

Guidelines for the Awarding of Scholarships for Completing a Doctoral Degree (PAS) by Technische Universität Berlin

I. General

The advancement of female junior scholars is an important objective of Technische Universität Berlin given the under-representation of women in science. A successfully completed doctoral degree remains an essential building block of an academic career. The aim is to support female junior scholars during the early stages of their careers in order to encourage them to continue to pursue an academic career and to facilitate the long-term acquisition of the skills and qualities required for management and leadership tasks. To help achieve this, Technische Universität Berlin awards six scholarships per semester to female junior scholars for the completion of a doctoral degree.

II. Scholarship funds

The financing of the scholarships comes from Technische Universität Berlin's funds for women. Funding amounts to EUR 1,000 per calendar month. In addition, a blanket amount for childcare or for the care of relatives in need of EUR 200 per month may be granted. Funding is in the form of a grant, and there is no legal right to funding. There is no deduction according to a spouse's income. Scholarships may be awarded for a shorter period of time.

III. Entitlement

All female junior scholars of Technische Universität Berlin studying for a doctorate are eligible to apply. Applications can only be submitted by female doctoral candidates who are enrolled members of TU Berlin or whose primary doctoral supervisor is a member of TU Berlin. A scholarship cannot be awarded if the recipient is already receiving funding for the same purpose and the same time period, or if the recipient is prevented from focusing purely or mainly on the doctoral thesis as a result of paid employment. Additional employment is only permitted in exceptional cases and must be explained to the Advisory Board in advance.

IV. Application documents

The application can be submitted in German or English. The following documents must be included and sent in one PDF-document:

- Cover Letter.
- Questionnaire on the person, the thesis as well as on supervisory tasks and the social situation.
- A brief written explanation of the doctoral thesis of not more than one page for submission to an interdisciplinary selection committee.
- Work schedule and general timetable, preferably in the form of a table, that clearly indicates which tasks are yet to be completed, and that demonstrates that the dissertation can be completed within the funding period.
- Résumé.
- Assessment by the supervisor regarding the credentials of the applicant and the quality of the research project. In addition, the current status of the dissertation and its further progress (schedule) should be included. In case of a cumulative dissertation, this should be explained accordingly. The inclusion of an additional supervisor's report is optional.

- Proof of enrollment at the TU Berlin by means of a certificate of enrollment or a confirmation of supervision by the first supervisor. The current certificate must always be submitted; if possible, for the period for which funding is requested. If this is not yet available, it must be submitted by the beginning of the funding period at the latest.

V. Award criteria

- A PAS can be awarded if the dissertation is already well advanced. The applicant's work schedule and timetable should therefore show that the written thesis can be completed within the funding period of six months.
- The main supervisor's assessment or that of a secondary supervisor (optional) must clearly show that the written doctoral thesis can be completed within six months, and report on the quality of the thesis.
- Two scholarships are awarded per academic area (engineering sciences, natural and life sciences, humanities and social sciences). The assessment takes place within these academic areas. Should there be too few applications from one of the abovementioned academic areas, or if the applications do not meet the criteria scholarships can, exceptionally, be awarded to applicants from other academic areas.
- Applicants who are entitled to Arbeitslosengeld II (Hartz IV) (unemployment benefit paid after the first 12 – 18 months' unemployment), welfare, basic income or benefits under the asylum seekers benefits act (AsylLG), or those without financial means or with only limited financial means (mini-job or similar) are given priority.

VI. Selection and award process

Scholarship recipients are selected by those members of the Advisory Board to the Main Women's Representative who possess university degrees. Applicants are informed within one week of the decision of the Advisory Board to the Main Women's Representative whether they are to be awarded a scholarship or not, or whether they are on the waiting list to receive a scholarship.

By applying, each applicant agrees to participate in workshops using the "success team" method.

VII. Duration of funding

Funding is usually granted for a period of six months. The members of the Advisory Board to the Main Women's Representative can decide on a shorter period of funding if the dissertation can be completed within this period, or if another type of funding is expected to replace the PAS. An extension beyond six months is not possible. Funding ends at the latest at the end of the month during which the oral defense of the dissertation takes place. Changes in the conditions that are crucial for the awarding of the scholarship, or in statements that were submitted in connection with the application are to be communicated forthwith. If the justifications for the awarding of the scholarship no longer apply, then the scholarship will no longer be disbursed.

Scholarship disbursement usually commences on either April 15th or October 15th of each year. In exceptional circumstances to be determined by the Advisory Board to the Main Women's Representative, the start of the funding period can be deferred for up to three months.

VIII. Reporting requirements

After funding has ceased, the scholarship recipient communicates the date of finalization or the date of submission of the dissertation to the Advisory Board of the Main Women's Representative in a short letter.

If the scholarship recipient was unable to complete the written dissertation within the funding period, she must inform the Advisory Board thereof and submit this short letter once the dissertation has been completed.

IX. Revocation

Grant approval is to be revoked with future effect, if the facts show that the recipient is not sufficiently committed to achieving the purpose of the funding and is responsible for this situation. If these facts were already present during the prior funding period, then the grant approval can also be revoked with retroactive effect. Repayment is carried out in accordance with the Administrative Procedure Act of the State of Berlin.

These guidelines were passed by the Advisory Board to the Main Women's Representative on July 23rd 2018 and adjusted on

- July 2nd 2019,
- January 13th 2020,
- May 9th 2021,
- April 28th 2021,
- July 5th, 2021,
- October 28th, 2021.