

Guidelines for Start with a GSS stipend

Please see this sign  for useful hints for international candidates.

Application for a GSS stipend

PIs and PSs of RESOLV can apply for PhD and Qualification stipends at the RESOLV Office. PhD candidates have to hold a master degree in chemistry, physics, engineering or something equivalent. The funding period for PhD stipend is 1 ½ year. An extension of another 1 ½ years is possible. Candidates for a qualification stipend have to be at an advanced stage of their master studies. The funding period for a qualification stipend is six months. No extension is possible. A PI/PS can have no more than two stipends.

Applications forms for GSS stipends can be found in the RESOLV intranet. The RESOLV Board decides about the application for the GSS stipend. The RESOLV Board meets usually on the first Monday of the month. Board meeting may be postponed or cancelled. Please see the RESOLV calendar on the RESOLV homepage or ask the RESOLV Office for exact dates. Please sent the application by email to the RESOLV Office (resolv@rub.de) no later than **one week before the Board meeting**.

Approval of GSS stipend and Selection of candidate

After the approval of the stipend by the RESOLV Board an appropriate candidate has to be chosen within six months. If no candidate is chosen within six months the RESOLV Board has to decide about the application again.

After the approval of the stipend the RESOLV Office sends a **stipend questionnaire** to the applicants (=PI/PS). When the candidate is chosen the supervisor forwards the stipend questionnaire to the candidate. The stipend candidate fills in the questionnaire as far as possible. The questionnaire has to be signed by the candidate and the supervisor. Please return the questionnaire to the RESOLV Office (resolv@rub.de) and include the documents, which are requested in the questionnaire.



International candidates need an English or german translation of their master certificate. A certificate of enrollment is only necessary if the candidate is already enrolled at the RUB, UDE or TUD. Otherwise the candidate can enroll after the start of his stipend.

After the return of the stipend questionnaire the central administration of the RUB (Dezernat 2) initiates the payment of the stipend and sends a **funding confirmation** to the candidate. This can take up to 3 weeks.



With the confirmation of funding international candidates can **apply for a visa**. International candidates that do not yet have a german bank account can get their **first payment cash** at the “Sparkasse Bochum”.

Enrollment at the University and start in the GSS

Stipend holders that are not yet enrolled at the RUB, UDE or TUD **have to enroll** as soon as possible after the start of their stipend. PhD candidates at the MPIs can enroll at the RUB.

PhD candidates who enroll at the RUB chemistry are automatically members of the **Graduate School of Chemistry and Biochemistry (GSCB)**. Please contact the GSCB Coordination Office (Gundula Talbot) for the enrollment at the RUB chemistry department and questions regarding the GSCB: <http://www.chemie.ruhr-uni-bochum.de/gscb/contact.html.de>
gscb@rub.de

Please see here for information about the requested documents for the enrollment at the GSCB: <http://www.chemie.ruhr-uni-bochum.de/gscb/adm/documents.html>

For the enrollment the candidate needs in particular a confirmation about a valid **health insurance**. There are no insurances included in the GSS stipend. Stipend holders have to procure a private health insure.



For international students we recommend **mavista.com** for the procurement of a health insurance. If the master thesis is not written in English or German, international students need a **summary of their master thesis** in English or German for the enrollment. In addition the supervisor has to sign an **“equivalence certificate”** to confirm that the international master degree is equivalent to a German one. A draft for the equivalence certificate can be requested at the RESOLV Office and has to be returned either to the GSS Science Manager (Nina Winter, gss@rub.de) or to the GSCB Office (Gundula Talbot, gscb@rub.de).

All PhD candidates with a GSS scholarship are automatically **members of the Graduate School Solvation Science (GSS)**. Please let the GSS Science Manager (Nina Winter, gss@rub.de) know your RUB email address as soon as possible after your enrollment. You will then get an email with the **access to the GSS intranet** where Guidelines to the GSS formalities and all important forms can be found.

Further Information (Ensurances, holiday, contact persons)

The GSS stipend is no working contract. There are **no insurances included** in the stipend. The procurement of a **health insurance** is mandatory for the enrollment. Please note that PhD candidates cannot profit from the student's rate within the statutory health insurance. Stipend holders that are enrolled at RUB have a student's **accident insurance** for the work at the RUB campus. Stipend holders at other institutes have to talk to their host institutes about an accident insurance or procure a private insurance.

The stipend holder and the supervisor have to come to an agreement about **working hours and absence from work** (e.g. holidays). Absence from work does not have to be reported to the RESOLV Office. If travel expenses shall be reimbursed by RESOLV, a travel expenses form has to be sent to the RESOLV Office in advance to the journey, please see the GSS intranet for further information.



International students can get support with administrative stuff (e.g. visa extension, registration with the city, enrollment, health insurance) at the Welcome Center of the International Office of the RUB and from the International Student Service RUBISS, both located in the RUB Student Service Center (SSC). Please see here for more details:

<http://international.rub.de/welcomecentre/index.html.en>
<http://www.international.rub.de/rubiss/index.html.en>