

INTERNATIONAL EXCELLENCE FELLOWSHIPS

Guidelines for International Excellence Fellows and Hosts

1. Research Fellowship

With the funding granted under the University of Excellence concept “The Research University in the Helmholtz Association/Living the Change,” KIT awards research fellowships to scientists from abroad for execution of a [research] project at KIT for a period of two to four months. The purpose of the research fellowships is to carry out the proposed research in cooperation with an academic host who is obliged to provide the necessary research facilities at the host institute.

2. Status of International Excellence Fellows

The grantees of the International Excellence Fellowships Program have the status of research fellows (“Stipendiatinnen und Stipendiaten”). They are no employees of KIT and cannot be obliged to perform any specific employee activity. Further details will be outlined in the Notice of Approval (“Förderbescheid”), which will be agreed upon directly by the project coordinator and the grant recipient. The Notice of Approval is issued on the basis of the Guideline for the Award of International Excellence Fellowships at the Karlsruhe Institute of Technology (KIT) of April 25, 2023: [Official Notice 2023 Nr. 39](#). The grantees of the International Excellence Fellowships Program accept the regulations of the program by signing the *Confirmation of Receipt and Waiver of the Right to Appeal*, which are attached to the Notice of Approval.

3. Funding, Taxes, and Payment Information

An International Excellence Fellowship will be paid in the form of a non-repayable monthly subsistence allowance and will be calculated individually depending on the scientific qualification of the research fellow. To cover the costs of the outward and return journeys, KIT will pay a non-recurrent travel allowance. This allowance is newly calculated every year based on the current costs of a train ticket (2nd class plus IC or ICE surcharge) or a plane ticket (Economy Class) for the shortest routes. A list of traveling allowances, ordered by countries, will be attached to the Notice of Approval and can be found on the [website](#).

Since research fellows are no employees, carrying out the proposed research is not classified as gainful employment under the terms of German Income Tax Law. Consequently, the monthly fellowship payments are not considered earned income and are not subjected to social insurance deductions. Research fellows are exempted from taxation under Article 3, No. 44 of the German Income Tax Law. The laws in the research fellows’ home countries may include special regulations on taxing research fellowships. If in doubt, research fellows should consult a tax advisor in their own country.

The payment process is coordinated by the project coordinator. The fellowship payment is generally transferred monthly to a SEPA (Single Euro Payments Area) bank account indicated by the research fellow. Alternatively, the payment can be

- transferred to a non-SEPA account, with all home bank charges being deducted or
- issued as a cash check by the Financial Management Business Unit of KIT and cashed in the [BW Bank](#) in Karlsruhe (only in justified cases and for **research stays no longer than 2 months**).

Please inform the project coordinator about the preferred payment form.

4. Registration as a Visiting Scientist at KIT

As of May 1, 2024, all [Visiting Scientists](#), including International Excellence Fellows, are obliged to register their research stay at KIT via [Mobility Online](#). Once you have successfully registered, you also have the option of requesting Welcome Services from the team of International Scholars and Welcome Office (IScO).

5. Designation “International Excellence Fellow at KIT”

The designation “International Excellence Fellow at KIT” may be used as follows:

- Inclusion in the curriculum vitae with reference to the funding period is permissible without the consent of KIT;
- Reference to the KIT sponsorship as “International Excellence Fellow at KIT” in a publication is only permissible with the consent of KIT.

6. Use of KIT Infrastructure

The nominating scientists guarantee that the infrastructure necessary for the research projects (e. g. registration of the KIT partner account, library access, material resources, and premises) is available. The host institute at KIT is obliged to contact the Legal Affairs Business Unit of KIT to conclude an appropriate infrastructure agreement; for details see <https://www.recht.kit.edu/984.php>.

7. Proof of Use of the Grant / Experience Report

The grantees of the International Excellence Fellowships Program are obliged to prove to the International Affairs Business Unit adequate progress of your research project in form of an experience report **two months upon expiry of the grant period** at the latest.

8. Rules of Good Research Practice

The rules of good research practice are to be observed for scientific work at KIT. KIT has adopted the [Statutes for Safeguarding Good Research Practice](#). The Statutes define the framework to which we as members and employees of KIT and all other persons doing scientific work at KIT adhere.