

FTN-fellowship regulations (update Feb. 2018):

(1.) Interview / progress report

a.) New Candidate (1st. Interview):

- written application including CV, MSc-thesis certificate, max. 5 pages.
- letters of recommendation from two PIs, at least one of these PIs must be member of the FTN-
The complete written documents of an application must be received by the office of the FTN (Ms. Liegel-Seitz) no later than the 20th. of the month in order to present the project in an oral interview in front of the FTN-teaching committee at the first Tuesday of the following month.
- duration of oral presentation = 15 min max.
- talk should include a summary of the MSc project and a working plan for the proposed PhD-project:

Main criterion for evaluation: qualification of the applicant, quality of the written application, quality of the talk (incl. MSc thesis)

Additional criteria: project topic /project plan (Is it Translational Neurosciences? Originality? How realistic is the time schedule for the project, 3 years? Level of innovation?)

The first funding period is limited to 24 month (2 years).

IMPORTANT: If the FTN-teaching committee raises serious doubts about the qualification of the candidate and/or on the project plan, the application will be rejected. If the committee is not fully convinced, initial funding can be limited to 12 month, and this PhD- candidate will be re-evaluated already after 8 month to control his/her progress.

Termination of the fellowship contract: In the first 6 months after signing the first fellowship contract, the FTN or the FTN-fellow are permitted to terminate the contract with 4 weeks notice.

b) Extension of FTN-fellowship: Evaluation after 21 months of funding:

- **It's the responsibility of each FTN-fellow to apply for an extension of his/her fellowship in time, which means at least 3 month before the official expiration of the fellowship.**
- The complete written documents to apply for an extension of the fellowship must be received by the office of the FTN (Ms. Liegel-Seitz) no later than the 20th. of a month in order to present the progress of the project in an oral interview in front of the FTN-teaching committee at the first Tuesday of the following month (see also the above paragraph).
- written application including a progress report of max. 4 pages
- the complete application for extension of the project must be received by the FTN no later than 10 days before the scheduled oral presentation.
- duration of oral presentation: 10min max.

Main criterion for evaluation: quality of the presentation, quality of data.

Additional criteria: paper, upcoming experiments, is it realistic to finish the PhD-project in time (3 years)

The second funding period is limited to 12 months (overall funding period: 3 years)

c) Option to further extend the FTN-fellowship:

- **written application including a progress report of max. 3 pages**
- **duration of oral presentation: 10min max.**

Main criterion for evaluation: current status of the project requires a defined and limited extension of funding, the proposed and very precise project plan will allow completion of the project within the following 12 months.

Additional criteria: authorships, scientific and personal progress of the PhD-candidate.

Regulations for Postdocs:

a.) New Candidate (1st. Interview):

- **written application (including CV), MSc-thesis certificate, PhD-thesis, max. 5 pages.**
- **duration of oral presentation = 15 min max.**
- **talk should include the working plan for the proposed project:**

- **letters of recommendation from two PIs, at least one of these PIs must be member of the FTN-**
The complete written documents of an application must be received by the office of the FTN (Ms. Liegel-Seitz) no later than the 20th. of the month in order to present the project in an oral interview in front of the FTN-teaching committee at the first Tuesday of the following month.

Main criterion for evaluation: qualification of the applicant, quality of the talk (incl. PhD-thesis)

Additional criteria: project topic /project plan (Is it Translational Neurosciences? Originality? How realistic is the time schedule for the project, 2 years? Level of innovation?)

The funding period can range from 12-24 month (max. 2 years).

IMPORTANT: If the FTN-teaching committee raises serious doubts about the qualification of the candidate and/or the project plan, the application will be rejected. If the committee is not fully convinced, initial funding can be limited to 12 months and the candidate will be re-evaluated after 8 months to evaluate his/her progress.

Termination of the fellowship contract: In the first 6 months after signing the first fellowship contract, the FTN or the FTN-fellow are permitted to terminate the contract with 4 weeks notice.

TransMed (MD-PhD/PhD candidates): FTN-fellows who aim to receive a MD-PhD/PhD degree in Translational Biomedicine (TransMed) and collect Credit Points (CPs), must register and become member in the TransMed program. Each fellow is responsible to collect the required number of credit points by attending an appropriate number of workshops, lectures, soft skill course etc. More information can be found on the webpage of TransMed (<https://www.unimedizin-mainz.de/transmed/phd-mdphd-in-translational-biomedicine.html>)

(2.) Further Regulations for FTN-fellows:

*PhD-students will receive a fellowship of 1.468,00 Euro/month,
Medical students will receive a fellowship of 838,00 Euro/month,
Postdocs will receive a fellowship of 1. 853,00 Euro/month.*

(status of 06/15 DFG / Graduate schools)

- FTN-fellowship holders have to abide by laboratory practice and workplace behavior with respect to all project-related duties and advice received by their project supervisor (PI).
- Specific regulations regarding working hours and holidays applicable to "Tarifvertrag"-contract holders do not apply to holders of FTN-fellowships.
- FTN-fellows have no teaching obligations.
- If FTN-fellows face severe problems fulfilling project requirements or communicating with the supervisor, they can contact the official 2nd supervisor for assistance. Both the FTN-fellow and the 2nd supervisor may further report this to the FTN-teaching committee, which will inform the FTN-steering committee of the issue.

(3.) Pregnancy and parenthood:

- The FTN-student will receive an additional 400€/ month starting from the month when the baby is born.
- The German regulations on Arbeitsschutz/work safety and "Mutterschutzfrist /maternity protection leave" are mandatory. During maternity protection the German health insurance assumes financial responsibility. All pregnant FTN-fellows are required to immediately inform their supervisors on the exact dates of Mutterschutz/maternity protection leave.
- The FTN pays the monthly fellowship to FTN-fellowship holders during their period of maternity protection
- The FTN fellowship will be extended for the time period of maternity protection
- After birth of the child one of the parents can apply for ("Elternzeit/parental leave") with a duration of max. 1 year. The contract will be extended accordingly, but the FTN-fellowship money as well as the 400€/month for the first child and €100/month for each additional child support will not be paid during this period. Important: Any additional salary derived from taking another job position during Elternzeit is limited to 450€/month.

The FTN-fellow is required to inform the supervisor about the beginning and the end of the Elternzeit.

(4.) New contracts for PhD-fellowships and insurance

Each student will confirm by signature of this contract that reception of this fellowship does not mean that he/she has a regular working contract with the UM. Please note that this insurance covers only accidents that occur within the labs of the University of Mainz.

It is strongly advised that all FTN-fellowship holders aiming for a PhD or Dr. rer.nat register for an immatriculation at the JGU Mainz (see additional information flyer about "TransMed"). An immatriculation qualifies the owner to receive exclusively reduced fares for contracts with insurance companies, public transportation (MVG) and other benefits. The biannual fee for immatriculation at the JGU can be reimbursed through the bench fee. Important: Each FTN-fellow is responsible to organize any health insurance, personal liability insurance ("Haftpflichtversicherung"), etc. by him/herself.