

Decisions of Principle of the SC and EC

(decisions without date: transfer from the AC/MB)

1. Rules of Procedure

1.1 Working Language

It is decided that in the event that a non-German-speaking Junior Fellow Representative is present, a decision on the operational discussions at the Steering Committee (SC) meeting must be taken elsewhere. German will be retained as the working language for the meeting.

1.2 It is not possible to revise an SC decision retrospectively.

1.3 Finances, authorization

The Executive Committee (EC) decides on the approval of funds up to EUR 2,000.00. For higher amounts, the SC decides.

2. Members and Associated Members

2.1 Mentoring Group

In each mentoring group, there may be a maximum of one member who is not authorized to conduct examinations and all members must have a doctorate.

2.2 Associations

Applications for association must include the following documents: a cover letter from the applicant, a curriculum vitae, and a list of publications of the member to be associated. **(SC 23.10.2019)**

Associate members can also act as supervisors. To work as an associated supervisor, one must be a member of the University of Bayreuth. If the supervisor is not a PI, at least one of the mentors must be a PI from BIGSAS.

2.3 Scientific supervisors of BIGSAS

Until the adoption of the Doctoral Regulations of BIGSAS, which are currently being revised, the decisions on honorary doctorates are the responsibility of the Members of BIGSAS in accordance with § 3 para 2 of the BIGSAS Regulations of 30.08.2019 as "scientific supervisors of BIGSAS ". **(SC 11.11.2020)**

3. Junior Fellows

3.1 Cases of Illness

Any BIGSAS doctoral candidate must report his/her illness to the BIGSAS office within three days of their illness and, if they are still ill, submit a medical certificate within one week.

3.2 Application for Travel Funding

Missing documents will be requested in writing only once, with a deadline and statement that the application will not otherwise be approved. BIGSAS reserves the right to decide on a case-by-case basis whether travel expenses for an unapproved application will be reimbursed.

3.3 Conference Attendance / Summer Schools

BIGSAS generally funds up to two activities that are part of the admission requirements for the doctoral examination procedure (Doctoral Regulations § 10 para 2). This does not apply to events in which the representation of BIGSAS is the main focus.

The costs of conference attendance can only be paid if the participant actively participates, e.g. by giving a presentation.

3.4 Field Research Trips

Travel requests must be in accordance with the IRTP.

Extension of Field Research

If extensions have not been requested, the corresponding costs will not be reimbursed and must be removed from the accounts.

Financial Assistance in the Event of Robbery and Theft

BIGSAS does not provide financial assistance in the event of robbery or theft during a field trip.

Application for Field Research Trips

Doctoral candidates apply with a field research plan. Once the application has been submitted, the office examines it and the supervisor writes a statement on it. The EC is then mandated to make a decision about the application, even if it exceeds EUR 2,000.00.

Business Travel

Business trips are covered on the basis of the *Landesreisekostengesetz* (LRK), but at a reduced rate (80 %). From the 15th day of travel onwards, the funds will be reduced again: 60 % of the 80 %.

Field Research Budget

1. For DAAD scholarship holders, the above-mentioned provisions are maintained (60% of the 80%) in the event that their scholarship is suspended.
2. For all those whose basic funding is provided for, the above-mentioned daily rate of 80 % will continue to be reimbursed for the first two weeks, after which the daily rate will be EUR 10.00 per day.

Field Research Trips for Doctoral Candidates in Cluster Projects

Doctoral candidates in cluster projects whose field research budget has already been approved with the project application are not entitled to apply to BIGSAS for additional costs within the scope of their field research. **(SC 05.02.2020)**

3.5 Printing Cost Subsidies

Printing cost subsidies for doctoral candidates are generally granted if the grade for the dissertation is at least *magna cum laude*. Publications in the Bayreuth series at NOMOS are subsidized with 70% (no limit). Publications by other publishers are subsidized with 70% up to a maximum of EUR 2,500.00.

3.6 Meeting with Mentors

During the doctoral period of four years, the doctoral candidate may meet his/her mentor three times. At least one of these meetings must take place in Bayreuth. The mentor's stay should last approximately two to three days and be connected with an activity, e.g. a lecture.

Mentor travelling to Bayreuth: travel costs will be reimbursed and they receive a per diem of EUR 100.00 (incl. accommodation).

Junior Fellow travelling to mentor: travel costs will be reimbursed and they receive a per diem of EUR 50.00 (incl. accommodation).

Meeting with Mentors in Germany

Junior Fellows travelling to a mentor within Germany: travel costs will be reimbursed and they receive a per diem of up to a maximum of EUR 40.00 (incl. accommodation).

3.7 Finalisation Funding

In principle, an application for finalisation funding should be possible for doctoral candidates whose funding expires and who do not receive any other type of finalisation funding.

Finalisation funding is intended to support doctoral candidates in the final writing phase. Payment is made over six months and ends, in the best case, with the defence or at least with the submission of the dissertation. The doctoral candidate(s) are expected to submit an application, a work plan for the payment period applied for, a letter of support, and proof of the activities performed in accordance with the Doctoral Regulations § 10 para 2. Payment is initially made for three months. Before the end of these three months, BIGSAS expects to receive a progress report from the supervisor, the chapters of the dissertation completed by then, a revised work plan and a table of contents that clearly shows the current status of the work. If the progress report corresponds to the work plan and the evaluation of the supervisor is positive, the EC will decide on the continuation of the payment. **(Amendment SC 23.10.2019)**

3.8 Compensation for the Term of Office of JF Representatives

Participation in self-administration (JF Representative) enables one to apply for additional funding of up to three months.

An extension of up to three months represents a time compensation for the work as a JF Representative and can also be extended accordingly in the event of several terms of office.

The extension due to participation in self-administration can also be made after the finalisation funding of six months has been used.

3.9 Transitional Funding (EUR 1,200.00) for up to Three Months

Transitional funding is intended to support the JF while he/she searches for a job in Germany or works on publishing his/her dissertation. Transitional funding is the very last funding option provided by BIGSAS. After receiving it, there is no further funding available. The JF has to be in Germany during this time. The three months cannot be split. Transitional funding may be requested within six months after the defence. The minimum requirement for applying for transitional funding is the submission of the dissertation.

(SC 04.12.2019)

4. Gender & Diversity

Maternity/parental leave for BIGSAS scholarship holders

Maternity leave: Extension of the doctoral period and the scholarship payment by three months. (similar to the statutory maternity leave of 14 weeks)

Parental leave: For women and men, if the spouse and child live in the same household (registration certificate must be submitted) and the child is born during the scholarship period. Application during the child's first three years of life. Extension of the doctoral period for up to four months; each application is subject to individual examination.

(Amendment SC 23.10.2019)

Coaching

If a participant cancels at short notice without good reason (i.e. the cancellation cannot be reported to the coach in time for rescheduling or the coach is already in Bayreuth), the costs must be borne by him/her.

5. Selection and Aptitude Assessment Process

3.1. Timely application

All incomplete applications and applications submitted after the deadline will be rejected.

3.2 Recommendation letters

There is a 14-day deadline for submitting the missing recommendation letters. If these have not been submitted by the deadline and there is no feedback from applicants that a letter is on its way, the application will be considered incomplete and will not meet the formal requirements.

Older recommendation letters: If the letters are more than one year old, they will not be accepted. The application is considered incomplete and does not meet the formal requirements. **(Änderung SC 11.11.2020)**

3.3 Certified copies of the original documents

Candidates must present these only in the event of admission to BIGSAS.

6. Studies Programme BIGSAS

Further decisions to be discussed

Glossary:

AC	Academic Committee	(now SC)
EC	Executive Committee	
IRTP	Individual Research and Training Plan	
JF	Junior Fellows	(Doctoral candidates of BIGSAS)
MB	Management Board	(now EC)
PI	Principal Investigator	(Academic supervisor of BIGSAS)
SC	Steering Committee	