

Guidelines for Scholarship Students

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This compilation is intended to serve scholarship students at LIKAT Rostock as a source of advice. The following explanations apply to all scholarship students in equal measure, independently of the source of their financing.

I. Purpose of the financial support

The aim of the scholarship is to enable the individual to devote himself ¹ to his own scientific work free of the constraints of earning an income, as far as is possible.

II. Status of scholarship students

1. The scholarship is usually free of income-tax, wage-tax and social-insurance payments. (It is the scholarship student himself who is responsible for the correct payment of taxes and any another required payments.)

Prior to starting work at LIKAT Rostock, each individual must prove that he has sufficient health-insurance protection. Scholarship students have accident-insurance cover via LIKAT Rostock.

In addition to this, for the purpose of ensuring appropriate coverage of the relevant risks, it is recommended to conclude a liability insurance / laboratory liability insurance and, where applicable, a legal-protection insurance.

2. The set of rules applying at LIKAT Rostock, summarised in this current document, in addition to instructions relevant to safety/security issues, do not constitute directions as defined by German employment law. Scholarship students are not subject to being given directions and have an obligation solely to the pursuit of their research objective. Nevertheless it is required to comply with these rulings. Violations can lead to the withdrawal of the scholarship and to a ban on entering LIKAT Rostock's premises.

III. Obligations undertaken by the scholarship students

You are making avail of LIKAT Rostock's infrastructure and are thereby subject to the rules and stipulations that apply at LIKAT Rostock. Prior to starting work at the Institute, the guest-contract and the scholarship students' agreement must be signed and a valid up-to-date written confirmation of health-insurance cover must be submitted; it is also a requirement to completely work through the list of team members to meet, issued by the 'Personnel and Social Affairs' Department. This list includes all necessary contact individuals and their relevant contact details. The same applies when an individual ceases to work at LIKAT Rostock.

The essential rules for working at LIKAT Rostock are these:

Access to the building (key/issue of door-access cards)

Within the opening times, access to the buildings is obtained by means of a key or a chip-card. These are issued by the Technical Support service area and must be returned to that department immediately after the scholarship comes to an end.

Opening-times/working period

The rule is that it is permitted to be present in the LIKAT Rostock's buildings from Monday to Friday, between 0600 to 2130 hours, and also at weekends and on bank holidays between 0800 and 1930 hours (outside the alarm-secured period). At the weekend, it is permitted to enter and to leave the building solely through the main-entrance doors. In order to be able to more quickly find those who are present, in the event of an alarm, entering the building and leaving it must be documented: each

¹ It should be noted that, where only the masculine form is used, it applies in equal measure to anyone - male or female.

person writes their laboratory number and telephone number in the attendance books made available. (see Intranet: *'Arbeiten am Abend und an Wochenenden'*)

In the period between and including Christmas and New Year, LIKAT Rostock is absolutely closed for all purposes.

Safety at the workplace

So as to guarantee everyone's necessary safety, prior to a person taking up his duties and thereafter at regular intervals, a documented instruction process takes place on all essential matters relating to safety at the workplace. Personal protective equipment is issued by the Service Department for Purchasing and Property.

The *'Laborordnung'* state the basic rules that apply to work in the laboratory, to how one is to deal with hazardous substances and disposal of them, as well as to dealing with pressurised gases, testing equipment, protective equipment and security equipment, and also to behaviour in dangerous situations.

Use of IT

Before a newcomer starts the scientific work at LIKAT Rostock, a staff member from the IT Service gives that person information about essential rules, in the context of an initial familiarisation process with regard to IT. The necessary details are contained in the *'Anweisung für die Nutzung der IT'* and *'Betriebsvereinbarung zur Nutzung von Telemedien- und Telekommunikationsdiensten'*.

Organisational coordination of arrangements

So as to reach the scientific objective, agreement must be reached with one's personal supervisor on a regular basis, regarding the time period in which the scholarship student uses LIKAT Rostock's infrastructure. If the work is interrupted due to personal reasons, the personal supervisor must be informed of this in advance; it must also be clarified, jointly with the personal supervisor, whether this interruption is non-damaging to the scientific project and to the level of progress attained within it.

Illness/accident

If scholarship students are prevented from undertaking their scientific work due to illness or for other important reasons, they are kindly requested to notify their personal supervisor of this immediately.

Travel costs

If it is necessary to travel in order to progress towards the research goal, the personal supervisor must be notified of such travels. An application can be made for LIKAT Rostock to assume costs associated with this. For this purpose, at least 14 days before the trip begins, the corresponding application form must be filled-in and submitted. Only costs actually incurred can be reimbursed. No daily-allowance payment is made. Further details are stated in the *'Dienstreiseordnung'*.

Instances of absence/trips

If it is necessary, within the framework of the research work, to visit other institutions within Rostock, the personal supervisor must be notified of this by email well in advance. (see Intranet: *Dienstgänge*).

Other duties

1. Non-disclosure

Scholarship students shall undertake an obligation to maintain confidentiality in relation to all third parties, regarding all matters internal to the Institute and also all matters and events of which they become aware within the framework of their activity in the Institute; this obligation also applies after they leave the Institute.

2. Compliance with the rules of good scientific practice

In implementing the financially-supported research project, you undertake an obligation to comply both with the rules applicable at LIKAT Rostock with regard to good scientific practice and also with the relevant laws. Procedures and sanctions applied in the event of violations of the rules and obligations and, in particular, in any case of misconduct in scientific work or any other work, are stated in detail in the document '*Regeln guter wissenschaftlicher Praxis, Verfahren und Sanktionen bei Fehlverhalten*' (see Intranet).

3. Duty to provide information

LIKAT Rostock attaches much importance to using the results of research conducted in the context of financial support provided. All inventions, improvements and innovations which it is conceivable to utilise commercially (e.g. in the form of a patent) must therefore be notified to the Institute's management immediately in writing, using the relevant form (*Erfindermeldung*). After this, LIKAT Rostock declares whether it wishes to claim the inventions, improvements or innovations for itself.

4. Return

All documents provided that are needed to carry out the work – in addition to the key/chip-card, workplace-safety clothing and other workplace-safety resources - must be returned to the Institute, without prompting, when the activity at LIKAT Rostock ends. Laboratory journals, analysis protocols and other scientific data-recordings are the property of LIKAT Rostock. In particular, it is prohibited to remove or retain any items from LIKAT Rostock when the activity at the Institute ends; all items must be handed over in good order, either to one's immediate manager or one's functional successor.

IV. Rulings governing general business transactions

Further rulings and stipulations that require compliance are stated in the House Rules of the Institute. All rulings are available in the Intranet.

(1) The '*Geschäftsordnung*' contain the central provisions issued by the Institute (see Intranet: Management/Rules of Procedure/übergeordnete Regelungen/Geschäftsordnung),

(2) The '*Vollmacht- und Unterschriftenordnung*' establish the rules for authorisation with regard to any transactions. (see Intranet: Management/Rules of Procedure/übergeordnete Regelungen/Vollmachts- und Unterschriftenordnung)

(3) Everything that is acquired (tangible items, services and investments) is subject to the '*Beschaffungsordnung*'. Usually, the Service Area 'Purchasing and Property' has functional responsibility for this. (see Intranet: Management/Rules of Procedure/übergeordnete Regelungen/Beschaffungsordnung)

V. Research results – Publications and commercial utilisation

1. Publications

LIKAT Rostock expects the research results to be reflected in scientific publications – this can be during the project or, where applicable, also at a later date. In publications and all other presentations of material, especially those in the public domain, LIKAT Rostock's corporate design (= CD) must be used. When using the Institute of Catalysis logo, or respectively that of the Leibniz Association, it is essential to comply with the basic guidelines (see Intranet: Management/Öffentlichkeitsarbeit (PR)/Corporate Design/Basisrichtlinien zur Logo-Anwendung im LIKAT)

2. Commercial utilisation – copyright and patents

Commercially-utilisable results are required to be protected and commercially utilised in a suitable way (particularly by means of patents and utility models). A duty to provide information applies in the case of an invention, improvement or innovation (see Section III, Item 3: Duty to provide information).

VI. Concluding provisions

LIKAT Rostock shall reserve the right to revoke the scholarship in the event of violations of these guidelines and duties, or to demand repayment of the scholarship money, including any additional payments made (LIKAT Rostock scholarships). Likewise, the guest-contract can be terminated (even in the case of external scholarships). These measures can also be taken if the scholarship student has provided incorrect information in his application, or in the course of obtaining the financial support, or if other facts of a serious nature become known.

LIKAT Rostock reserves the right to amend these guidelines at any time.

ANNEX

Contact-individuals at LIKAT Rostock

Scholarship students are very welcome to contact the spokesperson for doctoral students if they have questions regarding the personal supervision and the organisation at LIKAT Rostock. As contacts with regard to administrative matters, the staff in the various service-units are available; for scientific matters it is primarily the head of the respective subject-specialist organisational unit, or respectively the departmental heads.

Provisions for entry to the country/staying in the country

Welcome Center & Global Café (Rostock University):

<http://www.welcome-center.uni-rostock.de/>

Migrationsamt der Hansestadt Rostock/Ausländerangelegenheiten:

http://rathaus.rostock.de/sixcms/detail.php?template=seite_rathaus_international_auslaenderbehoerde_de&_sid1=rostock_01.c.260.de&_sid2=rostock_01.c.205911.de&_sid3=rostock_01.c.205912.de&_sid1=rostock_01.c.260.de&_sid2=rostock_01.c.267.de

http://rathaus.rostock.de/sixcms/detail.php?template=seite_auslaenderangelegenheiten_de&_sid1=rostock_01.c.260.de&_sid2=rostock_01.c.267.de

http://rathaus.rostock.de/sixcms/detail.php?template=seite_rathaus_international_auslaenderbehoerde_de&_sid1=rostock_01.c.260.de&_sid2=rostock_01.c.205911.de&_sid3=rostock_01.c.205912.de&_sid1=rostock_01.c.260.de&_sid2=rostock_01.c.267.de

http://rathaus.rostock.de/sixcms/detail.php?template=seite_auslaenderangelegenheiten_de&_sid1=rostock_01.c.260.de&_sid2=rostock_01.c.267.de

Germany's Department for Foreign Affairs:

<http://www.auswaertiges-amt.de/>

Types of insurance

- *Liability insurance/laboratory liability insurance:* In Germany, individuals are held liable for damages that they inflict on third parties; parents are liable for what their children do. As a result it is customary to conclude a private (family) liability insurance policy so as to have insurance cover in the event of demands that arise due to unintentionally-caused damage.
- *Legal-protection insurance:* An insurance policy of this kind assumes costs for (among other things) provision of legal support by a lawyer in the event of legal disputes after an accident. Suitable transport-law protection guarantees insurance cover not only as the driver of one's own vehicle, but also as a passenger, a pedestrian or a cyclist.
- *Accident insurance/insurance against inability to practise one's profession:* For the period of scientific activity at one's workplace at the Institute, a statutory accident-insurance policy is in force: this is established via the Mecklenburg-Vorpommern State Accident-Fund, with regard to the consequences of workplace-accidents and occupational illnesses (an exception: accidents on the way to and from one's workplace respectively). For damages that emerge due to gross negligence or due to non-observance of safety stipulations, the person causing such damages shall be liable for them. No further arrangement exists for securing oneself against inability to practise one's profession; an individual can privately make any such arrangements that he wishes to make.