



Alexander von
HUMBOLDT
STIFTUNG

Guidelines and Information for German Chancellor Fellowships

2024/25

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. Value of fellowship	7
A.1.2. Taxes, social security	7
A.1.3. Additional earnings	7
A.1.4. Fellowship payments	8
A.1.5. Fellowship period and distribution of fellowship months	9
A.1.6. Acceptance	9
A.1.7. Absences from the host institute / Interruption of the fellowship	10
A.1.8. Europe stay	11
A.2. Additional benefits	12
A.2.1. Travel lump sum	12
A.2.2. Language fellowships and German language courses	13
A.2.2.1 Language fellowships for intensive courses prior to the start of the German Chancellor fellowship	14
A.2.2.2. German language courses during the fellowship	16
A.2.3. Initial lump sum	16
A.2.4. Mobility allowance	17
A.2.5. Subsidy towards the cost of medical and liability insurance	18
A.2.6. Benefits for families	19
A.2.6.1. Family allowance for partners	19
A.2.6.2. Family allowance for children	20
A.2.6.2.1. Child benefit according to German law or substitutional payment by the Alexander von Humboldt Foundation respectively	21
A.2.6.2.2. Lump-sum child allowance for single-parent fellows	22
A.2.6.3. Maternity leave and parenthood: Parenting support	22
A.2.6.3.1. Maternity leave: Extension of the fellowship	23
A.2.6.3.2. Parenthood: Extension of the fellowship	23
A.2.7. Benefits for fellows with disabilities or chronic illnesses	24
A.2.8. Subsidy towards research costs for hosts	25
A.3. Events arranged by the Alexander von Humboldt Foundation	26
A.3.1. Opening conference	26
A.3.2. Half-time conference	27
A.3.3. Annual Meeting of the Alexander von Humboldt Foundation	27
A.3.4. Meeting in Berlin	27
A.3.5. Study Tour	28

A.4 Use of the Alexander von Humboldt Foundation logo	28
A.5. Reports.....	30
A.6. Certificate	31
B. GENERAL CONDITIONS AND HINTS FOR THE STAY IN GERMANY..	32
B.1. Passport.....	32
B.2. Family status documents, pay slips, passport photos, vaccination certificates	32
B.3. Entry visa, residence permit	32
B.3.1. Entry visa	32
B.3.2. Residence permit	35
B.4. Exemption from fees.....	36
B.5. Health insurance, liability insurance, legal expenses insurance and other types of insurance.....	37
B.5.1. Health insurance	37
B.5.2. Liability, legal expenses and other recommended insurance	40
B.6. Contacts	41
B.6.1. Alexander von Humboldt Foundation headquarters	41
B.6.2. Host institution in Germany	41
B.6.3. Foreign Students' Advisory Offices, International Offices, Welcome Centres	41
B.7. Finding accommodation	42
B.8. Notification of address after arrival in Germany	43
B.9. Registration and de-registration of German address	43
B.10. Humboldt identity card	43
B.11. Status of fellows	43
B.12. Permission to practice medicine	44
C. ALUMNI SPONSORSHIP AND HUMBOLDT NETWORK	45
C.1. Additional study and research visits to Germany	45
C.1.1. Short visits of up to 30 days	45
C.1.2. Study and research stays of up to 3 months	46
C.2. Alumni sponsorship abroad	47
C.2.1. Book donations	47
C.2.2. Printing cost subsidies for book publishing	48
C.2.3. Inviting hosts from Germany	48
C.2.4. Humboldt Alumni Award for Innovative Networking Initiatives	49
C.3. Humboldt Network.....	49
C.3.1. Humboldt Kosmos	49
C.3.2. Humboldt Colloquia and Humboldt Kollegs	50
C.3.3. Humboldt alumni associations	50
C.3.4. Websites of the Alexander von Humboldt Foundation's	51
C.3.5. Humboldt Life on the Alumniportal Deutschland: Social network for Humboldtians as well as German Alumni	51

E. GENERAL REGULATIONS..... 55
ANNEX: 57
Rules of Good Scientific Practice, procedures, and penalties in the event of
malpractice 57
List of countries for Europe stays..... 62
Checklist for German Chancellor Fellows 63
German Chancellor Fellowship Programme: Time Schedule 64

**German Chancellor Fellowship Programme
(as of April 2024)**

PREFACE

The Alexander von Humboldt Foundation links Germany to the knowledge of the world. In global competition for the topmost experts, it offers various programmes to attract scientists and scholars at different stages of their careers as well as decision-makers, multipliers and thought leaders. Sponsorship 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 31,000 academics has developed 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.¹ 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. The Alexander von Humboldt Foundation is grateful for any suggestions which might improve or supplement this brochure.

¹ 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](#).

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 to one of our events.

Bonn, April 2024

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

Dr. Thomas Hesse
Secretary General a. i. 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, in 2006 to the People's Republic of China, in 2013 to Brazil and India and in 2021 to South Africa. In 2024, up to five fellowships are awarded to potential leaders from each of the five current programme 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.

The "Guidelines and Information for German Chancellor Fellowships" are based on the [*Richtlinie des Auswärtigen Amtes über die akademische Förderung, Betreuung und Nachbetreuung von ausländischen Studierenden, Praktikantinnen und Praktikanten, Graduierten und Wissenschaftlerinnen und Wissenschaftlern*](#) (fellowship guideline, German version only) in the revised version dated 1 October 2023, which can be viewed on the website of the Federal Foreign Office.

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).

The granting of the German Chancellor Fellowship is subject to the availability of budgetary funds.

A.1.1. Value of fellowship

The amount of the fellowship is 2,200 EUR, 2,500 EUR or 2,700 EUR per month. 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 mobility allowance (see A.2.4.) and a subsidy towards the cost of medical insurance (see A.2.5.) are also part of the regular fellowship benefits.

In addition, under certain circumstances, benefits for families (see A.2.6.) or benefits in the event of disability or chronic illness (see A.2.7.) can also be applied for.

A.1.2. Taxes, social security

Since German Chancellor Fellows are not employees (see B.11.), carrying out the proposed project is not considered 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 fellowships. If in doubt, fellows should consult a tax advisor in their own country.

Note: once you have registered with the Residents' Registration Office, the Federal Central Tax Office will notify you in writing of your Tax Identification Number (see B.3.2.). This number is assigned to every person recorded in a register of residents in Germany, regardless of whether that person is required to pay tax in Germany.

A.1.3. 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).

Additional earnings must be offset against the fellowship payment. When determining additional earnings, an amount equal to the applicable earnings level for employees not subject to social insurance is exempt (currently EUR 538 gross per month). The same applies to the income of accompanying partners which is offset against the family allowance. Fellowships and partial fellowships from private German and foreign bodies, especially those in the fellow's home country, also constitute imputable supplementary income.

Secondary employment with income that exceeds the applicable earnings level for employees not subject to social insurance requires the prior approval of the Alexander von Humboldt Foundation. It will be examined whether the secondary employment jeopardises the objective of the fellowship (see A.1.); the Alexander von Humboldt Foundation reserves the right to terminate or interrupt the fellowship in such cases (see A.1.7.).

Fellows may not accept a further fellowship financed through German public funds.

A.1.4. 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 fellowship payments. Attendance at conferences and research trips as well as visits to archives and libraries etc. in Germany that are essential for carrying out the project, do not count as absences (see A.1.7.).

The same applies to the additional assistance within the framework of the fellowship (see A.2.).

A.1.5. 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.3.) and a language fellowship (see A.2.2).

A.1.6. 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.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 A.1.8.),
- 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 A.1.5.).

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. In such cases, the Alexander von Humboldt Foundation reserves the right to reduce 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 A.1.4.).

The above also applies to additional benefits within the framework of the fellowship (see A.2.).

A.1.8. 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 A.2.4.).

In the event of a stay in the fellow's own country, the fellowship must be temporarily suspended (see 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 their 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.2. 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 A.2.1.),
- language fellowships/language courses (see also A.2.2.),
- initial lump sum (see A.2.3.),
- mobility allowance (see also A.2.4.),
- subsidy towards the cost of medical and liability insurance (see A.2.5.),
-
- family allowance for marital partners (see A.2.6.1.),
- family allowance for children (see A.2.6.2.),
- maternity protection and parenthood: parenting support (see A.2.6.3.),
- subsidy for fellows with disabilities or chronic illnesses (see A.2.7.)
- subsidy towards research costs for academic hosts (see A.2.8.).

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.2.1. 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.1.5., A.1.7.) will not be eligible for a further lump sum for travel expenses.

Travel expenses for family members cannot be covered by the Alexander von Humboldt Foundation.

Travel expenses will not be covered in the event of sponsorship for renewed research stays in Germany (see C.1.).

A.2.2. Language fellowships and German language courses

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.

The Alexander von Humboldt Foundation offers fellows and their accompanying partners (see *also* A.2.6.) various options for learning German. German courses for children cannot be financed.

Regular attendance at German lessons is a prerequisite. It is not possible to interrupt a language course (e. g. to attend conferences). In the case of illness-related absences of more than 3 days, a medical certificate must be presented. Failing to attend lessons and cancelling them at short notice without the prior approval of the Alexander von Humboldt Foundation may result in an obligation to repay course fees and, if applicable, other benefits.

The Alexander von Humboldt Foundation cannot provide subsidies for courses in other foreign languages.

The cost of German courses will **not** be paid in the context of sponsorship for renewed stays in Germany (see C.1.).

More information about offerings to improve language skills is available on our [website](#).

A.2.2.1 Language fellowships for intensive courses prior to the start of the German Chancellor fellowship

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.

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:

1. Intensive course 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.

2. Intensive course in regional proximity to the host institute

For fellows unable to attend an intensive course in Bonn, the Foundation may fund a two-month intensive course 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.

If a fellow's 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 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 partners cannot be reimbursed. Couples will be accommodated in double rooms.

It is unfortunately not possible to offer childcare during intensive courses. It is therefore recommended 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 language 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.

3. Online language courses

If it is not possible for fellows to enter Germany or if there are other compelling reasons why fellows are unable to attend a language course in Germany, there is the option of completing an online German course abroad for 2 months. This course is less intensive than the in-person courses in Germany and can be completed alongside existing academic or professional obligations. It always ends before the German Chancellor Fellowship begins. 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.

A.2.2.2. 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.

Most universities only offer foreign nationals 'German as a foreign language' courses to a limited extent. We therefore recommend you to obtain additional information on courses offered by "Volkshochschulen" (VHS, adult education centres) and private language schools in your host town or city and the various conditions to be fulfilled. Non-intensive German language courses are also now available online. The Foreign Students' Advisory Office, International Office or Welcome Centre at your university or your host will be happy to advise you accordingly.

Upon well-founded application the Alexander von Humboldt Foundation can grant a subsidy towards the costs of German language courses for fellows and partners (in case they accompany the fellow in Germany during the fellowship stay for longer than 3 months). 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' disposal.

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

A.2.3. 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 location of the language institute or host institution, 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](#) (2nd class rail card). If no initial lump sum is granted the Alexander von Humboldt Foundation will bear the cost of a single BahnCard 25 (2nd class).

Holders of this rail card receive a discount of 25% on standard fares within Germany as well as to some neighbouring countries. The purchase of the *BahnCard* is strongly recommended because fellows will 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 C.1.).

A.2.4. Mobility allowance

During the fellowship (not during the intensive 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 C.1.).

A.2.5. Subsidy towards the cost of medical and liability insurance

During the sponsorship period, the Alexander von Humboldt Foundation may pay fellows and their partners who accompany them to Germany for a period of at least 3 months (without interruption) (see A.2.6.) and their children (under the age of 18) a subsidy towards the cost of private (travel) health and liability insurance (see B.5.). 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 fellows along with the monthly fellowship payments without separate application.
2. For **comprehensive health insurance** the subsidy is EUR 130 per month. To receive this subsidy, fellows must apply to the Foundation. As proof of the health insurance concluded, a copy of the insurance policy needs to be submitted to the Foundation.

For accompanying family members, the allowance is always granted individually on application. If the relevant family members do not require a visa to enter Germany, digital copies (as a scan, for example) of the family status documents (marriage certificate, proof of civil partnership, children's birth certificates, etc.) must be submitted to the Alexander von Humboldt Foundation along with the application. The Foundation reserves the right to request a certified copy (or original version) of the family status documents.

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

Partners' additional earnings are offset against the subsidy towards the cost of medical and liability insurance. When determining additional earnings, an amount equal to the applicable earnings level for employees not subject to social insurance is exempt (currently EUR 538 gross per month) (see A.1.3.). Fellowships and partial fellowships from private German and foreign bodies also constitute imputable supplementary income.

The subsidy cannot be paid to anyone who is liable for social security contributions in Germany. Family members who are insured free of charge in the statutory health insurance scheme are also not entitled to the subsidy; this applies to research fellows as well as their accompanying partners and children. If their partner is a member of the statutory health insurance scheme due to their own income, the subsidy will also be waived.

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 C.1.).

A.2.6. Benefits for families

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

Partners are spouses and civil partners, as well as unmarried and non-registered partners who live together with joint children in a shared household or jointly care for children in a shared household.

A.2.6.1. Family allowance for partners

For 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 of EUR 276 per month during the sponsorship period. If the partner does not require a visa to enter Germany, digital copies (as a scan, for example) of the family status documents (marriage certificate, proof of civil partnership, children's birth certificates, etc.) must be submitted to the Alexander von Humboldt Foundation along with the application. The Foundation reserves the right to request a certified copy (or original version) of the family status documents. The [online-application form](#) and further information are available on the Alexander von Humboldt Foundation's website.

Partners' additional earnings are offset against the family allowance. When determining additional earnings, an amount equal to the applicable earnings level for employees not subject to social insurance is exempt (currently EUR 538 gross per month) (see A.1.3.). Fellowships and partial fellowships from private German and foreign bodies also constitute imputable supplementary income.

Payment of the allowance is discontinued when the partner leaves 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 allowance was based.

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' 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 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 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.

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

A.2.6.2. Family allowance for children

The family allowance for children living in a fellow's household 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.2.6.2.1. Child benefit according to German law or substitutional payment by the Alexander von Humboldt Foundation respectively

If children (Article 2 Para.1 Nos. 1 and 2 of the Federal Child Benefit Act, "BKGG") under the age of 18 accompany fellows to Germany for a period of at least 3 months (without interruption), application may be made for a substitutional payment for child benefit of EUR 250 a month during the sponsorship period. If the children do not require a visa for Germany a digital copy (as a scan, for example) of the birth certificate(s) must be sent to the Alexander von Humboldt Foundation along with the application. The Foundation reserves the right to request a certified copy (or original version) of the birth certificate. More information and the [online-application form](#) are available on the Foundation's website.

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 Foundation should also be informed immediately of any change in the circumstances upon which the decision to grant the substitutional payment was based.

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").

Under German law, however, research fellows from the EU and the EEA are usually only eligible for child benefit if they and their children stay in Germany for longer than 3 months (without interruption). For the first 3 months of their stay in Germany, they can only receive child benefit if they also earn an income in Germany. If they simultaneously receive family benefits in their home country, the Family Allowance Offices in Germany will check whether they are entitled to child benefit under German law and pay supplementary benefits if necessary.

Fellows from other countries can apply for child benefit if they and their children stay in Germany for at least 6 months (without interruption). If child benefit is received in accordance with German law, the Alexander von Humboldt Foundation cannot grant a substitutional payment.

[Information](#) on applying for child benefit can be found on the Foundation's website.

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

A.2.6.2.2. Lump-sum child allowance for single-parent fellows

If children (Article 2 Para.1 Nos. 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 EUR 400 a month for the first child and EUR 100 a month for each additional child. If the children do not require a visa for Germany a digital copy (as a scan, for example) of the birth certificate(s) must be sent to the Alexander von Humboldt Foundation along with the application. The Foundation reserves the right to request a certified copy (or original version) of the birth certificate. 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 C.1.).

A.2.6.3. Maternity leave and parenthood: Parenting support

The Alexander von Humboldt Foundation offers fellows with accompanying children under the age of 12 and expectant research fellows various support options, which are described below.

The following regulations do not apply in the event of sponsorship for renewed research stays in Germany (see C.1.).

A.2.6.3.1. 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 approved 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.

After the child is born, a digital copy (as a scan, for example) of the birth certificate must be submitted. The Foundation reserves the right to request a certified copy (or original version) of the birth certificate.

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.2.6.3.2. Parenthood: Extension of the fellowship

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 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 living in the fellow's household in Germany for the entire duration of the extension. The extension ends when the child leaves Germany.

An extension of the fellowship will only be granted if the envisaged project cannot be meaningfully 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. A corresponding application should be received by the Foundation 3 to 4 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.

A.2.7. Benefits for fellows with disabilities or chronic illnesses

To support fellows with disabilities or chronic illnesses, the Alexander von Humboldt Foundation provides various benefits, as shown below.

A.2.7.1. Extension of the research fellowship for fellows with disabilities

Upon written request, the German Chancellor Fellowship can be extended by up to 3 months if the fellow can prove they have a disability that has delayed the implementation of their project. The need is determined using a case-by-base assessment.

An extension due to disability will only be granted if the envisaged project cannot be meaningfully completed within the available period of time. An extension cannot be granted to pursue a new project or a new theme which has developed from the original project. Decisions on extensions are taken by the Alexander von Humboldt Foundation on the basis of the funds at the Foundation's disposal. A corresponding application should be received by the Foundation 3 to 4 months before the end of the fellowship (see A.1.9.).

The application must be made in writing; the [application form](#) is available on the Foundation's website.

The nature and extent of any restrictions due to the disability and the resulting delays must be explained. Additionally, evidence of the disability, the academic host's confirmation of research facilities and mentoring agreement for the extension period and a written statement from the host regarding the status of the project must be submitted.

A.2.7.2. Subsidy for fellows with disabilities or chronic illnesses

Fellows with a disability or with a disability or chronic illness that limits their mobility can request a subsidy of up to EUR 15,000 per 6 months to cover demonstrable additional costs caused by the disability or chronic illness,

provided these additional costs are not covered by their health insurance or other providers. A subsidy can be applied for if these additional costs exceed EUR 100 per month. Another prerequisite for this subsidy is evidence of comprehensive health insurance for the entire sponsorship period in Germany.

Decisions on the subsidy are taken by the Alexander von Humboldt Foundation on the basis of the funds at its disposal. The need is determined using a case-by-base assessment.

The application must be made in writing; the [application form](#) is available on the Foundation's website.

The nature and extent of the disability or chronic illness and the resulting financial expenditure must be explained. Additionally, evidence of the disability and/or chronic illness and evidence that the costs cannot be covered by the fellow's health insurance or other providers must be submitted. The costs incurred must be demonstrated by submitting original invoices and copies of proofs of payment. Only then can a refund be made.

Invoices must usually be issued within the calendar year in which the costs are incurred. If individual invoices or payment receipts can only be submitted after the end of the sponsorship period, the subsidy application must still be made before the end of the sponsorship period. Supporting documents must be submitted promptly, and no later than 3 months after the end of the sponsorship period.

If costs are paid by a third party during the sponsorship or at a later date, the Alexander von Humboldt Foundation must be notified immediately. Any overpaid benefits must be paid back to the Alexander von Humboldt Foundation.

A.2.8. 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 fellows in Germany. The subsidy is intended as a contribution to covering project-related costs, including administrative costs directly connected to the project being carried out. During the sponsorship period, the monthly subsidy amounts to EUR 500. 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.

The host can use the subsidy towards research costs as they wish; research fellows are advised to submit their own suggestions and needs.

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

A.3. 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.3.1. 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 partners nor their children may attend.

A.3.2. 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 partners nor their children may attend.

A.3.3. 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.

Partners and children are also invited to attend the annual meeting.

A.3.4. 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 partners nor their children may attend.

A.3.5. Study Tour

During the second half of August each year, a study tour is arranged for all **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.

Fellows' **partners** 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.4 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 (especially public) presentations, appropriate reference should be made to the sponsorship provided by the Alexander von Humboldt Foundation:

- In publications, an appropriate place must be chosen to state that sponsorship 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.

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 consists of two parts: Alexander von Humboldt's bust and the lettering. 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.3.4.) 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. These reports also help the Alexander von Humboldt Foundation to continue improving their programmes and make them as effective as possible. The reports are carefully evaluated on a confidential basis.

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

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 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. Family status documents, pay slips, passport photos, vaccination certificates

When applying for a residence permit (see *B.3.2.*) for research fellows and their accompanying family members, their *original* family status documents (marriage certificate, proof of civil partnership, children's birth certificates, etc.) must often be presented.

When applying for parental allowance (see *A.2.6.1.*), the authorities require pay slips for the last 2 years. Therefore, please bring these documents with you to Germany.

German authorities require biometric passport photos that must meet the legal requirements. Photographic studios in Germany dispose of the official specimen boards.

If you have vaccination certificates, bring them with you, too. These may be important in case of illness.

B.3. Entry visa, residence permit

B.3.1. Entry visa

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](#).

Normally, research 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 research fellows stay initially – i.e. the place where the language institute is located in the case of a language fellowship (see A.2.2.).

If partners and/or children are accompanying fellows during the research stay, fellows are recommended to submit the applications for all family members at the same time. It should be noted that many visa offices only accept applications if an appointment is made beforehand. As the earliest possible appointment may be several weeks away, the necessary arrangements should be made early on (see *notes in the grant documents*).

German foreign missions (embassies and consulates) issue visas on their own responsibility both to researchers whose academic work has been arranged through the Alexander von Humboldt Foundation and who are in receipt of a fellowship from the Alexander von Humboldt Foundation for this purpose, as well as to partners and unmarried underage children accompanying them (§ 34 of the Decree on Residence (“AufenthV”). This applies also to German Chancellor Fellows. You should allow for an **extended processing time** of several weeks or even months. Please take this into consideration when planning your time schedule.

Please inform the Alexander von Humboldt Foundation, your academic 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.

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.

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

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

The residence permit issued by the responsible Aliens' Registration Office ("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.

B.3.2. Residence permit

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 B.9.*) . If the stay is preceded by a language fellowship in Germany (*see A.2.2.*), fellows must register at the place where their language institute is located and, after moving to their host institute, register at their new place of residence once again.

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 A.2.6.2.1.*), 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.

In general, you will be required to present the following documents:

- the registration document from the Residents' Registration Office where you are registered in Germany;
- proof of health insurance cover valid in Germany (*see B.5.*);
- 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, research fellows should make enquiries at the Aliens' Registration Office first of all. Foreign health certificates are usually not accepted, x-rays only if they are no more than three months old.
- a valid passport (*see B.1.*);
- in certain circumstances, the *original family status documents* (marriage certificate, proof of civil partnership, children's birth certificates, etc.);
- a recent *passport photo*;
- the Humboldt identity card (*see B.10.*) 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 research fellowship*; this certificate is sent to all research fellows at their host institutes or language institutes after arrival in Germany;

- complete application forms for a residence permit; forms are obtainable from the Aliens' Registration Office.

If you fail to provide all the necessary documentation, the Aliens' Registration Office will not be able to issue or extend your residence permit.

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) as per Section 52, Para. 5 Clause 1 No. 1 (AufenthV)
- a Schengen visa (stays of up to 3 months) as per Section 52, Para. 8 (AufenthV)
- a residence permit in Germany and the extension thereof as per Section 52, Para. 5 Clause 1 No. 2 (AufenthV).

Humboldt fellows' spouses and underage children are exempt from paying fees for the issue of a national visa (category D) as per Section 52, Para. 5 Clause 2, (AufenthV) provided that they are included in the sponsorship awarded by the Alexander von Humboldt Foundation.

B.5. Health insurance, liability insurance, legal expenses insurance and other types of insurance

B.5.1. Health insurance

From the very first day, fellows and family members accompanying them must be covered by health insurance providing adequate coverage in Germany **for the entire duration of their stay in Germany**. The responsible Aliens' Registration Office requires proof of such health insurance for the 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 grants a monthly subsidy of EUR 70 for **travel health insurance** and a monthly subsidy of EUR 130 for **comprehensive health insurance** (see A.2.5.).

Insurance coverage may be provided by fellows' medical insurance companies in their country of origin for stays of up to 3 months. In such cases, the insurance company must confirm **in writing** that it will also cover risks during the fellow's stay in Germany.

For fellows from **Member States of the European Union and the European Economic Area** – 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**, the following applies to stays of more than 3 months: if you have statutory health insurance in your home country, the health insurance provider in your home country will issue you with form E106 or S1 on request. This form E106 or S1 allows research fellows and their family members to register with a German health insurance company. Form E106 or S1 must be completed prior to the stay Germany and sent to the chosen statutory health insurance company stating the fellow's future German address. All required medical services will then be covered by the health insurance provider in Germany, which subsequently charges its costs to the health insurance provider abroad.

For stays under 3 months, fellows from the above-listed countries are eligible for a European Health Insurance Card, provided that they are covered by statutory health insurance in their own country. In the event of illness, the health insurance provider or insurer in the award winner's home country will only cover contractually standard services in Germany that are medically necessary and cannot be postponed until the award winner's return to his/her home country.

Fellows who are not covered in this way **must** take out private travel health insurance and comprehensive health 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 you have two options when you take 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 fellows to decide on the level of cover required by their personal situation, which may include pre-existing conditions or chronic illnesses, both for themselves 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 all accompanying family members.

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.

We recommend contacting your health insurance provider **before** travelling to Germany in order to clarify any questions in a timely manner. Your application for insurance must be submitted directly to the insurance company or agency, not to the Alexander von Humboldt Foundation. Insurance coverage is only provided if the first insurance contribution is transferred to the insurance company's account immediately on entering Germany or the insurer is authorised in writing to directly debit your bank account. When communicating with insurance companies, it should be noted that the Alexander von Humboldt Foundation is not the fellow's employer.

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.

Information about 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.

Switching health insurers during your stay in Germany can have immense consequences. We therefore strongly advise against doing this.

Residence permits (including for all family members entering Germany) are dependent on proof of health insurance which must be valid immediately upon entering Germany.

Fellows are not entitled to special medical insurance rates for students.

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

- Any illnesses (not just chronic illnesses) and associated consequences that began **before** the start of your insurance contract are excluded from coverage. Since some latent diseases (e. g. kidney and gall stones) may become acute as a result of change of climate or food habits etc., 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. If necessary, we recommend contacting your insurance provider before purchasing insurance to discuss the circumstances under which maternity care for a pregnancy that begins in Germany is covered.
- You should also make sure to carefully ascertain which other treatments are not covered by the insurance company (e. g. costs of routine and preventive examinations, vaccinations).
- After an accident during your stay in Germany, your health insurance provider will cover the cost of treatment.
- Particularly before hospital stays, we recommend requesting extensive advice from your insurance company regarding the necessary formalities and reimbursable costs.

You should always make sure to immediately present your insurance certificate at the hospital and request that the hospital promptly contact the insurance company about covering the costs. 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*”.

B.5.2. Liability, legal expenses and other recommended insurance

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. Many people therefore choose to take out private **(family) liability insurance** to insure themselves against claims that may arise due to unintentionally caused damage.

It is also possible to take out **legal expenses insurance** (e. g. for motorists) in Germany. This type of insurance covers the costs of legal representation in the event of a dispute following e.g. an accident. 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.

Other insurance options:

In addition to obligatory health insurance, liability insurance and legal expenses insurance, you can individually purchase other insurance packages for various purposes and areas of life. Examples: accident insurance (some health insurance providers include this in their policies), household contents insurance, travel insurance, life insurance and pension schemes for retirement provision, occupational disability insurance.

Coverage and conditions may vary significantly between the individual insurance companies. It is advisable to obtain detailed information and to compare several policy quotes being considered before signing a contract. 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.6. Contacts

B.6.1. 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. Fellows will be assigned a contact person for the duration of your sponsorship, who they can contact at any time.

B.6.2. Host institution in Germany

Hosts selected by German Chancellor Fellows provide suitable facilities and assist the fellows in carrying out the agreed project. Fellows thus temporarily become members of project groups at institutions. The success of cooperation essentially depends on coordination and acceptance of the rights and obligations by both parties concerned (*see B.11.*).

If you have any questions relating to your project or project facilities, please contact your host and their staff in the first instance.

If questions arise for which no solution can be found, please turn to your contact person at the Alexander von Humboldt Foundation.

B.6.3. 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.

We recommend seeking advice with issues related to finding accommodation, registration, etc., **before** you arrive in Germany if possible (see B.7.). Some Foreign Students' Advisory Offices, International Offices or Welcome Centres at institutions issue *Studienführer* or *information brochures for guest scientists* providing international 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 international 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.7. 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. Rents have risen sharply, especially in Germany's major cities and metropolitan areas. Research fellows should take into account that up to 40% of the monthly fellowship goes toward renting accommodation in Germany.

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.

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.

More information is available on the [EURAXESS Germany website](#).

B.8. 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. It is also important to notify the above offices of any change of address in Germany.

You should also notify the host institution about the commencement of your research work. This is to ensure that you can be contacted via the university and/or institute address.

B.9. 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 *B.3.2.*). The same applies for 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.10. 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. This is to assist them in their contact to public authorities and universities. It does not, however, replace your official ID documents.

B.11. 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.12. 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.

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.

The Alexander von Humboldt Foundation keeps its alumni informed of existing sponsorship opportunities. 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.

Alumni sponsorship is subject to the availability of budgetary funds. [Further information 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.

Due to the limited budget, renewed research stays can usually only be granted several years after the initial sponsorship.

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.

Applications should 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.

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

Applications should include 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.

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

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 will be based on 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. Possible additional benefits and application procedures are explained in Section A. An initial lump sum or BahnCard, language fellowship, language course and research stays outside

Germany are not granted. 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 in total (continuous or accumulative). The Alexander von Humboldt Foundation reserves the right to reduce fellowship payments in such cases. Attendance at conferences and research trips as well as visits to archives and libraries etc., that are essential for carrying out the project, do not count as absences (see also A.1.4., A.1.7.).

At the beginning of the sponsorship period – i.e. in the first month – fellows are only entitled to the first payments if they arrive within 5 days of the agreed beginning of the sponsorship period (or the next working day). Alumni who arrive in Germany after this date are not entitled to payment of the monthly fellowship. In the last month of the respective sponsorship period, fellows must be present until no less than 5 days prior to the end of the sponsorship period. Alumni who leave Germany before this date are not entitled to payment of the monthly fellowship.

The above also applies to additional benefits within the framework of the German Chancellor Fellowship (*mobility allowance, family allowance for partners, family allowance for children, subsidy towards health and liability insurance, subsidy towards research costs for hosts*).

C.2. Alumni sponsorship abroad

C.2.1. Book donations

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 [list of questions](#) is available on the Foundation's website.

Individual applications for a donation of academic literature should not usually exceed **EUR 1,000**. 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 cost subsidies for book publishing

On application the Alexander von Humboldt Foundation may grant printing cost subsidies for books publishing research results directly linked to grants provided by the Alexander von Humboldt 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.

Applications should include the following documents:

- curriculum vitae,
- detailed estimate of cost from the publisher (see 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.

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

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 cost 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 weak currencies.

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

C.2.4. Humboldt Alumni Award for Innovative Networking Initiatives

Every year, the Alexander von Humboldt Foundation grants up to three Humboldt Alumni Awards to promote innovative networking initiatives. For this award, projects will be selected that help to establish or extend sustainable academic and cultural links, as well as subject or topic-related researcher networks, between Germany and the Humboldt research prize winner's country of residence, thereby strengthening the alumni networks in the respective countries and regions. These projects build on the foundations of the stays in Germany undertaken by the Alexander von Humboldt Foundation's fellows and research award winners.

[Further information](#) is available on the Foundation's website.

C.3. Humboldt Network

C.3.1. Humboldt Kosmos

[***Humboldt Kosmos***](#) – the alumni magazine of the Alexander von Humboldt Foundation - is published twice a year; each issue has a different interdisciplinary focus. 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. These meetings moreover serve to maintain regional contacts within the Humboldt network and offer opportunities for personal meetings with Foundation staff. By visiting institutes of alumni, members of the Humboldt delegation gain insight into the research situation in the countries in question. Information talks draw the attention of young researchers to the sponsorship opportunities offered by the Alexander von Humboldt Foundation.

Suggestions and invitations by alumni for holding such colloquia are welcome. In organising these events the Foundation is happy to avail itself of the experience and support of members of the Humboldt Network, and especially also of Humboldt alumni associations.

Initiatives of Humboldt Alumni Associations and individual alumni to organise regional and interdisciplinary conferences can be supported financially. The aim is to strengthen regional and interdisciplinary networking of Humboldtians. The organisers of these Humboldt Kollegs are responsible for the content of their events. [Detailed information](#) is available on the Foundation's website.

C.3.3. Humboldt alumni associations

In many countries, alumni have joined together to form Humboldt alumni associations, which cultivate social and professional contacts with one another, with the Alexander von Humboldt Foundation and with Germany. The Foundation offers these alumni associations its full moral and organisational support, although it can unfortunately provide them with only very limited financial assistance. 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. [Addresses](#) may be downloaded from the Foundation's website.

C.3.4. Websites of the Alexander von Humboldt Foundation's

Under the internet address 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, where they can continuously manage their own data (e.g. if they change address), submit sponsorship applications and obtain the latest information about research areas and research focal points as well as access contact addresses for all Humboldtians worldwide. 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. Some of this information is publicly accessible in the [Explore the Humboldt Network](#) section of the Foundation's website.

The [My Humboldt](#) service portal 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.

C.3.5. 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.

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.

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

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

By accepting the German Chancellor Fellowship, fellows undertake to comply in Germany *in particular* with:

- the Rules of Good Scientific Practice (see also annex);
- when planning and carrying out experiments on human subjects:
 - a. the [World Medical Association Declaration of Helsinki – Ethical Principles for Medical Research Involving Human Subjects](#) in the revised version of October 2013;
 - b. the [German Embryo Protection Act](#) (Gesetz zum Schutz von Embryonen, ESchG), as amended;
 - c. the [German Act Ensuring Protection of Embryos](#) in Connection with the Importation and Use of Human Embryonic Stem Cells (Gesetz zur Sicherstellung des Embryonenschutzes im Zusammenhang mit Einfuhr und Verwendung menschlicher embryonaler Stammzellen, StZG), as amended;
- when planning and conducting experiments on animals, the [regulations of the German Animal Welfare Act](#) (Tierschutzgesetz, TierSchG) and the relevant implementing rules, as amended;
- when planning and conducting genetic engineering experiments, the regulations of the [German Genetic Engineering Act](#) (Gesetz zur Regelung der Gentechnik, GenTG) and the relevant implementing rules, as amended;
- when planning and carrying out experiments relating to matters of biological diversity as covered by the [Nagoya Protocol](#):
 - a. [Regulation \(EU\) No 511/2014](#) on Compliance Measures for Users from the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization in the Union;
 - b. [Commission Implementing Regulation \(EU\) 2015/1866](#) with rules for the implementation of Regulation (EU) No. 511/2014 as regards the register of collections, monitoring user compliance and best practices;
 - c. [Legislation for implementing the obligations under the Nagoya Protocol, for implementing Regulation \(EU\) No. 511/2014 and for amending the Patents Act, as well as amending the Environmental Audit Act](#), as amended;

- when transferring knowledge abroad, which could be of importance to the military or the armaments industry of the recipient countries, the respective valid version of the relevant regulations in the Federal Republic of Germany's [foreign trade law](#) and [foreign trade decrees](#) as well as further relevant implementation rules.
- when using the fellowship funding received, the provisions of Section 8a of the Budget Act 2024 (HG 2024) or the current Budget Act of the Federal Republic of Germany, according to which the funds may not be used to finance terrorist activities and may not be given to recipients who are terrorist organisations or support terrorist organisations.

Fellows are, furthermore, obligated to abide by the rules on the use of the Alexander von Humboldt Foundation logo (see A.4.).

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 period of sponsorship, or if other serious facts emerge which would have militated against the granting of the fellowship had they been known to the selection committee at the time. The procedures and penalties in the event of violations of the Guidelines and Information and especially in 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).
- the conditions for receiving sponsorship are no longer met;
- the fellow terminates their stay in Germany;
- it becomes evident that the fellow is not making sufficient or reasonable efforts to achieve the purpose of the sponsorship;
- the fellow is denied entry to or permission to reside in the Federal Republic of Germany.

If the Alexander von Humboldt Foundation terminates the research fellowship, payment of the fellowship grant is discontinued and any advance payments made for the period after termination must be repaid. If incorrect information has been provided regarding significant facts or if such facts have been concealed, or if the Alexander von Humboldt Foundation has identified serious violations of the Rules of Good Scientific Practice and established these in properly completed proceedings, the received amounts must be repaid from the beginning as per Section 49a Para. 3 of the German Administrative Procedure Act ("*Verwaltungsverfahrensgesetz*", VwVfG), at an annual interest rate of five percent above the base rate in accordance with Section 247 of the German Civil Code ("*Bürgerliches Gesetzbuch*", BGB).

In other cases where the research 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.

The obligation to return the funds persists even after the sponsorship period has ended. If the reason for termination does not lie with the research 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 announced to the fellow in writing well in advance. Amendments are considered to have been approved if the fellow has not lodged an objection in writing within four weeks. In 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 conflict of 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, research fellows are to pledge themselves, and the persons they employ in the framework of sponsorship by the Alexander von Humboldt Foundation, to observe the rules of good scientific practice below. For infringements of these regulations and in the event of academic or other misconduct (see Nos. 2 and 3 below) the penalties specified below (see No. 4 below) may be imposed.
- 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 consider aspects of safety-relevant research² (dual use, ethics) and document these while assessing opportunities and risks;
 - 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 the research activities of others.
 - **Supervision of junior researchers:**

² See [recommendations for dealing with safety-relevant research](#) from the German Research Foundation (Deutsche Forschungsgemeinschaft, DFG).

- 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. Leadership includes responsibility for promoting junior researchers.
- **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, e. g. by selecting and rejecting undesirable results without declaring them, or by manipulating illustrations or images, or by incongruously presenting images and associated statements;

2.1.1.2. false information in an application or a sponsorship proposal, including false information about the publication organ and publications in print.

2.1.2. **Unauthorised appropriation of others' scientific 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. falsification of contents;
 - 2.1.2.4. Unauthorised publication and unauthorised provision of accessibility to third parties prior to publication of a work, finding, hypothesis, teaching or research approach;
 - 2.1.2.5. laying claim to the authorship or co-authorship of another without the consent of this person.
- 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. One of the indispensable expectations of those receiving our support is that they do not demean other people on the basis of their membership of a group such as nationality, religion, gender, ethnicity or sexual orientation, incite violence on such characteristics or glorify violence.

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 sponsorship funds by the Alexander von Humboldt Foundation, for example in the erratum;
- 3.3 Temporary suspension of sponsorship decisions pending resolution of the issue

- 3.4 Forfeiture of eligibility for sponsorship by the Alexander von Humboldt Foundation, 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. Procedure

The procedure in the event of a suspected violation of the Rules of Good Scientific Practice (No. 1) or of scientific or other malpractice (No. 2) is essentially based on the following provisions:

- 4.1 If the Alexander von Humboldt Foundation should become aware of concrete and sufficiently documented suspicious facts, the suspected person must be notified of the incriminating facts and given an opportunity to respond in writing within four weeks. Simultaneously, the implementation of a funding decision can be suspended temporarily until the issue is resolved (No. 3.3.). The names of the informant and the allegedly damaged party will not be disclosed to the person concerned in this phase without their consent (whistleblower protection).
- 4.2 In order to clarify the issue, the Alexander von Humboldt Foundation's office is authorised to request oral or written statements from concerned and third parties at any time.
- 4.3 If no response is received or if suspicion persists after review of a statement, the Alexander von Humboldt Foundation will notify the person concerned of this fact, and explicitly point out the penalty options available to the Alexander von Humboldt Foundation, as well as the right of the person concerned 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 No. 3.
- 4.5 If the remonstration submitted by the person concerned fails to convince the Alexander von Humboldt Foundation, and in particular, fails to refute the probable cause 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" appointed by the DFG or a comparable body affiliated with the host institute.

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 projects sponsored by the Alexander von Humboldt Foundation that have been concluded by this date will not be affected by these regulations. They are, however, 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
Czech Republic	Norway
Denmark	Poland
Estonia	Portugal
Finland	Romania
France	San Marino
Georgia	Serbia
Greece	Slovakia
Hungary	Slovenia
Iceland	Spain
Ireland	Sweden
Israel	Switzerland
Italy	Turkey
Kosovo	United Kingdom
Latvia	Vatican City

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"> - acceptance form to Alexander von Humboldt Foundation (A.1.6.)* - for language fellowships in Bonn: fill in language test - application for a Tax Identification Number (TIN) from the appropriate authorities in the fellow's country of residence, if required (A.1.2.) - application for issue/extension of passport (B.1.) - visa application in fellow's own country – also for accompanying partner and children (B.3.). - arrange accommodation (B.7.) - take out medical insurance/liability insurance cover effective from day of arrival (B.5.) - for physicians: application for permission to practice medicine (B.12.)
Commencement of language course/fellowship	<ul style="list-style-type: none"> - 1st week: registration with the Residents' Registration Office (B.9.) - immediately thereafter: application for a residence permit with the Aliens' Registration Office (B.3.) - notification of private bank account in Germany to the Alexander von Humboldt Foundation: by the 15th day of the month (A.1.4.)
After receipt of residence permit	<ul style="list-style-type: none"> - application for child benefit and/or parental allowance with the appropriate authorities (A.2.6.), if applicable
After moving into rented accommodation / after removal	<ul style="list-style-type: none"> - 1st week: registration with the Residents' Registration Office (B.9.) - notification of current address to the Alexander von Humboldt Foundation and Foreign Students' Advisory Office (B.8.)
At the beginning / during fellowship	<ul style="list-style-type: none"> - application for subsidy towards the cost of medical insurance, if applicable, for benefits for families (A.2.5., A.2.6.) - application for German course allowance: at least 2 weeks prior to commencement of course (A.2.2.2.) - notification of departure of partner and/or children: 1 month in advance (A.2.6.1., A.2.6.2.) - any changes affecting payments by the Alexander von Humboldt Foundation: 1 month before taking effect
3-4 months before end of fellowship	<ul style="list-style-type: none"> - notice of cancellation for Bahn-Card, internet provider, phone and mobile phone contracts, if applicable
Immediately before departure	<ul style="list-style-type: none"> - de-registration at Residents' Registration Office (B.9.) - de-registration at Aliens' Registration Office (B.3.)

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

German Chancellor Fellowship Programme: Time Schedule

As of April 2024

2024:

**8 July / 5 August / 2
September 2024**

**Intensive course within the framework of the
language fellowship** begins in Bonn (lasting three, two
or one month(s))

27 September 2024

Intensive course ends

1 October 2024

Start of fellowship at the host institutes in Germany

4–9 November 2024

Opening conference in Bonn

2025:

expected in April 2025

Half-time conference

25-27 June 2025

Alexander von Humboldt Foundation **Annual Meeting**

expected in July 2025

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

11-23 August 2025

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**”)