courses (*see also A.3.2., A.3.3.*),
- initial lump sum (*see also A.3.4.*),
- mobility allowance (*see also A.3.5.*),
- family allowance for marital partners (*see also A.3.6.1.*),
- family allowance for children (*see also A.3.6.2.*),
- maternity protection and parenthood: parenting support (*see also A.3.6.3.*),
- subsidy towards the cost of medical and liability insurance (*see also A.3.7.*),
- subsidy towards research costs for academic hosts (*see also A.3.8.*).

Usually, this additional assistance can only be granted if the Alexander von Humboldt Foundation has been informed well in advance 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 Humboldt Foundation's website.

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 outside Europe) will, on application, receive an Economy Class flight ticket from the Alexander von Humboldt Foundation for the shortest route. An [application form \(form for the flight ticket\)](#) is available on the Foundation's website.

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 the 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. Fellows who split their fellowship period into multiple partial stays or interrupt their fellowship (see A.1.2., A.1.7.) will not be eligible for a further lump sum for travel expenses. Travel expenses will not be covered in the event of sponsorship for renewed research stays in Germany (*see also 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.
- Travel expenses for marital partners cannot be covered by the Alexander von Humboldt Foundation.

#### **A.3.2. Language fellowships for intensive courses prior to the start of the German Chancellor fellowship**

The success of the stay in Germany depends to a large extent on a good command of the German language. Adequate German language skills will help fellows integrate into their host institute and open many doors for them when implementing their project. Some of the highlights of the German Chancellor Fellowship programme – for example the meeting with the German Chancellor – are held (exclusively) in German. More information about offerings to improve language skills is available on our [website](#).

German Chancellor Fellows who are not yet fluent in German are awarded a language fellowship enabling them to attend an intensive language course in Germany lasting up to three months. We urgently recommend that especially



fellows who have little or no prior knowledge of German attend the intensive course for its full duration.

The intensive course funded by the language fellowship must take place before the beginning of the fellowship; it can neither be interrupted nor taken up at a later date. The Alexander von Humboldt Foundation will not provide funding for intensive language courses that are held after the beginning of the fellowship and would cause interruptions to the fellow's project.

It is essential to the success of the language training that fellows arrive in time for the first day of their intensive course. The Alexander von Humboldt Foundation expects sponsorship recipients to regularly attend these language courses. Fellows are not permitted to interrupt their intensive language course (e.g. in order to attend a conference). Failure to attend lessons may result in a requirement to reimburse the Foundation for the costs of the course (course and accommodation fees, allowances).

The Alexander von Humboldt Foundation covers the course fees. Accommodation costs are covered starting from one day before the start of the intensive course until the final day of the course. In addition, the Alexander von Humboldt Foundation provides an allowance of 690 EUR per month for meals and other costs. This allowance is disbursed by the language institute.

The Foundation offers the following options for the language fellowship:

- **Language fellowships in Bonn from July to September**

Intensive courses in small groups are held exclusively for German Chancellor Fellows at a language school in Bonn from July to September of the selection year. Fellows may decide when they accept their German Chancellor Fellowship whether they would like to make use of the language fellowship for one, two or three months in accordance with their individual language skills. We recommend that individuals with no prior knowledge choose the full three-month option.

- **Language fellowships in regional proximity to the host institute**

For fellows unable to take up the language fellowship in Bonn, the Foundation may fund a two-month language fellowship at a Goethe-Institut or other accredited language institute in regional proximity to the host institute in Germany. Please note that in this case fellows only have the option of a two-month course and cannot select their course duration individually. They will be attending the regular intensive courses of the respective language institute. Fellows must state whether and when they wish to make use of a language fellowship near their host institute when they accept the German Chancellor Fellowship.

#### **- Online intensive courses**

If it is not possible for you to enter Germany or if there are other compelling reasons why you are unable to attend a language course in Germany, you can also attend a two-month intensive course online as described under option 2. If you choose this option the Humboldt Foundation can only cover the fee for the German course. Any living expenses cannot be covered. The Humboldt Foundation recommends this option especially for fellows with family commitments because language institutes in Germany do not usually have facilities for accommodating children. Fellows requiring advice on the possibility of taking online intensive courses before beginning their fellowship should enquire with their contact person at the Alexander von Humboldt Foundation.

If a fellow's marital partner would like to attend an intensive language course together with the fellow, application may be made in writing for a language fellowship under the same conditions as the fellow's, which can be granted if the financial situation of the Alexander von Humboldt Foundation permits. A further requirement is however that the marital partner will be remaining in Germany for an uninterrupted period of at least three more months following the intensive language course and that any children only travel to Germany after the intensive language course has been completed. Travel expenses for marital partners cannot be reimbursed. Married couples will be accommodated in double rooms.

We are unfortunately unable to offer childcare during the intensive courses. We therefore recommend that fellows who wish to invite their family to join them in Germany initially attend an intensive language course on their own, and only arrange for their family to travel to Germany when they begin their German Chancellor Fellowship. Alternatively, they should consider attending an online intensive course before the start of the stay in Germany. Fellows requiring further advice should enquire with their contact person at the Alexander von Humboldt Foundation.

The Foundation cannot grant language fellowships for repeat stays in Germany sponsored by the Foundation (see C.1.).

#### **A.3.3. German language courses during the fellowship**

The Alexander von Humboldt Foundation recommends that German Chancellor Fellows improve their German language skills during the fellowship stay in Germany.

Universities offer German courses for foreigners only to a limited extent. Therefore, fellows should inquire about further offers by local adult education centres ("Volkshochschulen" or "VHS") or private language schools and compare their conditions. Most certainly, the universities' Foreign Students' Advisory Offices, International Offices or Welcome Centres and also the fellows' hosts will be pleased to advise them in this matter.

Upon well-founded application the Alexander von Humboldt Foundation can grant a subsidy towards the costs of German language courses for fellows and marital partners (in case they accompany the fellow in Germany during the fellowship stay). The funding decision will be based on consideration of language course support already individually granted during the fellowship, the project-related necessity of the language course and the funds at the Alexander von Humboldt Foundation's disposal.

The [online-application form](http://www.humboldt-foundation.de/web/buka-language-course.html) is available on the Alexander von Humboldt Foundation's website at: [www.humboldt-foundation.de/web/buka-language-course.html](http://www.humboldt-foundation.de/web/buka-language-course.html). The language institute should be notified that the fellow is attending the course as part of a fellowship awarded by the Alexander von Humboldt Foundation.

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

Intensive language courses taking place **after** the fellowship has begun, which would interrupt the realization of the project, 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 language courses is not possible during a renewed stay in Germany (see also C.1.).

### A.3.4. Initial lump sum

A non-recurring initial lump sum of EUR 430 is paid to fellows together 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 the fellowship period 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 enable fellows to buy a [\*BahnCard 25\*](#) (2<sup>nd</sup> class rail card). If no initial lump sum is granted the Alexander von Humboldt Foundation will bear the cost of a single BahnCard 25 (2<sup>nd</sup> 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 receive only 75% of rail fares within Germany, including IC and ICE surcharges, when travel refunds for attending Alexander von Humboldt Foundation meetings 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 will **not** be granted in the event of sponsorship for renewed stays in Germany (see also C.1.).

### A.3.5. Mobility allowance

During the fellowship (not during the language course) fellows receive a mobility allowance in the amount of EUR 100 per month with each fellowship payment. 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. It should be noted that project-unrelated absences from the host institute must not exceed a total duration of 28 calendar days (continuous or accumulative). Circumstances, which require a longer absence from the host institution, must be reported immediately in writing to the Alexander von Humboldt Foundation (*see also A.1.7.*).

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

### **A.3.6. 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.3.6.1. Family allowance for marital partners**

For marital partners accompanying the fellows 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 [online-application form](#) and further information are available on the Alexander von Humboldt Foundation's website.

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 520 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, 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 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 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 stays in Germany (*see also C.1.2.*).

#### **A.3.6.2. 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.3.6.2.1. 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 three months (without interruption), application may be made for a substitutional payment for child benefit according to German law amounting to 219 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 [online-application form](#) and further information are available on the Foundation's website.

### **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, 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.

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 four 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 stays in Germany (see *also C.1.2.*).

#### **A.3.6.2.2. 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 three 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 [online-application form](#) and further information are available on the Foundation's website.

The above regulations also apply in the event of sponsorship for renewed research stays in Germany (*see also C.1.*).

#### **A.3.6.3. Maternity protection and parenthood: Parenting support**

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

##### **A.3.6.3.1. Maternity leave: Extension of the fellowship**

If a baby is born to a fellow during the sponsorship period, the mother may apply 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 [online-application form](#) is available on the Foundation's website.

##### **A.3.6.3.2. Parenthood: Extension of the fellowship in the context of parenting support**

Application in writing may be made to extend the German Chancellor Fellowship by up to 3 months if at least one child of no more than twelve years of age when the fellowship begins accompanies the research fellow to Germany during the sponsorship period. This also applies if the first child is born during the sponsorship period.



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 project cannot be completed within the available period of time. An extension cannot be granted for pursuit of a new project outline or of a new theme which has developed from the original project outline. 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.

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

The [online-application form](#) is available on the website of the Alexander von Humboldt Foundation.

The above mentioned support cannot be granted in the framework of sponsorship for renewed stays in Germany (see *also C.1.*).

### **A.3.7. Subsidy towards the cost of medical and liability insurance**

Throughout the sponsorship period, the Alexander von Humboldt Foundation can provide a subsidy for private (travel) health and liability insurance for fellows, their marital partner, and children under 18, provided that the family members accompany the research fellow to Germany for an uninterrupted period of 3 months (see *also B.10.*). The **amount provided under the subsidy** depends on the health insurance concluded:

1. For **travel health insurance** the subsidy is EUR 70 per month.  
The subsidy is automatically paid to research fellows together with the monthly fellowship payments without separate application.
2. The monthly subsidy for **comprehensive health insurance** is 50 % of the insurance premium, up to the maximum monthly premium according to the [list of maximum premium rates](#). To receive this subsidy, research fellows must apply to the Foundation. As proof of the health insurance concluded, a copy of the insurance policy showing the amount

of the monthly premium needs to be submitted together with the application. The monthly subsidy is calculated on the basis of the same.

Subsidies for family members accompanying fellows are always 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. [Application forms](#) are available on the Foundation's website.

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 520 gross per month) will be offset against their subsidy towards the cost of medical and liability insurance. The subsidy cannot be paid to anyone who is liable for social security contributions in Germany.

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 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 stays in Germany (*see also C.1.2.*).

#### **A.3.8. 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 fellows in Germany. The subsidy is intended as a contribution to covering research-related costs, including administrative costs directly connected to the research being carried out. During the sponsorship period, the subsidy amounts to 500 EUR monthly. Before the sponsorship period begins, 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 licenses. Use of the Alexander von Humboldt Foundation logo

The Alexander von Humboldt Foundation considers it important that research results achieved in the framework of sponsorship 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 publication list of the service portal [My Humboldt](#) on the Alexander von Humboldt Foundation's website.
- 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 (TIB) – Leibniz Information Centre for Science and Technology and University Library, they can contact the TIB directly: Contact information and contact persons. Any further questions may be directed to Dr.-Ing. Elzbieta Gabrys-Deutscher – [elzbieta.gabrys@tib.eu](mailto: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 two parts: the head of Alexander von Humboldt and the script nameplate. 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 [My Humboldt](#) (see also C.3.5.) in an electronic file format that conforms to the specific requirements for print.

- 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\* Patentanwältinnen”) 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 institutions. 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 economically successful results be achieved 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 international 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 project 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 German Chancellor 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 German Federal Foreign Office, which provides the financial means for the accomplishment of the programme, and the interested public.

## **A.6. Certificate**

The fellows will receive a certificate, signed by the President of the Alexander von Humboldt Foundation, that they have been the recipient of a German Chancellor Fellowship. These certificates are usually presented at the meeting in Berlin.

## B. GENERAL CONDITIONS AND HINTS FOR THE STAY IN GERMANY

### B.1. Passport

All 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 even required to have a passport valid for at least 3 months longer than the duration of the fellowship. Please make sure that the spelling of your name is consistent in all documents.

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

When applying for a residence permit (*see also B.3.*) for yourself 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 (*see also A.3.6.*), 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: [www.auswaertiges-amt.de](http://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 fellows stay **initially** - for fellows completing a language fellowship (*see A.3.2.*), this will be the location of the language institute.

If marital partners and/or children are accompanying you during the fellowship 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.

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 German Chancellor Fellows. Processing may take several weeks. Please take this into consideration when planning your time schedule.

The national 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.

Should fellows need a visa for a maximum duration of 90 days (Schengen Visa, category "C"; **not** extendable!), they may fill out an [online application form](#). However, a print-out of the completed form must be submitted personally at the German diplomatic mission together with the necessary application documents. "Scientific work" at the respective host institution is to be indicated as the reason to travel, since a Schengen Visa of the category "C" for the purpose of a visit or a touristic stay does **not** entitle to take up the research-based project work.

#### **Notice:**

Citizens of **Australia, Brazil, Canada, Israel, Japan, New Zealand, the Republic of Korea, the United Kingdom** 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:** The research-based project 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 research 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. 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, the United Kingdom** 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.

#### **Further information:**

Fellows from the **People's Republic of China** and from the **administrative district of the German Embassy in Moscow, Russian Federation**, 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 ("Ausländerbehörde" – Immigration Office in Germany) 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, your host and, if applicable, your language institute 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 respective forms can be obtained from the Residents' Registration Office directly or they can also be downloaded from the local authority websites, *see also B.5.*) at their new place of residence. Fellows completing a language fellowship (*see A.3.2.*) will have to register at the location of the language institute. In case of a change of residence, a new registration at the new place of residence is required (*see B.5.*).



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 filing an application for child benefit to the family benefits office (see also A.3.6.2.1.), 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 (see also B.11.);
- 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*; (see also 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 (see also B.7.) or a copy of the Alexander von Humboldt 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.

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

Should you conduct your project at a university, the Foreign Students' Advisory Office 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' husbands and wives can take up gainful employment in Germany: members of the family accompanying fellows now 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 carry out 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) Humboldt fellows are exempt from paying fees for the issue of

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

Humboldt 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 (*see also 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 the respective offices directly or the municipal authorities have included them on their websites.

## **B.6. Passport Photographs**

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

## **B.7. Humboldt identity card**

The Alexander von Humboldt Foundation sends Humboldt identity cards to fellows who have submitted a passport-size photograph after their arrival in Germany (*see also A.1.1.*). This is to assist them in reporting to public authorities and universities. However, the Alexander von Humboldt Foundation identity cards are not a substitute for official identity documents.

## **B.8. Status of fellows**

During the stay in Germany, fellows carry out their projects in cooperation with the 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's office ("Regierungspräsidium") of the administrative district in which fellows plan to carry out their projects *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, German Chancellor 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 institutes. 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 for a **travel health insurance** or for a **comprehensive health insurance** 50 % of the insurance premium, up to the maximum monthly premium according to the [list of maximum premium rates](#) (see also A.3.7.).

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

In the grant documents information is included on travel health insurances and comprehensive health insurances. [This information](#) is also available on the Foundation's website.

Essentially research fellows have two options when taking out insurance:

1. **Travel health insurance** covering medically necessary treatment in the event of either an accident or acute sickness not caused by a pre-existing condition.
2. **Comprehensive health insurance**, which is generally similar to cover provided by statutory health insurance companies. In such a case, costs will also be borne for the treatment of pre-existing conditions (in some cases even without a health check), and so will costs for medical services in the event of pregnancy and childbirth as well as a range of other services.

It is up to the fellow to decide on the level of cover required by the personal situation, which may include pre-existing conditions or chronic illnesses, both for the fellow and for any accompanying family members. Comprehensive health insurance provides full cover. If fellows want to opt for private health insurance, they must arrange this with the relevant insurance company themselves, both for themselves and for any accompanying family members.

### **General advice on private health insurance:**

- 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.
- Fellows are strongly urged not to change their health insurance during the stay in Germany as this may have unforeseeable consequences.
- Residence permits are only issued (for the fellow, as well as for 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.

### **Exclusion of benefits and coverage of costs by private *travel* health insurances:**

- Illness and any consequences thereof which have been incurred **before** the insurance policy was taken out (not only chronic diseases) are excluded from insurance cover. Since some latent diseases (e.g. kidney and gall stones) may become acute as a result of change of climate or food habits etc., research fellows are urged to have a complete medical examination in good time prior to departure from home and, if necessary, undergo treatment.
- 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, research 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".

The documents enclosed in the grant documents as well as the [relevant information](#) on the Foundation's website 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.

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.

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.

A private accident insurance only covering disability after an accident as well as a private **liability insurance** can optionally be taken out.

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

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, however, 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 German Chancellor fellows are not employees (*see also B.8.*), carrying out of the fellowship project 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. Fellowships of the Alexander von Humboldt Foundation 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 research 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 (*see also 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 of a valid correspondence address in Germany, including telephone number and e-mail. 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 staff will advise fellows on all matters connected with their projects. 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 facilities and assist in carrying out the agreed projects. 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 (*see also B.9.*).



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

The staff 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, sorted by university locations](#), are available on the Alexander von Humboldt Foundation's website.

An overview of the [Welcome Centres sponsored by the Alexander von Humboldt Foundation](#) can be found on the Foundation's website.

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 \(Housing\)](#) is available on the Alexander von Humboldt Foundation's website.

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 (see also the [information on accommodation](#) at [EURAXESS Germany](#)).

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, on the website [Study in Germany](#) as well as on the website of the [German Academic Exchange Service \(DAAD\)](#).

## **C. ALUMNI SPONSORSHIP AND HUMBOLDT NETWORK**

It is the Alexander von Humboldt Foundation's aim to sponsor their fellows on a long-term and individual basis. Contact should be maintained after the initial stay in Germany in order to strengthen the relationships to specialist colleagues in Germany and permanently consolidate collaboration.

Prerequisite for alumni to be sponsored within the framework of the Alumni Programme is the continuation of a superior qualification as well as professional and specialist activity of the alumni.

[Further information, leaflets, and application forms](#) referring to the types of sponsorship offered within the framework of the Alumni Programme are available on the Foundation's website.

### **C.1. Additional study and research visits to Germany**

Alumni are eligible to apply for support for a renewed stay in Germany after they have completed their initial stay in Germany and returned abroad. Decisions on additional stays in Germany are taken by the Alexander von Humboldt Foundation on the basis of professional 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 professional contacts, or for short working visits to host institutions in Germany. A combination of these individual activities would be welcomed.

The [online application form](#) is available on the Foundation's website.

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

- curriculum vitae,
- list of all publications in the last five years, if applicable,
- short description of activities planned,
- invitations from colleagues from the institutions to be visited,

- details about 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, poster 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 1 month. Retrospective approval is not possible.

### **C.1.2. Study and research stays of up to 3 months**

A study and 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 projects with specialist colleagues in Germany. Alumni are free to choose the host; competence should be the determining factor.

The [online application form](#) is available on the Foundation's website.

Applications for a renewed stay should must the following documents:

- curriculum vitae,
- a detailed description of the envisaged project,
- a list of publications of the last five years, if applicable,
- details on financial contributions from third parties, if applicable.

It is the responsibility of the alumni to ensure that the 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 professional qualifications and activities, the professional quality and relevance of the project planned, 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 Humboldt Foundation sponsorship, will be taken into account.

A monthly fellowship sum will be granted. Sections A.3.5., A.3.6.1., A.3.6.2., A.3.7. contain information on additional benefits as well as the application procedures.

Initial lump sums or BahnCards, language courses and a Europe stay will not be sponsored by the Alexander von Humboldt Foundation for a renewed fellowship stay. Travel expenses for the journey to and from abroad will not be reimbursed.

On principle, fellows are not entitled to receive monthly fellowship payments if they are absent from the German host institute for more than 5 days (continuous or accumulative). In such cases, the Alexander von Humboldt Foundation reserves the right to reduce fellowship payments. Attendance at conferences and research journeys as well as visits to archives and libraries etc., essential for carrying out the project, do not count as absences (see *also* A.1.5., A.1.7.).

At the beginning of the sponsorship period – i.e. during the first month – fellows 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. Fellows 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, fellows must be present until no less than 5 days prior to the end of the sponsorship period. Fellows 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 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. Donations of books**

Particularly alumni in developing countries (current [register of countries](#)) are eligible to apply to the Alexander von Humboldt Foundation for donations of academic literature (including e-books).

Applications by alumni from countries, which are not listed in the current [register of countries](#), can be assessed by the Foundation only in duly substantiated exceptional cases. Substantial criteria for this case-by-case examination are the economic development of the country, the financial situation of the respective institution as well as the reasons given by the applicant, why it is not possible to finance the requested books and scientific

equipment from other sources. The [questionnaire \(list of questions\)](#) is available on the Foundation's website.

Individual applications for a donation of academic literature should not usually exceed **EUR 1000**. Especially books by German authors or published by German publishers can be donated. Subscription costs for journals **cannot** be borne by the Alexander von Humboldt Foundation. The books donated will be given to the institutes of the alumni and are designated first and foremost for their research work. A completed [online application form](#) which is available on the Foundation's website and a curriculum vitae should be submitted.

### **C.2.2. Printing subsidies for book publishing**

On application the Alexander von Humboldt Foundation may grant printing subsidies for books publishing research results directly linked to research stays funded by the Foundation, especially those ensuing from a research stay in Germany. If the publication is written jointly with other authors, the printing subsidy may be reduced accordingly.

The preconditions for sponsorship are that

- the publication is published by a German publisher or in the German language,
- the print run does not exceed 1,000 copies, and
- the number of complimentary copies does not exceed 25% of the print run.

The [online application form](#) is available on the Foundation's website.

The application for a printing subsidy has to include the following documents:

- curriculum vitae,
- detailed estimate of cost from the publisher (see also website),
- information on financial contributions from third parties,
- written explanation justifying the choice of the publisher, and
- written statement by the academic host in Germany or by a German specialist colleague. It is the responsibility of the applicant to ensure that the academic host or specialist colleague provides the statement.

Instead of book publishing the Alexander von Humboldt Foundation also supports the open access publication of research results. Applications, including the aforementioned documents, may be submitted for the reimbursement of the necessary costs in the context of a printing subsidy.

### **C.2.3. 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 fellow's institution abroad. The guest visit should be used for lectures and academic contacts at the alumni's institution and possibly at other institutions in the country. Priority will be given to journeys undertaken by hosts from Germany to countries with limited foreign currency reserves.

Applications for subsidies should include the following documents:

- informal application by the alumni or the host 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 (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.2.4. 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. A further Humboldt Alumni Award is designated for the sponsorship of innovative formats for scientific communication. In this context, initiatives will be chosen that enable academics and their collaborative partners to become actively involved in dialogue between academia and society and which help to reinforce trust in scientific findings among the wider public. [Further information](#) is available on the Foundation's website.



### **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 organizes 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. In a given area are established or renewed and opportunities afforded for personal talks with Alexander von Humboldt Foundation's staff members. By visiting institutes of Humboldtians, 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 Humboldtians for the 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 organizing these meetings.

Initiatives of Humboldt Alumni Associations and individual Humboldtians 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.



### **C.3.3. Humboldt Alumni Associations**

In many countries, Humboldtians 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 Internet website.

### **C.3.4. Alumni Meetings of German Chancellor Fellows**

The Alexander von Humboldt Foundation aims to offer sustainable support for the network of the German Chancellor Fellows as a continuously growing network of international decision-makers, multipliers and thought leaders, who act as intermediaries between their home countries and Germany, to spark the interest of young prospective leaders in the funding opportunities of the Alexander von Humboldt Foundation and a stay in Germany and to strengthen the bilateral network of civil society collaborations with the programme countries.

To this end, the Alexander von Humboldt Foundation supports initiatives by German Chancellor Fellows or their Alumni Associations for the organization of alumni meetings in the respective programme countries. The Alexander von Humboldt Foundation aims at supporting one alumni meeting per year to be held alternately in the programme countries. The Alexander von Humboldt Foundation issues specific calls for the funding of alumni meetings and reaches out to the respective Alumni Associations well in advance.

### **C.3.5. Information on the Alexander von Humboldt Foundation's website**

Under the internet address **[www.humboldt-foundation.de](http://www.humboldt-foundation.de)**, the Alexander von Humboldt Foundation furnishes up-to-date information about its activities and programmes.

The [Explore](#) section of the Foundation's homepage contains a range of information that can be used to build cross-border and cross-disciplinary contacts in the Humboldt Network.

The **service portal** [My Humboldt](#) 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. Information on all scientists and scholars who have been or are being sponsored by the Alexander von Humboldt Foundation can be found and searched here. This access to current data is intended to facilitate contacts and cooperation with and within the Humboldt network across countries and disciplines. Part of this information is publicly accessible in the [Explore the Humboldt Network](#) section of the Foundation's website.

The service portal [My Humboldt](#) also allows users to upload and update their lists of publications. The database "Publications" contains 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 requests all Humboldtians to enter their publications there. The data are publicly accessible.

The office of the American partner organisation of the Alexander von Humboldt Foundation in Washington also provides assistance in making contact with other Humboldtians in the **United States**:

[American Friends of the Alexander von Humboldt Foundation](#)

Washington, DC • USA

E-Mail: [info@americanfriendsofavh.org](mailto:info@americanfriendsofavh.org)

### **C.3.6. Humboldt Life on the Alumniportal Deutschland: Social network for Humboldtians as well as German Alumni**

On the **Alumniportal Deutschland** fellows and alumni of the Alexander von Humboldt Foundation are given the opportunity to network with each other and other Germany alumni throughout the world. The Alumniportal Deutschland is a free digital platform for people who have been affiliated with an institution in Germany or a German institution abroad for purposes of study, research, employment, training/continuing education or language learning. Representatives of German universities, companies and organisations are also active on the Alumniportal Deutschland. In addition to current information on in

the areas of science and research, career and German language and culture, the Alumniportal Deutschland offers an interactive community with virtual events, a job fair, digital learning opportunities and a mentoring option.

To register for the community, please visit

<https://community.alumniportal-deutschland.org/>

To the website: [www.alumniportal-deutschland.org](http://www.alumniportal-deutschland.org).

After registration the Alexander von Humboldt Foundation's exclusive group for Humboldtians – "Humboldt Life" – on the Alumniportal can be accessed by using the following link:

<https://community.alumniportal-deutschland.org/groups/67/feed>.

Selected events of the Alexander von Humboldt Foundation will be also accompanied by content on the Alumniportal.

## **E. GENERAL REGULATIONS**

The "Guidelines and Information for German Chancellor Fellowships" are a constituent part of the fellowship award.

The German-language text of the "Guidelines and Information for German Chancellor Fellowships" ("Richtlinien und Hinweise für Bundeskanzler-Stipendien") 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 duration of sponsorship, or when 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" (see also Annex).

If the Alexander von Humboldt Foundation terminates the fellowship, payment of the fellowship grant is discontinued. If incorrect information has been provided regarding significant facts or if such facts have been concealed, the received amounts must be repaid from the beginning and according to the stipulations of §49a Paragraph 3 of the Administrative Procedure Act (Verwaltungsverfahrensgesetz, VwVfG) at an interest rate of five percentage points above the base interest rate according to §247 of the German Civil Law Code (Bürgerliches Gesetzbuch, BGB) per annum. In other cases where the fellowship is terminated by the Alexander von Humboldt Foundation, the received amounts must be repaid from the time at which the reason for termination occurred, and corresponding interest paid. If the reason for termination does not lie with the fellow, he or she may retain any funds paid by the Alexander von Humboldt Foundation up to the point of termination of the fellowship.

The Alexander von Humboldt Foundation reserves the right to amend the "Guidelines and Information for German Chancellor Fellowships" at any time provided that the amendments, while taking due account of the interests of the Alexander von Humboldt Foundation, are reasonable vis-à-vis the fellows. Amendments will be accounted to the fellow in writing well in advance. Amendments will be considered to have been approved if the fellow has not lodged an objection in writing within four weeks. In 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, or by presenting an image and a statement corresponding to it in an incongruous manner;
- 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. ***Unjustified appropriation of others' research achievements*** 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 "Research 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 sponsorship activities 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 stays***

Europe stays are possible in the following countries:

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

## Checklist for German Chancellor Fellows

Please notify the Alexander von Humboldt Foundation *immediately* of any **changes** (Bank account details, address, 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"> <li>- acceptance form to Alexander von Humboldt Foundation (A.1.1.)*</li> <li>- for language fellowships in Bonn: fill in language test</li> <li>- application for a Tax Identification Number (TIN) from the appropriate authorities in the fellow's country of residence, if required (A.1.5.)</li> <li>- application for issue/extension of passport (B.1.)</li> <li>- visa application in fellow's own country – also for accompanying marital partner and children (B.3.).</li> <li>- arrange accommodation (B.14.)</li> <li>- take out medical insurance/liability insurance cover effective from day of arrival (B.10.)</li> <li>- for physicians: application for permission to practice medicine (B.9.)</li> </ul>
Commencement of language course/fellowship	<ul style="list-style-type: none"> <li>- <b>1st week:</b> registration with the Residents' Registration Office (B.3.)</li> <li>- <b>immediately thereafter:</b> application for a residence permit with the Aliens' Registration Office (B.3.)</li> <li>- notification of private bank account in Germany to the Alexander von Humboldt Foundation: by the 15th day of the month (A.1.5.)</li> </ul>
After receipt of residence permit	<ul style="list-style-type: none"> <li>- application for child benefit and/or parental allowance with the appropriate authorities (A.3.5., A.3.6.), if applicable</li> </ul>
After moving into rented accommodation / after removal	<ul style="list-style-type: none"> <li>- <b>1st week:</b> registration with the Residents' Registration Office (B.3., B.5.)</li> <li>- notification of current address to the Alexander von Humboldt Foundation and Foreign Students' Advisory Office (B.12.)</li> </ul>
At the beginning / during fellowship	<ul style="list-style-type: none"> <li>- application for subsidy towards the cost of medical insurance, if applicable, for benefits for families (A.3.5., A.3.6., A.3.7.)</li> <li>- application for German course allowance: at least 2 weeks prior to commencement of course (A.3.3.)</li> <li>- notification of departure of marital partner and/or children: 1 month in advance (A.3.5., A.3.6., A.3.7.)</li> <li>- any changes affecting payments by the Alexander von Humboldt Foundation: 1 month before taking effect</li> </ul>
3-4 months before end of fellowship	<ul style="list-style-type: none"> <li>- notice of cancellation for Bahn-Card, internet provider, phone and mobile phone contracts, if applicable</li> </ul>
Immediately before departure	<ul style="list-style-type: none"> <li>- de-registration at Residents' Registration Office (B.5.)</li> <li>- de-registration at Aliens' Registration Office (B.5.)</li> </ul>

\* Chapters in brackets refer to the brochure "Guidelines and Information for German Chancellor Fellowships"

## **German Chancellor Fellowship Programme: Time Schedule**

**As of April 2023**

### **2023:**

**10 July / 7 August / 4 September 2023**

**Language fellowship** begins in Bonn (lasting three, two or one month(s))

**29 September 2023**

Language course ends

**1 October 2023**

**Start of fellowship** at the host institutes in Germany

**13–18 November 2023**

**Opening conference in Bonn**

### **2024:**

**15–20 April 2024**

**Half-time conference**

**26-28 June 2024**

Alexander von Humboldt Foundation **Annual Meeting**

**expected in July 2024**

**Meeting in Berlin:** Visit to the Federal Chancellery and talks at the Federal Foreign Office

**12-24 August 2024**

**Study tour** through Germany

towards the **end of the fellowship**

Fellows return the online **questionnaire** “Confidential final report” and submit report on their experiences of their stay in Germany (“**Reflections**”)