

Guidelines of Munich Aerospace e. V. – Faculty for Aeronautics and Space on granting scholarships

§ 1 General

- (1) These guidelines apply to scholarships administered by Munich Aerospace and financed by internal funding, earmarked donations, unrestricted third-party funds, cash prizes, or other funds that may be used for this purpose. These guidelines do not apply to scholarships from other government sources or scholarships granted based on other regulations (for example from DAAD, DFG, or various foundations).
- (2) Additional rules for scholarships covered by these guidelines pursuant to the requirements of the respective scholarship sponsor or the scholarship program concerned are however permissible under special circumstances. In such cases, the Munich Aerospace guidelines will have priority.
- (3) There is no legal claim to a scholarship.

§ 2 Purpose and object of the scholarship

- (1) Munich Aerospace grants scholarships for the advancement of research and for support of education and continuing education in the sciences.
- (2) The recipient may not be obligated to any compensation or employment relationship in connection with the scholarship. The scholarship does not form the basis for an employment contract. It is not subject to social security payments, because it does not give rise to compensation pursuant to Sec. 14 of the German Code of Social Law IV (Sozialgesetzbuch IV, SGB). The scholarship is tax-free if it conforms to the conditions of Sec. 3 No. 44 of the German Personal Income Tax Code (EStG).

§ 3 Conditions for scholarships

- (1) In order to qualify for a scholarship, the scholarship candidate must:
 - have completed university studies in a subject relevant to aeronautics and space, with at least a grade average of "good" or a similar grade;
 - plan on completing a doctoral degree and qualify for doctoral studies at either the TUM or the UniBwM;
 - have completed a university degree not more than three years prior to the application for the scholarship (as of the date the de-

gree was granted). Parental leave as per the provisions of the German Law on Parenting Benefits and Parental Leave (Bundeselterngeld- und Elternzeitgesetz, BEEG) of up to three years will not be applied to this time calculation.

- possess written consent from a university professor who will assume supervision of the candidate in compliance with the respective doctoral study regulations;
 - be a member of an approved Munich Aerospace Research Group and focus his/her doctoral research on a topic worthy of support offered by Munich Aerospace scholarships;
 - be a registered student at the Munich Aerospace Graduate School.
- (2) The prerequisites for receiving a Munich Aerospace scholarship are not fulfilled if the student:
- is granted another scholarship for the same purpose;
 - works either self-employed or as an employee for more than five hours per week, or ten hours per week in scientific activities.

§ 4 Application and grant procedure

- (1) The scholarship application shall, in principle, be submitted by the applicant personally, by means of a formal application describing the planned doctoral research. The applicant shall submit suitable proof of compliance with the prerequisites for receiving a scholarship pursuant to § 3 of the Guidelines.
- (2) The Executive Board of the association makes its decision based on the recommendation of the Scientific Advisory Board. The association evaluates the documents submitted by the applicant with respect to completeness and with respect to the prerequisites set forth in § 2 and § 3 of the Cooperation Agreement for the Scholarship Program.

§ 5 Scholarship amount

- (1) The amount of the scholarship is limited to an amount necessary for conducting the research as planned and for defraying living expenses, and is oriented toward amounts usually awarded for scholarships. Currently, the scholarship amount is EUR 1,575 per month. For expenses directly related to doctoral studies (e.g., study materials, travel), appropriate funds will be provided against presentation of proof of such expenses. If so agreed with the respective supervisor, this amount may also be used to extend the term of the scholarship.

- (2) No additional amounts (for example social security payments) will be granted beyond the approved funds. Munich Aerospace recommends that scholarship recipients take out health, accident, and liability insurance for adequate coverage of possible risks; Munich Aerospace will not bear these expenses.

§ 6 Term of Scholarship

- (1) The term of the scholarship is based on the content and goals of the scientific research for which it is granted, but should usually be granted for a period of at least 12 months. An extension of one year at a time is possible; however the maximum term is three years or, in exceptional cases, four years.
- (2) A condition for extension is the timely submission of a written application and a current progress report submitted by the recipient to the association, as well as, if necessary, a consenting evaluation made by the supervising university professor and a corresponding decision to extend the term issued by the Munich Aerospace Executive Board.

§ 7 Reporting obligation

The recipient is obligated to report regularly to Munich Aerospace and the supervising university professor, at prior agreed times, on the status and progress of the scientific research for which the scholarship was granted.

§ 8 Obligation of notification

The recipient is obligated to immediately notify Munich Aerospace and the supervising university professor of any changes to the information included on the original application as well as regarding the scientific research on which the scholarship is based, in particular any termination of efforts.

§ 9 Additional employment

- (1) The recipient shall inform Munich Aerospace of any additional employment entered into.
- (2) Any additional employment that
- does not exceed five hours a week, or

- is of scientific nature and does not exceed ten hours per week, is generally permitted. It is not possible to combine these options.

Income from permitted additional employment is not added to the scholarship sum.

- (3) The recipient is obligated to ensure that income from such additional employment does not exceed tax exemption and social security obligation thresholds.

§ 10 Interruption of research activity

- (1) In general, it is possible to interrupt research activities for reasons of illness, pregnancy, for reasons of special burdens stemming from the recipient's family situation, or for any other important reason not attributable to the recipient. Any documentation available regarding such cases must be submitted. The recipient must submit an application for permission to interrupt with Munich Aerospace. Interruptions of up to one year, in exceptional cases, of two years, are permissible. In this case, the scholarship is extended by the term of the interruption.
- (2) Payment of the scholarship will be suspended at the beginning of the term of interruption. In case of interruption for reasons of burdens arising from the recipient's family situation, disbursement of the scholarship may be suspended pro rata for the term of interruption, at the most however, for 12 months. In this case, the recipient must submit an application accompanied by suitable documentation. Grant of such interruption is based on the condition that the recipient makes reasonable efforts to keep up with the subject matter by conducting independent studies, by attending classes and through contact with the supervisor.
- (3) In case of pregnancy, the scholarship will be disbursed according to the statutory period of protection applicable in Germany pursuant to the German Maternity Protection Act (Mutterschutzgesetz). Interruption during this period will not be applied toward the term of the scholarship, as long as Munich Aerospace and the supervising professor are informed of the pregnancy.

§ 11 Revocation, recalling funds

Munich Aerospace reserves the right to partially or entirely revoke the grant of funds and to claim reimbursement of funds, if:

- the scholarship was obtained by submission of incorrect information or changes made after submission that lead to non-

fulfilment of prerequisites that were not notified to the association;

- reporting obligations have not been fulfilled or were not fulfilled in a timely manner;
- funds were not used for the topic of the scholarship grant; or
- the prerequisites are no longer fulfilled.

§ 12 Termination of funding

- (1) Funding shall end at the expiry of the term of the grant.
- (2) Funding ends prior to expiry of the term of the grant:
 - at the end of the month of the last examination;
 - at initiation of professional activity exceeding the hourly limits for additional work set forth under § 9;
 - if Munich Aerospace revokes funding, or claims reimbursement of funding; or
 - upon written termination by the recipient.

§ 13 Final provisions

- (1) The recipient shall notify Munich Aerospace of the date of submission of the dissertation and the date of the last examination.
- (2) After receiving documentation of award of the doctoral degree, the recipient shall submit to Munich Aerospace:
 - a photocopy of the document; and
 - a printed and a digital copy of the dissertation, in accordance with the applicable doctoral study regulations.

This also applies if the recipient does not complete studies until after expiry of the term of the scholarship.

§ Entering into force

These Guidelines enter into force upon the Munich Aerospace Executive Board resolution of 12 May, 2011.