



Alexander von
HUMBOLDT
STIFTUNG

Research Fellowships of the Alexander von Humboldt Foundation

Guidelines and Information

GUIDELINES AND INFORMATION ON ALEXANDER VON HUMBOLDT FOUNDATION RESEARCH FELLOWSHIPS

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(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. Sponsorship involves both funding and personal supervision in all matters relating to research stays in Germany and subsequent cooperation, for which the Alexander von Humboldt Foundation offers numerous other sponsorship opportunities through its alumni programme. In this way, an active international network of more than 31,000 academics has developed since the Foundation was set up in 1953.

From the very beginning, Humboldt Research Fellowships have been the focus of the Alexander von Humboldt Foundation's sponsorship activities. They enable exceptionally highly-qualified scientists and scholars from abroad to conduct research of their choice in cooperation with academic hosts at research institutions in Germany. They are complemented by the Georg Forster Research Fellowships which sponsor researchers with above-average qualifications from developing and threshold countries. Apart from sponsoring international science, the Alexander von Humboldt Foundation aims to develop a personal relationship between the researchers from all countries and disciplines and Germany itself. This does not only happen in laboratories and libraries, but in everyday life: through contacts to the people of the country. In order to intensify these contacts, the Foundation sponsors German courses for research fellows and their partners. Furthermore, a network meeting, a study tour and the Alexander von Humboldt Foundation's annual meeting provide various opportunities to get together and network with other Humboldtians as well as with members of the Foundation's staff.

This brochure is intended as a guide for research fellows and their academic hosts, explaining the rules of the programme and offering practical advice. The Alexander von Humboldt Foundation is grateful for any suggestions which might improve or supplement this brochure.

I wish all research fellows and their hosts a successful academic collaboration and stimulating and pleasant experiences in Germany. I would be pleased to welcome you to one of our events.

Bonn, March 2024



Dr Enno Aufderheide
Secretary General of the Alexander von Humboldt Foundation

A. RESEARCH FELLOWSHIP GUIDELINES

The Alexander von Humboldt Foundation grants research fellowships to scientists and scholars from abroad with above-average qualifications to sponsor long-term research stays at research institutions in Germany. The purpose of the research fellowships is to carry out the proposed research, chosen by the research fellows themselves, in cooperation with an academic host who must provide the necessary research facilities at the host institute and act as a mentor during the research stay.

Research fellowships are granted to **post-doctoral** and **experienced researchers**:

- Research fellowships for **post-doctoral researchers** allow scientists and scholars from abroad with above-average qualifications, at the beginning of their academic careers, who have **only completed their doctorates in the last four years** to stay in Germany for an extended research stay (6-24 months, may be divided into up to 3 partial stays).
- Research fellowships for **experienced researchers** allow scientists and scholars from abroad with above-average qualifications, who **completed their doctorates less than twelve years ago**, to stay in Germany for an extended period of research (6-18 months, may be divided up into as many as three partial stays). Researchers are expected to have their own discernible personal academic profile. They should usually be working at least at the level of Assistant Professor or Junior Research Group Leader or have a record of several years of independent academic work.

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

The following regulations and guidelines apply to all Humboldt research fellows from abroad. Any programme-related deviations ensuing from the programme information will be restated in the grant documents (Alexander von Humboldt Foundation grant letter and accompanying documents). The "Guidelines and Information on Alexander von Humboldt Foundation Research 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 research fellowship

The research fellowship is awarded to the research fellow for the purpose of carrying out the proposed research, which has been chosen by the research fellow and agreed upon with the host, at a host institute in Germany; it covers the cost of living in Germany. By accepting the research fellowship, the research fellow fully commits themselves to the objective of the fellowship during the duration thereof. It is not possible to pursue any other full-time employment in Germany or elsewhere during the period sponsored by the Alexander von Humboldt Foundation (language and research fellowship).

The granting of the research fellowship is subject to the availability of budgetary funds.

A.1.1. Research fellowship amount

The amount of the research fellowship is EUR 2,700 per month (post-doctoral researchers) or EUR 3,200 per month (experienced researchers). A mobility allowance (*see A.2.4.*) and a subsidy towards the cost of medical and liability 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 research fellows are not employees (*see B.11.*), carrying out the proposed research 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. Humboldt research fellows are exempt from taxation *under Article 3, No. 44 of the German Income Tax Law.*

The laws in the research fellows' own countries may include special regulations on taxing research fellowships. If in doubt, research 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

Research fellows are obliged to notify the Alexander von Humboldt Foundation of any additional earnings (salary and/or income from self-employment and employment in Germany, German or foreign fellowships). In the case of research stays outside Germany, they are also obliged to provide information about their salary and/or income from self-employment and employment in their respective country of residence (*see A.1.11.*).

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.1.10.).

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

A.1.4. Fellowship payments

The monthly research fellowship payments are **transferred** to a **personal bank account (current account) in the Single Euro Payments Area (SEPA)** usually on the first day of the month.

Research 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 \(information on the opening of a personal bank account\)](#) 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, research 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 departing 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.

Alternatively, at some university locations, the first monthly research fellowship payment to recipients who do **not** have a personal bank account in the SEPA region at the beginning of their stay can be made via the cash office of the respective German university or via the cash office of the non-university research institution. It must be collected in person from there by the 15th of the month. It is advisable to present the Alexander von Humboldt Foundation award letter along with a valid passport. [Addresses of the cash offices](#), sorted by university locations, are available on the Foundation's website.

Please note: fellows will not be entitled to the monthly fellowship amount if they are absent from their German host institute for longer than the recovery periods permitted during the fellowship (see A.1.10.). The Alexander von Humboldt Foundation reserves the right to reduce the fellowship payments in such cases.

Attendance at conferences and research trips as well as visits to archives and libraries etc. in Germany that are essential for carrying out the proposed research, do not count as absences. For research stays outside Germany, the rules stipulated under A.1.11. apply.

In the first month, fellows are only entitled to the first fellowship payment if they arrive by the 5th of the month. In the final month of the respective sponsorship period, fellows must be present until at least 5 days prior to the end of the month. Any absences are to be counted as recovery times (*see A.1.10.*).

In addition to the research fellowship amount, the additional benefits associated with the research fellowship are also subject to the above-mentioned rules (*see A.2.*).

A.1.5. Duration

The research fellowship is approved by the relevant independent Alexander von Humboldt Foundation Selection Committee taking account of the period applied for by the candidate.

The fellowship can be divided up into 3 partial stays lasting at least 3 months each.

The research fellowship must be used within 36 months of commencement and within 48 months if it is extended.

A.1.6. Acceptance

The documents confirming that a research fellowship has been awarded (grant documents) include an *acceptance form*. This form must be completed online and submitted to the Alexander von Humboldt Foundation as soon as possible, no later than four weeks after receiving the grant documents.

Research fellows awarded language fellowships (*see A.2.2.1.*) are requested to return the enrolment form for the intensive language course to the Alexander von Humboldt Foundation together with the acceptance form.

A.1.7. Commencement

The date on which the research stay will commence is specified in the Alexander von Humboldt Foundation's letter about the conferment of the research fellowship. This date generally corresponds to the information provided in the application and/or the earliest possible start date.

However, the date should always be agreed with the academic host in Germany before the declaration of acceptance is returned to the Alexander von Humboldt Foundation.

A.1.8. Postponement

Research fellowships can only be postponed for urgent reasons and not for an unlimited amount of time.

If you are unable to begin your research fellowship on the date you originally intended, please inform the Alexander von Humboldt Foundation immediately so that a new start date can be arranged. It is essential that the new date be agreed in consultation with the

academic host in Germany; the Alexander von Humboldt Foundation's approval is dependent on the agreement of the academic host and the Foundation's budget situation. The Alexander von Humboldt Foundation aims to keep postponements in research fellowships *as short-term as possible* (12 months at most).

In exceptional cases, *long-term* postponements (usually no more than 24 months) may be possible. A decision on long-term postponements is dependent on a new research outline coordinated with the academic host, proof of further academic qualifications, the research fellow having reached a certain career stage (date of doctorate) and the Foundation's budgetary situation.

Postponement to take advantage of another fellowship in Germany or a third country is usually **not** possible.

A.1.9. Extension

If the envisaged research cannot be meaningfully completed within the time available and the period the research fellowship was awarded for is shorter than the maximum sponsorship period (24 months for post-doctoral and 18 months for experienced researchers), application may be made for an extension of the fellowship, stating the reasons. An extension cannot be granted to pursue new research or a new theme which has developed from the original research.

The requested extension period may not exceed the originally approved sponsorship period.

For additional extensions due to parenthood or disability, the relevant conditions apply (*see A.2.6.3. and A.2.7.*).

Decisions on extensions are taken by the Alexander von Humboldt Foundation on the basis of scientific necessity and the funds at the Foundation's disposal. A corresponding application should be submitted to the Foundation 3 to 4 months before the end of the fellowship. Processing takes 6 to 8 weeks.

If necessary, applications may be submitted for individual months. Applications for long-term extensions cannot always be granted in full, even if the application is completely justified scientifically, because from our experience, the number of applications for extensions well exceeds the Alexander von Humboldt Foundation's financial possibilities.

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

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

- A short report on the research work completed to date and research work which the applicant plans to undertake during the extension period. This report should present the results of previous research.
- An explanation of the reasons for an extension.
- Documentation of the scientific results obtained so far, e. g. reprints of already published research results, manuscripts or abstracts of lectures, preprints etc.

- A confidential statement as well as a renewed confirmation of research facilities and mentoring agreement by the academic host in Germany. This should contain an assessment of the conducted research and the reasons for the requested extension. It is the responsibility of the research fellow to ensure that the academic host provides this confidential statement as well as the renewed confirmation of research facilities and mentoring agreement.

A.1.10. Interruption and early termination of the research fellowship

The Alexander von Humboldt Foundation requires research fellows to pursue their academic work in Germany for the period of the research fellowship. Recovery periods of up to a total of 28 days per year of funding (cumulative, not transferable to the following year) are possible. In the case of shorter sponsorship periods, the recovery times are reduced accordingly.

If it should be necessary to **interrupt** a research fellowship, 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 confirmation from the academic host.

The Alexander von Humboldt Foundation must be informed immediately in writing of any circumstances (including illness) that prevent the implementation of the research. The research fellowship – and thus payment of the monthly fellowship and allowances (see A.1.1.) – will be discontinued in the event of

- extended stays outside Germany, unless approved by the Alexander von Humboldt Foundation as part of a research stay outside Germany (see A.1.11.),
- unauthorised absence from the host institute over and above permitted recovery times,
- prolonged illness.

The Alexander von Humboldt Foundation considers it preferable that research fellowships be interrupted *for only short periods* (max. 12 months) where possible. The research fellowship must generally be used within 36 months of commencement (see A.1.4.). If the research fellowship is extended, it must be used within 48 months.

A decision on long-term interruption is dependent on a revised research outline coordinated with the academic host, proof of further academic qualifications, the research fellow having reached a certain career stage (date of doctorate) and the Alexander von Humboldt Foundation's budgetary situation.

Interruption to take advantage of another fellowship in Germany or abroad is usually **not** possible.

The Alexander von Humboldt Foundation must be notified in writing as soon as possible of the **early termination** of the research fellowship.

A.1.11. Research stays outside Germany

The research fellowship is awarded to the research fellow for the purpose of carrying out the proposed research, which has been chosen by the research fellow and agreed upon with the host, at a host institute in Germany; it covers subsistence in Germany (*see A.1.*). Under certain conditions, research fellows can conduct research outside Germany during the sponsorship period, if this is necessary for the implementation of their research. This includes field work, visits to archives, experiments at specific institutions and cooperation with other research institutions, as well as for personal or organisational reasons (e. g. family obligations, health issues that require their research to be undertaken outside Germany).

Even during a research stay outside Germany, research fellows are obliged to fully commit themselves to the objective of the fellowship. It is not possible to pursue any other full-time employment in or outside Germany during the period sponsored by the Alexander von Humboldt Foundation (*see A.1.*).

In addition, fellows are only eligible to conduct research stays outside Germany if their research project is carried out at the host institute in Germany for a duration of at least six months, and the total duration of their research stays outside Germany does not usually exceed 25 percent of the expected total sponsorship period. Accordingly, if the maximum research fellowship period of 24 months (post-doctoral researchers) and 18 months (experienced researchers) is approved, research can be conducted outside Germany for a maximum of 6 months and 4 months respectively. Fellows are responsible for ensuring compliance with the maximum period for research stays outside Germany.

Conducting research stays outside Germany at the very beginning or the end of the research stay is only permitted in specifically justified exceptional cases with the prior approval of the Alexander von Humboldt Foundation in order not to endanger the integration or successful completion of the research project at the host institute. In this case, no additional benefits can be granted.

If these requirements are not met, the research fellowship must be interrupted for the duration of the stay outside Germany (*see A.1.10.*).

Research stays outside Germany must be agreed in advance with the host institute in Germany.

If the proposed duration of the stay exceeds one month or the stay is scheduled at the beginning or end of the sponsorship period, an application must be submitted before the start of the research stay. This should usually be submitted to the Foundation 3 months in advance. It must be submitted in writing by email; the [application form](#) is available on the website.

The following documents must be attached:

- a short description of the planned research outside Germany, including a brief justification of the need for the stay,
- full details of schedules,

- a statement from the academic host institute in Germany,
- information on income in the country where the fellow intends to reside,
- contact details abroad.

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

Europe allowance

Under certain conditions, a flat-rate Europe allowance of EUR 550 per month can be requested in addition to the research fellowship for research stays of at least one month in another European country (EUR 700 if fellows are accompanied by their partner).

In addition to the above-mentioned conditions, the following requirements also apply to the granting of this Europe allowance:

- The planned research stay will take place in another European country (*see list of countries in the annex*), but not in the country of origin at the time of the application.
- The planned stay will take place at a research institution; the fellow has received an invitation from a researcher at the host institution and confirmation that research facilities will be provided.

The allowance will not be granted if the Europe research stay falls immediately at the beginning or end of the relevant sponsorship period.

The [application form](#) for Europe research stays is available on the Foundation's website.

A.1.12. Change of host institute or university

The research fellowship is granted to carry out the research project the research fellow has requested and agreed with the host institution. However, transfer from one university or host institute to another is possible if there are important professional or personal reasons for doing so. A transfer must be requested in writing from the Alexander von Humboldt Foundation and is only possible after written approval has been granted by the Alexander von Humboldt Foundation. Please consider that changing your host institution may cost you a significant amount of time and money due to the need to seek accommodation, move house and complete associated administrative requirements.

The application must be submitted informally by email. The following documents must be attached:

- timing and justification for the transfer,
- explanation of the necessary adjustments to the research, including a new project plan and schedule if necessary,
- statement from the previous academic host institute in Germany,

- statement and confirmation of research facilities and mentoring agreement from the new academic host institute in Germany.

Should the host not be willing to continue cooperation during the sponsorship period and a new host institute accepted by the Alexander von Humboldt Foundation cannot be found within 4 weeks, the Foundation reserves the right to interrupt sponsorship or partially revoke the award of the fellowship.

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 and German language courses (*see A.2.2.*),
- initial lump sum (*see A.2.3.*),
- mobility allowance (*see A.2.4.*),
- subsidy towards the cost of medical and liability insurance (*see A.2.5.*),
- family allowance for partners and children as well as parenting support, maternity leave and parenthood (*see A.2.6.*),
- benefits for fellows with disabilities or chronic illnesses (*see A.2.7.*),
- subsidy towards research costs for hosts (*see A.2.8.*).

Usually, these benefits can only be granted if applications are submitted to the Alexander von Humboldt Foundation **in advance**. The granting of additional benefits is subject to the availability of budgetary funds.

A.2.1. Lump sum for travel expenses

The Alexander von Humboldt Foundation will grant **research fellows** a single lump sum to cover return travel expenses to Germany. This is recalculated every year based on current rail (2nd class and IC or ICE surcharge) and flight costs (economy class) for the shortest routes. A [list of travel lump sums](#), organised according to country, is included in the grant documents. The country from which the fellow embarks on travel is decisive. The sum valid at the time the research fellowship is awarded will be transferred with the first fellowship payment.

The lump sum for travel expenses will only be granted to research 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 expenses will be granted at half the standard rate in the final month of the fellowship.

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

Travel expenses can only be covered once. If the research fellowship is interrupted (see A.1.10.), another travel lump sum cannot be granted.

If a research fellowship has been awarded for a stay divided up into as many as 3 partial stays, a travel lump sum will be granted to research fellows from countries outside Europe for each stay. Research fellows from countries within Europe will only receive one lump sum for travel expenses. Otherwise, the aforementioned conditions apply.

Those research fellows who are unable to advance travel expenses themselves (e.g. because of national foreign currency regulations outside Europe) will, upon request, receive an Economy Class flight ticket from the Alexander von Humboldt Foundation for the shortest route. An [application form \(outward flight ticket\)](#) is available on the Foundation's website.

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

Further information:

There are special arrangements for the payment of travel expenses by third parties for research fellows travelling from **Japan** or the **Republic of Korea**.

The Alexander von Humboldt Foundation will only pay travel expenses for family members in exceptional cases.

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

A.2.2. Language fellowships and German language courses

The success of the research stay in Germany depends to a large extent on command of German. The Alexander von Humboldt Foundation offers research 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. Fellowship payments that have already been made must be paid back in any case.

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.).

A.2.2.1. Language fellowship

As part of the application process, research fellows whose knowledge of German is insufficient for a stay in Germany will be granted a language fellowship by the selection committee responsible, in addition to their research fellowship. This will enable them to attend an intensive language course at a Goethe Institute or other approved language school in Germany. Irrespective of the research fellow's application, language fellowships may also be approved if the Alexander von Humboldt Foundation is convinced that improving proficiency in German is essential for the success of the research stay.

Research fellows will receive confirmation of language fellowships together with the grant letter.

As part of the language fellowship programme, the Alexander von Humboldt Foundation pays the course fees, provides a monthly fellowship payment (see A.1.1) and, if applicable, additional benefits (see A.2.).

If participation in an intensive language course in Germany is not possible, the Alexander von Humboldt Foundation and the respective academic host must be given adequate prior notice.

Intensive language courses usually last 2 to 4 months. The language fellowship takes place immediately **before** the start of the research fellowship, or if it is divided up into several partial stays, immediately before the start of one of the research stays.

The language fellowship cannot be interrupted or used after the start of the research fellowship in Germany. Neither is it admissible to interrupt stays in Germany after completion of intensive language tuition if this leads to a delay in starting the fellowship.

To ensure successful participation, it is essential for research fellows to arrive in Germany on the first day of the intensive language course.

Research fellows must register with the language institute upon arrival there. They will be notified about business hours by the language institute when they receive confirmation that they are enrolled for an intensive language course. Registered participants may usually only take up residence in the accommodation reserved by the language institute from the first day of the course. For detailed information, please refer to the booking confirmation from the language institute. The Alexander von Humboldt Foundation will not bear costs resulting from premature or late arrival (e. g. hotel accommodation, private tuition).

Research fellows wishing to bring their **families** to Germany have three options:

- they initially attend an intensive language course alone, only bringing their families to Germany when the research fellowship begins;
- they initially attend an intensive language course with their partners, only bringing their children to Germany when the research fellowship begins;
- they do *not* attend an intensive language course, but begin a German language course in the vicinity of their host institute during the research fellowship (see A.2.2.2.).

If partners wish to participate in an intensive language course with the research fellow **simultaneously**, language fellowships may also be granted on **written application** for a course under the same conditions lasting up to 4 months, providing the Alexander von Humboldt Foundation's financial situation allows. The application form must be submitted to the Foundation online, together with the fellowship acceptance form (see A.1.1.). A requirement for the approval of a language fellowship for partners is that they will be remaining in Germany for a period of at least 3 more months (without interruption) following the intensive language course and that any children only travel to Germany after the intensive language course has been completed. Unfortunately, exceptions are not possible. Travel expenses for partners cannot be reimbursed. Research fellows and their partners are accommodated in double rooms.

On application (no specific form required), the Alexander von Humboldt Foundation may cover the examination fees at the end of the language course.

A.2.2.2. German language courses during the research fellowship in Germany

On request, the Foundation may provide a subsidy towards the cost of German language courses during the research fellowship for both research fellows and their partners (if they stay in Germany for longer than 3 months). Usually, this is only possible if they have not taken advantage of a 4-month grant for intensive language tuition. Kindly inform the language institute that the course is being attended during a Humboldt research fellowship.

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 academic host will be happy to advise you accordingly.

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

Applications to cover the cost of German language courses must be submitted to the Alexander von Humboldt Foundation **before** you start the course. Processing generally takes up to 14 days.

German courses should be taken during the first half of your stay in Germany wherever possible. German language courses at the end of research fellowships cannot be financed by the Alexander von Humboldt Foundation.

A.2.2.3. German courses abroad before the research fellowship

If a language fellowship in Germany (see A.2.2.1.) cannot be taken up before the start of the research fellowship due to time or family reasons, there is the option of completing an online German course abroad for 2 or 4 months. This course is less intensive than a language fellowship and can be completed alongside your own academic obligations. It always ends before the research fellowship begins.

The Alexander von Humboldt Foundation pays the course fees. Upon request, partners can also attend the online course, but only at the same time as the research fellow. A requirement for this is that the partner enters Germany together with the research fellow at the end of the course and remains in Germany for a period of at least 3 more months (without interruption).

Applications to cover the cost must be submitted in writing to the Alexander von Humboldt Foundation **before** the start of the German course. Processing generally takes up to 14 days.

A.2.3. Initial lump sum

A non-recurring initial lump sum of EUR 430 is paid to research fellows with the first instalment of the fellowship. This lump sum constitutes a supplement for expenses that occur at the start of your stay in Germany (costs for excess baggage when arriving and departing; travel costs between your arrival airport and the language course or research location; fees connected with the medical examination when issuing your residence permit (see B.3.2.); bridging finance from the end of the language course until the start of the research fellowship; costs of finding accommodation; etc.). The initial lump sum is only paid if the research fellow has not been in Germany for more than three months when the fellowship starts.

The initial lump sum should also allow you 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 rail cards is strongly recommended because research fellows will only receive 75% of rail fares within Germany, including IC and ICE surcharges, when travel refunds for attending Alexander von Humboldt Foundation events (see A.3.) are calculated.

Research 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.

An initial lump sum will **not** be paid in the context of sponsorship for renewed research stays in Germany (see C.1.).

A.2.4. Mobility allowance

During the research fellowship (not during the language course) research fellows receive a mobility allowance of EUR 100 per month with each fellowship payment automatically. The mobility allowance constitutes a supplement for expenses in connection with necessary conference attendance and/or research trips, archive and library visits, etc. in Germany and abroad. Additional travel and/or conference allowances cannot be granted. Please always coordinate your travel plans with your academic host and take account of the sponsorship requirements outside Germany (*see A.1.11.*).

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

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

During the sponsorship period, the Alexander von Humboldt Foundation may pay research 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 you conclude:

1. For **travel health insurance** the subsidy is EUR 70 per month.

The subsidy will be paid to you along with your monthly fellowship, and you do not need to submit a separate application.

2. For **comprehensive health insurance** the subsidy is EUR 130 per month.

To receive the comprehensive health insurance subsidy, research fellows must apply to the Foundation. As proof of comprehensive health insurance, 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 health 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 accompanying family members is discontinued when they 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 subsidy was based.

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

A.2.6. Family allowances

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 research 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.

[More information and the online application form](#) are available on the 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 research fellows' partners from other countries who spend at least 6 months (without interruption) with their children in Germany. Further important information is available on our above-mentioned website. In all these cases, the Alexander von Humboldt Foundation cannot grant a family allowance. Should the application for a parental allowance be turned down, please get in touch with the Foundation enclosing a copy of the refusal notice and of the 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 research stays in Germany (see C.1.2.).

A.2.6.2. Family allowance for children

The family allowance for accompanying children living in your 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 research fellows.

A.2.6.2.1. National child benefit or substitutional payment by the Alexander von Humboldt Foundation

If children (Article 2 Para. 1 Nos. 1 and 2 of the Federal Child Benefit Act, "BKGG") under the age of 18 accompany research 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 to enter 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 EAA 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.

Research 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 research stays in Germany (*see C.1.2.*).

A.2.6.2.2. Lump-sum child allowance for single-parent research 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 research fellow to Germany for a period of at least 3 months (without interruption), application may be made for a flat-rate monthly child allowance during the sponsorship period 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 to enter 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 above regulations also apply in the event of sponsorship for renewed research stays in Germany (see C.1.2.).

A.2.6.3. Maternity leave and parenthood

The Alexander von Humboldt Foundation offers research 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.1.2.).

A.2.6.3.1. Maternity leave: extension of the research fellowship

If a baby is born to a research fellow during the sponsorship period, the mother may submit a written application 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 research 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 academic 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.

If you do not intend to spend your maternity leave in Germany, an application for a stay outside Germany must be submitted (see A.1.11.).

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

A.2.6.3.2. Parenthood: extension of the research fellowship

Application in writing may be made to extend a research fellowship by up to 12 months if at least one child under the age of 12 when the fellowship begins (for research stays that are divided up into partial stays: when each stay begins) accompanies the research fellow to Germany during the sponsorship period. This also applies if the first child is born during the sponsorship period.

The requested extension period may not exceed the originally approved sponsorship period.

The total sponsorship period approved by the Alexander von Humboldt Foundation must not exceed 36 months as a rule; extensions of the research fellowship in connection with statutory maternity leave (see A.2.6.3.1.) are not taken into account.

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

An extension will only be granted if the envisaged research cannot be meaningfully completed within the available period of time. An extension cannot be granted to pursue new research or a new theme which has developed from the original research.

A corresponding application should be submitted to the Foundation 3 to 4 months before the end of the research fellowship (*see also A.1.9.*).

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

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

A.2.6.3.3. Parenthood: interruption of the research fellowship

A research fellow may submit a written application (no specific form required) to interrupt the research fellowship for up to 18 months if a baby is due to be born or if the research fellow (male or female) is responsible for caring for a child under the age of 12 during the sponsorship period. A written statement from the academic host must be submitted confirming that the object of the fellowship is not endangered.

The decision regarding a long-term interruption depends on the Alexander von Humboldt Foundation's financial plans. The period between the start of the first and the end of the last stay in Germany must not exceed 48 months as a rule (*see also A.1.5.*).

The application must be submitted informally by email, 4 weeks in advance if possible.

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

To support research 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 research fellowship can be extended by up to 12 months if the research fellow can prove they have a disability that has delayed the implementation of their research. The need is determined using a case-by-base assessment.

If the research fellowship was approved for a sponsorship period of less than 12 months, the extension period may generally not exceed this granted sponsorship period.

An extension due to disability will only be granted if the envisaged research cannot be meaningfully completed within the available period of time. An extension cannot be granted to pursue new research or a new theme which has developed from the original research. 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 research 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 research must be submitted.

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

Research 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 your 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 research fellows in Germany. The subsidy is intended as a contribution to cover research-related costs, including administrative costs directly

connected to the research being carried out. During the sponsorship period, the monthly subsidy amounts to EUR 500 (for research in the humanities and social sciences) or EUR 800 (for research in the natural sciences and engineering). Before the sponsorship period begins, academic hosts will receive a form for the purpose of informing the Alexander von Humboldt Foundation of the host institute's relevant bank account.

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.1.2.*).

A.3. Events arranged by the Alexander von Humboldt Foundation

The Alexander von Humboldt Foundation strives to create networks amongst research fellows and with Foundation staff. During the sponsorship, research fellows are invited to various events in Germany.

Research fellows may usually only participate once in the study tour and meetings arranged by the Alexander von Humboldt Foundation, even if their research fellowships are extended or sponsorship for a renewed research stay in Germany has been approved. Invitations are issued several weeks in advance.

A.3.1. Network meeting

Each year a number of regional network meetings are held for research fellows newly arrived in Germany (**without their families**). These meetings take place in university towns in Germany. The aim is:

- to familiarise research fellows with the Alexander von Humboldt Foundation and the various forms of sponsorship it offers;
- to inform them about university institutes and the system of higher education in Germany, particularly in comparison with foreign higher education systems;
- to create networks amongst the research fellows themselves and with Alexander von Humboldt Foundation staff;
- to give them an insight into conditions in Germany and to promote long-term scientific contacts in discussions within groups organised according to country and discipline.

A.3.2. Annual meeting

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

Alexander von Humboldt Foundation. The highlight of the annual meeting is a reception given by the President of the Federal Republic of Germany.

A.3.3. Study tour

In the second half of August every year, there is an around 14-day study tour for **research fellows**. This tour takes them to areas of Germany that are further away from their host location. Designed to offer a comprehensive insight into the prevailing cultural, economic, political and social conditions in Germany, the itinerary covers cultural institutions, industrial corporations and research institutions, and also includes cultural events. The study tour is intended to enable research fellows to increase their knowledge of Germany beyond the experience they gain in their German host towns. During the tour, each group is invited to attend a reception at the Alexander von Humboldt Foundation. The groups (30 to 40 persons per group) are composed of research fellows working in neighbouring host towns. For organisational reasons, the study tour may not be interrupted, nor is participation possible for less than the full period of the tour.

Research fellows' **partners** are also invited to take part in this tour. As the format involves a lot of travel and an extensive itinerary, the tour is not suitable for children. The Alexander von Humboldt Foundation regrets that **children may not join** the tour.

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

The Alexander von Humboldt Foundation considers it important that research results achieved within the scope of the funding are 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 research 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](#).

If you have any further questions, please contact Dr 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 into other logos.
- Approval for using the logo with the label "Unterstützt von/Supported by" is deemed to have been granted if publications and any other, especially public, statements (e. g. conference presentations) contain reports on research results that are directly related to a 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 [My Humboldt](#) section of the service portal (see C.3.4.) in an electronic file format that conforms to the specific requirements for print.

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

The Alexander von Humboldt Foundation considers it very important that research results achieved in the framework of sponsorship are utilised. Commercially usable results should be adequately protected (particularly 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 research fellows or their host institutes. On principle, the relationship is governed by the customary legal regulations pertaining at the place where the institution, at which the research results have been achieved, is located: usually, these regulations envisage a division of revenue between the institution and the scientist.

Should you achieve economically successful results in the framework of Alexander von Humboldt Foundation sponsorship we should, of course, be very grateful for a voluntary share in the ensuing revenue in the form of a [donation](#) to the Alexander von Humboldt Foundation.

A.5. Reports on your experiences

Research fellows are not required to produce a special report on the research they have carried out. Rather, the Alexander von Humboldt Foundation expects research results to be presented in academic publications, even if they only appear much later, and requires the sponsorship provided by the Foundation to be acknowledged there (see A.4.). The [My Humboldt](#) service portal also allows you to upload and regularly update publication lists. Please include your publications in your publication list under [My Humboldt](#) even after the research fellowship has ended (see C.3.4.).

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

These reports on your experiences are important and of interest to the Alexander von Humboldt Foundation because foreign guests often observe more closely and, due to a greater distance to events, more objectively. 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.

A.6. Certificate

Before they leave Germany all research fellows will be sent a certificate, signed by the President of the Alexander von Humboldt Foundation, that they have been the recipient of a research fellowship.

B. GENERAL CONDITIONS AND INFORMATION FOR YOUR RESEARCH STAY IN GERMANY

B.1. Passport

All research 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 research fellowship is extended – include this period as well.** Citizens of certain countries are required to have a passport valid for at least three months longer than the period of the research fellowship. Please do not vary the spelling of your name.

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. Details are available from the department for culture at the diplomatic or consular mission of the Federal Republic of Germany in your country of origin or residence. Addresses and further important information regarding entry requirements can be found on the website of the [Federal Foreign Office](#).

Usually, 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 you during the research stay, you are recommended to submit the applications for all the members of the family at the same time. It should be noted that many visa offices only accept applications if you make an appointment beforehand. As the earliest possible appointment may be several weeks away, you should make the necessary arrangements 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 Foundation for this purpose, as well as to partners and unmarried underage children accompanying them (§ 34 of the Decree on Residence, "AufenthV"). 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 research fellows' own countries, entitles you to enter and stay in Germany for the duration of its validity (usually up to 90 days). Please do not 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 you need a visa for a maximum duration of 90 days (**Schengen Visa, category "C"**; **not** extendable!), you may fill out an online [application form](#). The completed form must however then be printed out and submitted, together with the necessary documentation, in person at the German diplomatic mission abroad. "Scientific work" at the respective research institute 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 scientific 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: research fellows may only begin their academic work once they have been issued a residence permit. Since the process for issuing a residence permit can take several weeks, the Alexander von Humboldt Foundation strongly recommends applying for a visa for your research stay from the visa section of the relevant German diplomatic mission before entering the country.

Exceptions:

- Citizens of **EU member states**, as well as those from **Iceland, Liechtenstein, Norway** and **Switzerland** neither require an entry visa nor a permit for stays of longer duration.

If you are planning a longer stay (more than three months), all you will usually have to do is register with the 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.
- Research fellows from the **People's Republic of China** are subject to special procedures for applying for an entry visa. The research fellows will receive this information together with the grant documents.

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

The residence permit issued by the responsible Aliens' Registration Office in Germany entitles you to enter Germany multiple times and also, in accordance with the Schengen Convention, to make short-term visits (up to 90 days per half year) to the following states: Austria, Belgium, the 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, research 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 research stay is preceded by a language fellowship (*see A.2.2.*), research fellows must register at the place where their language institute is located and, after moving to their university or host institute, register at their new place of residence once again.

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. This number is assigned to every person recorded in a register of residents in Germany. When applying to the family benefits office for child benefit (*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. We recommend submitting this application as soon as possible, as it may take several weeks to process. 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.

During your stay in Germany, the Foreign Students' Advisory Office, International Office or Welcome Centre at your university will be pleased to assist you in answering questions or solving problems related to the residence permit. If you do not yet have a good command of German you should ask whether there is anyone at your host institute who knows their way around and might be willing to accompany you to the various authorities.

In accordance with the regulations of the Immigration Act ("*Zuwanderungsgesetz*"), spouses of research fellows are permitted to take up employment in Germany. Family members who follow a foreigner to Germany are legally in the same position as the person they are following. This usually means that your spouse is permitted to take up employment that does not require the approval of the Federal Employment Agency as per section 2-15 of the Employment Regulations ("*Beschäftigungsverordnung*", "*BeschV*"). Other employment may only be taken up with the permission of the Federal Employment Agency.

B.4. Exemption from fees

According to the Decree on Residence ("*AufenthV*"), Humboldt research fellows are exempt from paying fees for the issue of

- a national visa (category D, research stays longer than three months) as per Section 52 Para. 5 Clause 1 No. 1 *AufenthV*;
- a Schengen visa (research 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.

Research 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 if they are included in the sponsorship of 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, research 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 research 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 research fellow's stay in Germany.

For research 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.

Research 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 research 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. Research 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 research fellow's employer.

Of course, research 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 research 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.

Research 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., research fellows are urged to have a complete medical examination in good time prior to departure from home and, if necessary, undergo treatment.
- The cost of prenatal examinations and delivery is usually not covered by any insurance company when pregnancy has begun before arrival in Germany. 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 research 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. Contact points

B.6.1. Alexander von Humboldt Foundation

The Alexander von Humboldt Foundation regards it as one of its most important tasks to offer foreign guest-researchers personal assistance and advice and to help them overcome any difficulties encountered during their stay in Germany. This is the only way to ensure that research fellows feel as free as possible to plan their research stay.

If you encounter major difficulties before or during your research stay, please don't hesitate to contact the Alexander von Humboldt Foundation and ask for help. You will be assigned a contact person for the duration of your sponsorship, who you can get in touch with at any time.

B.6.2. Host institute in Germany

Hosts selected by research fellows provide suitable research facilities and assist guest researchers in carrying out the agreed research. Research fellows thus temporarily become members of research groups at institutes. 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 research or research facilities, please contact your academic host and their staff in the first instance.

The Alexander von Humboldt Foundation attaches particular importance to suitable accommodation at the host institute. If questions arise for which no solution can be found, please turn to your contact person at the Alexander von Humboldt Foundation.

The Alexander von Humboldt Foundation recommends that you coordinate your initial visit to the institute with your academic host.

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 the universities also do their best to assist research fellows in answering questions or solving any problems they may have. [Addresses, sorted by university locations](#), are available on the 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 publish *study guides* or *information brochures for guest researchers* providing foreign guests with information about the institutions and their facilities. This information may be requested in writing from the respective Foreign Students' Advisory Offices prior to the commencement of the research fellowship.

Some Foreign Students' Advisory Offices, International Offices or Welcome Centres also organise a range of events for foreign guests during term time, such as excursions in the immediate and more distant vicinity, movie nights, concerts, etc. You can also request addresses of university clubs for various nationalities.

Useful advice and recommendations for your stay in Germany are published on the following websites: [EURAXESS Germany](#), an information and advice point for internationally mobile researchers, [Study in Germany](#) and the German Academic Exchange Service (DAAD).

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.

We therefore strongly recommend that you arrange accommodation **at an early stage** in direct contact with the host institute in Germany, as well as the Foreign Students' Advisory Office, International Office or Welcome Centre. The appropriate [form \(Housing\)](#) is available to download from the Foundation's website. Research fellows must state clearly how many family members will accompany them to Germany and during which period of time.

To make it easier for research fellows to find accommodation, particularly during the initial period of the research stay, the Alexander von Humboldt Foundation strongly recommends that research 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. Date of arrival in Germany and notification of address

The expected date of arrival in Germany should be stated in the *declaration of acceptance*. If this date is changed subsequently, the following institutions must be notified of the exact time of arrival as soon as possible, not later than **3 weeks prior** to arrival by e-mail:

- the Alexander von Humboldt Foundation,
- the language institute if you have been enrolled for an intensive language course,
- the academic host or the host institute providing the research facilities,
- the Foreign Students' Advisory Office, the International Office or the Welcome Centre at the respective university ([addresses, sorted by university locations](#), are available on the Foundation's website),
- your landlady or landlord in Germany if you have signed a tenancy agreement.

Please remember that any postponement will incur considerable time and possibly additional costs for everyone involved.

Moreover, research fellows are requested to inform the Alexander von Humboldt Foundation, the Foreign Students' Advisory Office, the International Office or the Welcome Centre at their university as soon as possible of a valid correspondence address in Germany.

It is also important to notify the above-mentioned authorities of any change of address in Germany.

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

B.9. Registration and de-registration of your address in Germany

Research fellows must register with the Residents' Registration Office within one week of finding accommodation near the guest institute (see B.3.2). The same applies for accompanying family members. Should you relocate within Germany during your stay, you will again have to register with the Residents' Registration Office responsible for your new place of residence within one week. Prior to leaving Germany, research 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

After their arrival in Germany, research fellows who submitted a passport-size photo will receive a Humboldt identity card. 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 research fellows as guest researchers

During the research stay, research fellows carry out their proposed research in cooperation with academic hosts they have chosen themselves. They are neither employees of the Alexander von Humboldt Foundation nor of their host institute. However, since they make regular use of the facilities made available by their academic hosts and host institutes, they must comply with the rules and regulations generally applicable at the respective institutes.

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

We also recommend that you speak to the Foreign Students' Advisory Office, the International Office or Welcome Centre at your university about your status as a Humboldtian.

B.12. Permission to practice medicine

Physicians who wish to practice their profession during the research 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 research fellows plan to conduct their proposed research **at the earliest opportunity**. Where possible, applications should be submitted

with the support of academic 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 alumni on a long-term and individual basis. Contact should be maintained after the end of the initial research stay in Germany in order to strengthen the relationships to specialist colleagues in Germany and permanently consolidate academic collaboration. Finally, alumni sponsorship should make it possible for the academic work embarked upon to be continued successfully abroad.

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 superior achievements and academic activity.

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. Sponsorship of additional research visits to Germany

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

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 academic contacts, or for short working visits to research institutes in Germany. A combination of these individual activities would be welcomed.

Applications should include the following documents:

- curriculum vitae;
- a list of publications covering the last five years,
- short description of activities planned,
- invitations from academic colleagues from the institutes to be visited,
- if applicable, details of financial contributions from third parties.

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/posters, etc.) should also be included as well as information on conference fees.

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

C.1.2. Research stays of up to 3 months

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

Applications should include the following documents:

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

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

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

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

A monthly research 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 usually not be reimbursed.

On principle, alumni are not entitled to receive monthly fellowship payments if they are absent from the German host institute for more than 5 days in total (continuous or accumulative). The Alexander von Humboldt Foundation reserves the right to reduce the 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 proposed research, do not count as absences (*see also A.1.4.*).

At the beginning of their respective sponsorship period – i.e. in the first month – fellows are only entitled to the first fellowship payment 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, alumni must be present until no less than 5 days prior to the end of the sponsorship period. Alumni who leave Germany before this date are not entitled to payment of the monthly fellowship.

The above also applies to additional benefits within the framework of the research 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. Return fellowships

After successfully completing the initial research stay in Germany sponsored by the Alexander von Humboldt Foundation, it is possible to apply for a return fellowship to sponsor reintegration into a research institute abroad. The return fellowship includes a sponsorship of EUR 500 per month over a period of a year which should be used to build up and develop the fellow's own working groups. Additionally, EUR 500 are available for the purchase of specialist literature.

Application for a return fellowship must be made no later than 6 months after completing the initial research stay in Germany sponsored by the Alexander von Humboldt Foundation, and the return fellowship be taken up no later than 12 months after completing the initial research stay. Experienced researchers are only eligible to apply if the duration of the last sponsorship period was at least 6 months.

Return fellowships can be awarded for a return to research institutions in Central and Eastern Europe and to developing or threshold countries.

The [online application form, current lists of potential countries and further information](#) are available on the Foundation's website.

C.2.2. Book donations and equipment subsidies

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

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.

The acquisition of scientific **equipment** should make it possible for the alumni to successfully continue the research started in Germany upon their return to the home country. In this way, sustainable collaboration with academic hosts or other specialist colleagues in Germany should be sponsored.

Applications for equipment subsidies should not usually exceed a total amount of **EUR 20,000**. If applications for higher subsidies are submitted, applications should either be made jointly by several Humboldtians or documentation should be enclosed confirming that part-financing is available from other sources.

Alumni need to purchase the equipment in their own responsibility and in accordance with the import regulations, especially the release/exemption from customs duties. The necessary funding for purchasing the equipment can be provided by the Alexander von Humboldt Foundation in the form of a subsidy. Upon purchase, the equipment immediately becomes the property of the home institution abroad. The equipment must be passed into the inventory of the respective institution and must continue to be used for scientific purposes of the alumni and their colleagues for at least 10 years. The alumni and their respective own institution ensure that the necessary technical and financial conditions for installing and operating the equipment exist. Follow-up costs for service and spare parts have to be borne by the home institution. Alumni may only remove the equipment to another institution abroad in mutual agreement with their own institution and with prior written authorisation by the Alexander von Humboldt Foundation.

Applications should include the following documents:

- curriculum vitae;
- precise description and technical specifications of the equipment requested,
- Three comparative offers from different local distributors or from abroad in euros or US dollars,
- a research plan indicating the use of the equipment requested,
- a list of publications covering the last five years,
- a statement by the head of the receiving institute confirming the agreement to assume both ownership and responsibility for any costs ensuing from ownership as well as the confirmation to pass the equipment into the inventory of the receiving institute and to

use the equipment for the scientific purposes of the alumni and their colleagues for at least 10 years; further details of any investment by the institute itself, if applicable,

- a confirmation of possible co-financing by a third party.

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

C.2.3. 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 cost estimate 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 subsidy.

C.2.4. Inviting academics from Germany

Alumni and their academic hosts or collaborative partners in Germany can apply for a subsidy to sponsor guest visits by academics from Germany to the institutes of the alumni abroad. The guest visit should be used for lectures and academic contacts at the institute of the alumni and possibly at other institutes in the country. Preference will be given to visits by academic hosts and collaborative partners from Germany to countries with weak currencies.

Applications for subsidies should include the following documents:

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

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

C.2.5. Post-doctoral and experienced researchers from Germany, the Feodor Lynen, JSPS and NSTC programmes

On the strength of Feodor Lynen Research Fellowships for Post-Doctoral and Experienced Researchers, the Alexander von Humboldt Foundation gives highly-qualified German scholars and scientists an opportunity to spend extended periods working on research in cooperation with alumni and other members of the Humboldt Network abroad. Selection criteria are comparable to those for research fellowships for guest researchers. Financing is jointly provided by the foreign host institute and the Alexander von Humboldt Foundation.

The specific [eligibility conditions](#) can be accessed on the Foundation's website:

Furthermore, the Alexander von Humboldt Foundation coordinates the assessment procedure for the granting of research fellowships by the Japan Society for the Promotion of Science (JSPS) and the National Science and Technology Council (NSTC) in Taiwan and mentors research fellows during their stay in Japan or Taiwan.

The Alexander von Humboldt Foundation can also help German alumni, who have completed their research stay abroad and returned to Germany, to maintain contacts with Humboldtians in all countries by financing short reciprocal visits within the framework of alumni sponsorship.

C.2.6. Research Group Linkage Programmes

The Alexander von Humboldt Foundation sponsors long-term research collaborations between academics in Germany and abroad. The funding of research group linkage is one of the alumni support tools designed to build a sustainable basis for long-term international academic collaboration. Another of its aims is to integrate (doctoral and post-doctoral) junior researchers as potential candidates for a Humboldt research fellowship into these collaborations.

Prerequisites for application:

- One of the applicants works abroad at a research institute in a country on the current [register of countries](#) (excluding institutes in the following countries: Australia, Canada,

Japan, New Zealand, the USA and western Europe) and is an alumni of the fellowship or award programme of the Alexander von Humboldt Foundation ('Humboldtian').

- One of the applicants is working at a research institute in Germany.

Applications should include the following documents:

- the completed [online application form](#)
- a time and expense schedule, broken down by years, indicating the intended use of funds (form),
- a budget plan, explaining the time and expenses schedule,
- if applicable, estimates for equipment items requested, preferably in the form of a concrete quotation,
- a detailed research plan,
- curriculum vitae and list of publications for the last five years for all academics involved,
- statements from the directors of the institutes involved.

The current [list of countries as well as the precise sponsorship conditions and the online application form](#) are available on the Foundation's website.

C.2.7. 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 organises colloquia abroad and invites members of the Humboldt network from the country or region concerned to attend. The Foundation also invites scientists and scholars from Germany. Among them are often specialist members of the Alexander von Humboldt Foundation's selection committees. They hold lectures outlining the current state of research in Germany and explore ways of intensifying cooperation with foreign research institutes. 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. While information lectures introduce (junior) researchers to the funding opportunities of the Foundation.

Suggestions and invitations by alumni for holding of 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 also a Humboldt alumni association in Germany. [Addresses](#) can be downloaded from the Foundation's website.

C.3.4. Websites of the Alexander von Humboldt Foundation

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 **[My Humboldt](#) service portal** is a password-protected area that gives all fellows direct access to the Alexander von Humboldt Foundation 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](#)** section of the 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 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: <https://www.alumniportal-deutschland.org/en/index/>

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

By accepting the research 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.

The research 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 on Alexander von Humboldt Foundation Research Fellowships" are a constituent part of the fellowship award.

The German-language text of the "Guidelines and Information on Alexander von Humboldt Foundation Research Fellowships" ("*Richtlinien und Hinweise für Forschungsstipendien der Alexander von Humboldt-Stiftung*") 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 research fellowship, including collateral allowances and benefits. This also applies if

- the research 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 research 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 Enclosure).
- the conditions for receiving sponsorship are no longer met;
- the research fellow terminates their research stay;
- it becomes evident that the research fellow is not making sufficient or reasonable efforts to achieve the purpose of the sponsorship;
- the research 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 on Alexander von Humboldt Foundation Research 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 research fellows. Amendments will be announced to the research fellow in writing well in advance. Amendments are considered to have been approved if the research fellow has not lodged an objection in writing within four weeks. In the event of an objection, the Alexander von Humboldt Foundation reserves the right to cease fellowship payments within a reasonable period of time.

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

ENCLOSURES

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 research¹ (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:**

- 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:**

¹ See [recommendations for dealing with safety-relevant research](#) from the German Research Foundation (Deutsche Forschungsgemeinschaft, DFG).

- 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 research stays

Europe research stays are possible in the following countries:

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

Checklist for Alexander von Humboldt Foundation research fellows

All applications to the Alexander von Humboldt Foundation *should be submitted as early as possible*. Please report any changes immediately!

After receipt of grant documents	<ul style="list-style-type: none"> - Acceptance form to Alexander von Humboldt Foundation (A.1.6.) ² - Registration for language course to Alexander von Humboldt Foundation (A.2.2.1.) - Application for a Tax Identification Number (TIN) from the appropriate authorities in your home country, if required (A.1.2.) - Application for issue/extension of passport (B.1.) - Visa application in your own country – also for accompanying partner and children (B.3.1.) ³ - If applicable, application to postpone the start of the research fellowship (A.1.8.) - Arrange accommodation with the academic host and/or Foreign Students' Advisory Office (B.7.) - Take out health insurance/liability insurance cover effective from day of arrival (B.5.) - For physicians: application for permission to practice medicine (B.12.) - In case of change of date of arrival: notification to the Alexander von Humboldt Foundation, language institute, academic host, Foreign Students' Advisory Office (B.8.)
Commencement of language course/research fellowship	<ul style="list-style-type: none"> - 1st week: registration at Residents' Registration Office (B.9.) - Immediately thereafter: application for a residence permit with the Aliens' Registration Office (B.3.2.) - Notification of current address to the Alexander von Humboldt Foundation and Foreign Students' Advisory Office (B.8.)
After receipt of residence permit ⁴	<ul style="list-style-type: none"> - Application for child benefit and/or parental allowance with the appropriate authorities (A.2.6.1., A.2.6.2.1.)
At the start of/during the research fellowship	<ul style="list-style-type: none"> - Notification of private bank account in Germany to the Alexander von Humboldt Foundation: by the 15th day of the month (A.1.4.) - Application for health insurance subsidy, if applicable family allowances (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 interruption of stay: 1 month in advance (A.1.10.) - Notification of departure of partner and/or children: 1 month in advance (A.2.6.) - Any changes affecting payments by the Alexander von Humboldt Foundation: 1 month before taking effect
If necessary for professional reasons: 3-4 months before end of research fellowship	<ul style="list-style-type: none"> - Application to the Alexander von Humboldt Foundation for extension of research fellowship (A.1.9.)
Immediately before departure	<ul style="list-style-type: none"> - De-registration at Residents' Registration Office (B.9.) - De-registration at Aliens' Registration Office (B.9.)

²Chapters numbers in brackets refer to the brochure "Guidelines and Information on Alexander von Humboldt Foundation Research Fellowships".

³ Not applicable to research fellows from the EU, Iceland, Liechtenstein, Norway, Switzerland.

⁴ Fellows from the EU, Iceland, Liechtenstein, Norway, Switzerland only need proof of registration in Germany.