

Policy on awarding third-party fellowships at ENS

I. Type of support

The European New School of Digital Studies (ENS) awards fellowships funded by the Dieter Schwarz Stiftung (DSS) to promote academic research activities. Payment of fellowship amounts is subject to the availability of funds from the DSS. They are divided into the following categories:

1. **ENS Visiting Professor Fellowship** (assoc. or full Professor, four years after PhD) aiming to promote core research activity as well as international research collaborations
2. **ENS Postdoc Fellowship** (Postdoc, up to four years after PhD) aiming to promote core research activity as well as international research collaborations.

Research Fellowships must not exceed an award period of six months.

II. Value of scholarships/ fellowship award

1. ENS Visiting Professor Fellowships usually amount to 6,000 € and may not exceed a maximum of 7,500 € per month.
2. ENS Postdoc Fellowship usually amount to 3,000 € and may not exceed a maximum of 5,000 € per month.
3. The Fellowship covers all additional expenses incurred, such as for travel, accommodation or childcare.

III. Taxation

Scholarship recipients are independently responsible for paying taxes on their scholarship and purchasing health and liability insurance.

IV. Status of scholarships/ fellowship recipients

1. Fellowship recipients are not considered members of the European University Viadrina (EUV). They cannot be required to teach without a formal teaching contract. The fellowship does not constitute an employment relationship. Fellows will join the ENS for a maximum period of 6 months. The fellowships provide a full grant corresponding to applicants' level of professional experience, working space in fully equipped offices, logistical support and access to the interdisciplinary research landscape of the ENS.
2. Fellows who take unpaid leave during their fellowship will receive financial compensation in the form of a stipend (see II.); alternatively, the ENS would pay for a teaching replacement at the fellow's home institution (contract buy-out).
3. Fellows who continue to receive a salary from their home university during their stay at the ENS may apply for reimbursement of their rent and travel expenses

as well as a separation allowance in accordance with the relevant university regulations:

- a. [German travel expense regulation \(BRKG\)](#)
 - b. [General administrative regulation of Brandenburg on the BRKG](#)
 - c. [Separation bonus regulation of Brandenburg \(BbgTGV\)](#)
4. A prerequisite for tax and social security exemption of a stipend under German Law is that
- a. The scholarships do not exceed an amount necessary for the performance of the research task or for the provision of subsistence and the coverage of training needs and are awarded in accordance with the guidelines issued by the donor
 - b. The recipient is not obliged to provide a specific scientific consideration or to a specific employee activity in connection with the scholarship.
 - c. The amount of the scholarship may not exceed the income previously received from an employment relationship.
5. In order to create a stimulating intellectual environment among the resident research community, fellows are expected to routinely conduct much of their work from Collegium Polonicum in Słubice during their fellowship.
6. During the fellowship, fellows shall not be obliged to any other preoccupation. If applicable, a leave of absence from any other employer must be obtained.
7. Secondary or part-time employment must not impede the ability of fellowship recipients to devote themselves primarily to the purpose for which the fellowship was awarded. The private income of the fellowship recipient derived from such secondary or part-time employment shall be set off for the period exceeding three months of the fellowship.

V. Procedures governing the award of scholarships/ fellowships

1. Applications for fellowships must be submitted to ens@europa-uni.de
2. A fellowship is granted by a selection commission.
 - a. The selection is primarily based on professional qualifications. This must be substantiated.
 - b. When awarding the scholarships, the equal opportunities mandate must be observed. In addition, diversity criteria can be considered.
3. The scholarship/ fellowship notification is issued by the Dean of the ENS.