

**DIRECTIVES OF THE FACULTY MOBILITY PROGRAM**  
**between the Ministry of Science of Baden-Wuerttemberg and**  
**the Ontario Ministry of Advanced Education and Skills Development**

### **1.1 Target group and goals**

This scholarship program enables researchers from the 9 Baden-Württemberg research universities to conduct research stays at a partner university in the province of Ontario, Canada. The scholarships are given to carry out a project in cooperation with an academic host, providing the necessary research opportunities and supervision. While the objective is both to promote new collaborative research partnerships and to strengthen existing partnerships between researchers in Ontario and Baden-Württemberg, applications proposing new partnerships are particularly welcome.

Visit the website of the program for details of the participating partner universities:

<http://obw.ouinternational.ca>

The scholarships are awarded to experienced scientists with a clear academic profile. They are professors, assistant professors, junior research group leaders, or post-doctoral candidates with at least two to three years of scientific activity. The funding is available for scientists of all academic disciplines.

### **1.2 The Faculty Mobility Program**

The scholarship is for carrying out a special project in cooperation with a colleague at one of the partner institutions (<http://obw.ouinternational.ca/ontario-universities>). It is expected that the grantee gives at least one public lecture at the host university. To a limited extent, a teaching activity can be carried out during the time abroad. However, the focus should stay on the initiation of a research project. Pursuing any other full-time employment in or outside the host country is not possible.

The scholarship is intended to cover travel costs and additional living expenses abroad.

### **1.3 Time frame, application and selection**

The University of Konstanz is the coordinating university of the Ontario/Baden-Württemberg program and the Faculty Mobility program, as well as of the selection committee for awarding the scholarships, together with the Baden-Württemberg Ministry of Science, Research and the Arts. The scholarships are awarded for a period of one to four months.

#### **The English or German application includes**

- A project description

Describe the project in detail and in a non-technical language to a maximum of 3 pages.

All of the following aspects should be dealt with:

- I. The project
  - objectives and underlying assumptions
  - the current state of knowledge about the project
  - research design
  - the methods of evaluation and the criteria for the evaluation of results
  - the importance for your home and host university
  - how you will publish or present your results.

## II. Cooperation

- rationale for the cooperation with the professor/department at the host university
  - previous cooperation with the professor/department at the host university
  - continuing cooperation with the professor/department at the host university
- A brief description of the project - in 200 words or less. This summary will be published on the OBW website: <http://obw.ouinternational.ca/faculty-research-exchange>
  - An invitation from the academic host, who describes the research project as well as the work-place which will be offered.
  - A curriculum vitae
  - As well as the completed endorsement of the project proposal by the home university

The application is a cohesive PDF file that will be send by email to:

University of Konstanz, International Office, [exchange.programs@uni-konstanz.de](mailto:exchange.programs@uni-konstanz.de)

The deadline for the submission of applications is **October 15<sup>th</sup>** (or the subsequent working day) each year, for research stays in the following year.

### **1.3.1 Changes to the original dates**

If the agreed upon dates for the research stay change, the University of Konstanz has to be informed and a new letter of invitation by the host as well as a new stipend contract has to be presented. To move an approved research stay to another calendar year is not possible.

### **1.3.2. Amount of the award**

The monthly scholarship amount is 1.200 Euros. In addition, a one-time travel allowance of 1.200 Euros is granted. There is no need to show for which purposes the money has been used. Additional funding for special purposes cannot be granted. Together with the signed scholarship confirmation, the grantee will provide the University of Konstanz with bank details, where the money shall be transferred.

### **1.3.3 Payment of the scholarship amount**

The funds are provided by the Ministry of Science, Research and the Arts and distributed through the University of Konstanz. For stays of more than three months, the scholarship will be paid out in multiple installments. The travel grant will be combined in the first installment. Otherwise, the entire scholarship is paid out at once.

### **1.4 In case of cancellation or premature termination of the research period**

The scholarship holder agrees to inform the University of Konstanz immediately of any changes to the proposed research project, its dates, host, early termination or cancellation, etc.

### **1.5 Taxes**

The grantee is responsible for his or her own tax affairs. He or she is responsible for complying with a tax obligation in a particular case.

### **1.6 In Germany**

The grantees are tax free under the provisions of § 3 No. 44 of the Income Tax Act (EStG) in the Federal Republic of Germany. They are not subject to German compulsory social insurance.

### **1.7 In the host country**

The scholarship holder is encouraged to ask for a tax exemption or tax refund wherever possible.

### **1.8 Travel costs**

The program grants a one-time travel allowance to cover the flight as well as connected travel costs for arrival and departure. The grant of 1.200 Euros can be individually used.

### **1.9 Entry visa and formalities on site**

All grantees need to oblige the visa regulations set forth by the Canadian authorities. It is advisable to contact the International Office or Welcome Center of the host university to help with visa or entry formalities (where necessary). The International Offices can also help regarding questions of housing, arrival with spouse and/or children. Visa fees or similar can be paid with the help of the scholarship. Since June 12, 2017, people who spend up to 120 days at research institutes or research institutions in Canada are not required anymore to have a work permit. In any case, an electronic entry permit (eTA) must be obtained when entering the aircraft. For more information, please visit the Citizenship and Immigration Canada website: [http://www.cic.gc.ca/english/work/apply-who-nopermit-result.asp?q1\\_options=24](http://www.cic.gc.ca/english/work/apply-who-nopermit-result.asp?q1_options=24)

The International Office at your host university should also be contacted early on questions regarding accommodation, entry with children and all every day, non-academic questions. These are often information that your academic counterpart is not familiar with.

### **1.10 Insurance**

It is obligatory for program participants to have adequate health, accident and personal liability insurance in Germany as well as in the host country. These costs must be covered by the grantee.

### **1.11 Health Insurance**

The grantee must from day one and throughout the duration of the stay abroad be under a health insurance plan that offers adequate protection in the host country. This also applies to the time of a possible interim stay in Germany, for the transatlantic and other travels. One possibility here is to use the group insurance of the DAAD.

### **1.12 Arrival at the host institution**

It is advisable to introduce oneself as well as the OBW program at the host institution, especially to the university office of the Dean, Provost, President, etc. Please explain in these discussions the close cooperation between Baden-Württemberg and Ontario in the science sector.

### **1.13 Alumni reviews**

The Ministry of Science does not request an intensive report on the scientific project. Instead, it expects that the research results can be found in scientific publications, at a later time. Towards the end of the fellowship, the Ministry of Science asks to hand in a short report on experiences and observations during the scientific cooperation. The report should include a comparison of the conditions in Germany and Canada.

### **1.14 Rules of good scientific practice**

The scholarship holder is obliged to comply with the principles of good scientific practice. The rules can be viewed at (in German):

[http://www.dfg.de/foerderung/grundlagen\\_rahmenbedingungen/gwp/index.html](http://www.dfg.de/foerderung/grundlagen_rahmenbedingungen/gwp/index.html)