

Guidelines to GSS Formalities

Duration and Extension of GSS membership / GSS stipend

The first period of the GSS membership is 1 ½ year. **After 15 months** GSS members have to **apply for an extension** of their membership. This is valid for GSS stipends as well as for associated GSS members. Please use the *Form “Proposal to extend GSS stipend”* for the extension of GSS stipends and the *Form “Status Report (external members only)”* for the extension of associated GSS memberships.

The application for extension of the GSS membership / GSS stipend has to include a project report, a project plan for the next funding period including the destination of your international work experience and a copy of your GSS Training Schedule (see below). Please see the applications forms in the GSS intranet for more details.

Please send the application for extension by email to the RESOLV Office (resolv@rub.de). The RESOLV Board decides about the extension of the GSS membership / 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. In the Board Meeting only applications will be discussed which were sent to the RESOLV Office one week before the Board Meeting at the latest.

General information about the stipend

The GSS stipend is no working contract. There are **no insurances included** in the stipend. The procurement of a health insurance is mandatory for stipend holders. 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. A travel expenses form has to be sent to the RESOLV Office only if Travel expenses shall be reimbursed by RESOLV (please see below for the reimbursement of Travel Expenses).

GSS Training Schedule

GSS members complete a three-year structured graduate programme including research-related training, training in generic skills and interdisciplinary/international events. The graduate programme is structured according to the GSS Training Schedule that can be downloaded in the GSS intranet. Please see the “Guidelines to the GSS Training Schedule” for further information.

Qualification stipend holders are cordially invited to all GSS events but do not have to complete the GSS Training Schedule.

Doctoral Agreement

All GSS members and their supervisors sign a Doctoral Agreement about the supervision of the GSS fellow during the doctoral studies. The Doctoral Agreement can be downloaded in the GSS intranet and has to be returned to the GSS Science Manager (gss@rub.de, Room NC 02/75).

Travel Expenses for Conferences and Workshops

For GSS members travel expenses of up to 1.500 EUR per annum can be reimbursed by RESOLV. Please note that travel expenses will only be reimbursed if a poster or oral presentation with the **RESOLV logo** and the following **acknowledgement** is presented: *"This work is supported by the Cluster of Excellence RESOLV (EXC 1069) funded by the Deutsche Forschungsgemeinschaft"*.

Procedure for reimbursement of Travel Expenses:

- 1.) Before your journey please fill in the *Travel Expenses Form (Dienstreiseantrag, in german)* with an estimate of the total cost of the conference and sent it to the RESOLV Office (resolv@rub.de) or return it to the RESOLV Finance Office (NC 02/30). You can find *English Guidelines to the german Travel Expenses Form* in the intranet.
If you cannot pay your travel costs in advance, it is possible to apply for an advance payment at the RESOLV Office. Please use the *Form "Anweisung einer Abschlagszahlung"* for that.
- 2.) To include your contribution in our RESOLV Database, please fill in the *Database Talks Form*. In case of a poster presentation we need a pdf of your poster in addition. Without these information no reimbursement of your travel costs is possible!
- 3.) After the conference please fill in the *Travel Reimbursement Form (Reisekostenabrechnung)* to get your travel expenses back. Please sent the Travel Reimbursement Form along with the Database Talks Form a pdf of your poster to the RESOLV Office (resolv@rub.de) or return it to the RESOLV Finance Office (NC 02/30).

GSS Internship

The GSS internship has to be done at a host institute **abroad** for two up to three months. A GSS internship **within Germany is not possible**.

RESOLV covers the travel costs (one time to host institute and one time back) and the "DFG Monthly allowance" for up to three months. RESOLV **cannot** cover any additional costs beyond that. The DFG monthly allowance depends on your country of destination. A list can be found in the GSS intranet.

You can split your visit into max. two parts. The two parts have to add to min. two months to be credited as GSS internship according to your Trainings Schedule. Please note: RESOLV will not cover any additional travel costs due to the split of your stay and the DFG monthly allowance can be paid only for stays of min. 30 days.

Procedure for application:

- 1.) As soon as the destination and dates of your stay are clear, please fill in the *GSS Internship form* in the intranet. Please let your host institute sign the form and return it to the GSS

Science Manager (gss@rub.de) BEFORE your stay. Without the form no approval of your stay as GSS Internship is possible.

- 2.) Please fill in the usual *Travel Expenses Form (Dienstreiseantrag)* and, in case you need an advanced payment the *Form "Anweisung einer Abschlagszahlung"* in addition, and send it to the RESOLV Office (resolv@rub.de) BEFORE your stay. Without the Travel Expenses Form no reimbursement of your travel costs is possible.
- 3.) You can get a funding confirmation from RESOLV for your host institute. Please send the dates of your travel, the address of your host institute and, if known, the name of a contact person at the host institute to the GSS Science Manager (gss@rub.de). You will then get a funding confirmation by email.
- 4.) If you are enrolled at RUB, you can print out a confirmation of your enrollment at the RUB Info Point Building UV Floor 0. If you need a confirmation of your enrollment beyond that (e.g. official seal) please contact the Student's Office in the Student Service Center, Building SSC, Floor 0, Room 229. If you need a confirmation of the expected date of your graduation, please contact Gundula Talbot (Building NC, Floor 02, Room 169).
- 5.) For reimbursement of your travel expenses please use the usual *Travel Reimbursement Form (Reisekostenabrechnung)* and send it to the RESOLV Office (resolv@rub.de) or return it to the RESOLV Finance Office (NC 02/30).