

Short-term scholarships for equal opportunity and urgent assistance in emergency situations

01 Funding purpose, funding objectives, target groups

Short-term scholarships for equal opportunity and urgent assistance in emergency situations should serve to compensate for difficulties that have arisen and prevent discrimination against or disadvantage for the affected individual. These scholarships aim to enable the commencement or continuation of planned or ongoing research or academic or artistic education and training. The aim is to enable prospective doctoral researchers, doctoral researchers, and researchers who are demonstrably disadvantaged in terms of their research or academic or artistic education and training or who find themselves in an emergency situation to commence or continue their respective project or to finish it promptly and without unnecessary complications.

The funding objective is to enable recipients to obtain or complete, for example

- lacking qualification building blocks
- absences/disruptions in education and professional development
- lacking career-development building blocks

to be supplemented or

- missed or incomplete work on research findings or documentation for research work
- additional or further opportunities to establish (international) collaborations

as required.

The target group here is individuals who are disadvantaged in terms of the conditions for access to career advancement or continuing professional education or in terms of education, for example, due to racism or their ethnic origin, gender, religion, ideology, disability, age, or sexual identity within the meaning of Article 3 of the General Act on Equal Treatment (Allgemeines Gleichbehandlungsgesetz, AGG).

Funding is also provided to individuals who find themselves in an unforeseen or unavoidable emergency situation through no fault of their own.

02 Funding requirements and exceptions

The funding focuses on groups who have completed their studies or have an academic degree, title, or equivalent qualifications or aptitude. For those who have not completed their studies, qualification scholarships of up to 12 months can be awarded on the basis of the existing Universität Hamburg guidelines.

In the interest of equal treatment and equal opportunity, no short-term scholarship can be awarded in cases where funding for a normal duration is possible according to Directive for the Awarding of Scholarships at Universität Hamburg (excluding UKE).

Funding can only be awarded to compensate for or prevent existing or emerging disadvantages. Such disadvantages result from external or individual circumstances that prevent those concerned from conducting research or pursuing

academic or artistic education and training. These include, for example, geopolitical and sociopolitical issues and as well as discrimination in terms of educational opportunities and barriers to equal participation in society.

Scholarships that clearly address funding gaps, do not serve to compensate for disadvantages, or cause disadvantages to other groups of people are not eligible for funding.

03 Awarding criteria, proof, documents, and examination

03.1 Criteria

The awarding criteria are determined by the scholarship providers and formally specified in the respective call for applications. Alternatively, individual funding can be awarded without a call for applications by carrying out a suitable selection procedure according to criteria established for this purpose at the beginning of the procedure in order to compensate for any disadvantages that have arisen or are likely to arise through compensation for disadvantages and prevent discrimination or disadvantage for the affected individual. In both cases, the evidence as well as the selection and award must be documented.

The criteria for equal opportunity come from the objectives and measures of the Equal Opportunity Directive for Universität Hamburg Academic Members, Universität Hamburg's equal opportunity plan as amended, and Universität Hamburg's diversity concept as amended. Additionally, in the case of urgent assistance for emergency situations, criteria resulting from individual circumstances may also be considered.

03.2 Proof

Fulfillment of the criteria must be confirmed to the scholarship provider, particularly through:

- information about the qualification and comparable (professional) experience
- individual letter (max. one DIN A4 page) explaining the eligibility for funding as well as the emergency situation and/or the disadvantage in terms of educational and participation opportunities.

Proof of fulfillment of the criteria for short-term scholarships can also be provided by means of self-disclosure if documentation cannot be provided due to the emergency situation or the diversity dimensions leading to disadvantage in terms of educational and participation opportunities. The applicant must provide a reasonable explanation for the lack of supporting documentation.

Concrete evidence or documentation will be provided to the scholarship provider in the course of the selection process. The evidence should also make it possible to understand and verify whether and which other immediate assistance / funding is being applied for or received simultaneously by the scholarship holder, insofar as this combination of additional incomes is permissible under the scholarship provisions.

Since evidence cannot always be provided in writing or obtained as documents in the context of equal opportunity and emergency situations, proof can be provided through self-disclosure. Evidence of a structural disadvantage in the context of equal opportunity can also be provided by referring to defined objectives and measures in terms of equality and diversity. Likewise, for example in emergency situations circumstances that cannot be substantiated with original documents can be proven by stating and confirming the relevant circumstances. If evidence of compliance with the eligibility criteria is available, it must be submitted to the scholarship provider, where it will be documented and confirmation provided to the Central Scholarship Office.

03.3 Documentation and verification

The scholarship provider must notify the Central Scholarship Office of the subject-specific and objective reasoning behind the selection decision. This also serves as proof of the prerequisite for the award of short-term scholarships.

These supporting documents must be submitted the internal revenue office should it inquire regarding payments made by Universität Hamburg to the scholarship holder with a view to exempting the funding from taxation. These documents form the basis of the section concerning information on the tax assessment in accordance with Section 3 number 44 of the German income tax act (Einkommensteuergesetz, EStG) in the tax questionnaire.

For the purpose of notifying about the selection decision and its justification, it is generally sufficient to submit the scholarship holder's letter of motivation as well as the letter of support from a professor/researcher or the scholarship provider. Note that the Central Scholarship Office will not request any documents concerning

- private assets or income
- private care and nursing arrangements
- private documents concerning health status.

The request and verification of these documents is part of the call for applications process and selection procedure of the scholarship provider. The Central Scholarship Office is then responsible for checking that the award complies with the guidelines.

Necessary documents for checking whether the award complies with the guidelines:

Individual funding

- letter from the scholarship provider
- letter of support from a professor/researcher or the scholarship provider

Specific funding line

- short program description
- for overarching formats: explanation of the criteria in terms of selection criteria
- for individually addressed formats: explanation of the criteria in terms of funding recipient

Structural funding format

- referencing University objectives and measures of the Equal Opportunity Directive for Universität Hamburg Academic Members, Universität Hamburg's equal opportunity plan as amended, and Universität Hamburg's diversity concept
- relationship to the addressed disadvantaged group or to the disadvantaged person

Additionally in each case, general justification regarding the planned awarding of the scholarship, particularly the expert and objective reasoning behind the selection decision (see above)