

GradAB regulations

The study regulations of the joint Graduate Programme of the Institute for Employment Research (IAB) and the School of Business and Economics of the University of Erlangen-Nuremberg

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The English version of the GradAB regulations serves only as a guideline for international graduates in the GradAB programme. The version in German is the legally binding version.

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1 Preliminary remarks

The GradAB regulations are the regulations pertaining to the joint Graduate Programme (hereafter GradAB) of the Institute for Employment Research and the School of Business and Economics of the University of Erlangen-Nuremberg which concern the IAB college members (Kollegiaten) and IAB scholarship holders (Stipendiaten) (hereafter also graduates).¹

2 Outline of the GradAB

The programme is aimed primarily at outstanding graduates of the social sciences or economics who wish to write a dissertation examining empirical and theoretical issues of labour market research and/or are interested in the development of appropriate statistical and econometric methods.

In addition to providing individual financial and organisational support for the doctoral project, the support concept also includes a standardised study programme which takes place alongside the research project. The study programme is aimed at consolidating and extending theoretical, methodological and applied skills in the field of employment research. Special importance is attached to interdisciplinarity. Specialist support is provided in cooperation with the institutes or research departments at which the doctoral project is registered.

Two different groups participate in the Graduate Programme: college members (Kollegiaten) and scholarship holders (Stipendiaten). While both groups receive special modular training in the Graduate Programme, direct financial support (scholarship) is only available to scholarship holders.

¹ To improve readability, only the male pronoun is used in the following. Both female and male persons are meant throughout the GradAB regulations.

3 Participants

After passing through the application procedure, the programme participants are: IAB scholarship-holders (IAB-Stipendiaten), IAB college members (IAB-Kollegiaten) and university members (i.e. doctoral students) of the School of Business and Economics of the University of Erlangen-Nuremberg.

3.1 IAB scholarship holders

In addition to gaining access to the study programme and to specialist support when conducting their planned doctoral project, the IAB scholarship holders of the Graduate Programme also receive a scholarship.

3.1.1 Maximum duration of financial support and duration of membership

Membership of the Graduate Programme is granted in principle for a maximum of three years as a full-time programme and five years as a part-time programme. Members are entitled to financial support during this period.

Further details regarding financial support, exclusion from financial support and associated procedures as well as regulations concerning termination of the agreement and repayment of the allowance can be found in the *IAB Regulations for Graduates in the Context of the GradAB* (→ **Appendix A**).

3.1.2 Data access for IAB scholarship holders during the period of support

IAB scholarship holders are given full access to the IAB data products.

3.1.3 Data access for former scholarship holders after expiry of financial support

Scholarship holders who continue to rely on access to BA and IAB data in order to finish their dissertation after their financial support has expired or they have left the GradAB programme can submit a data access request to the IAB (Kurzantrag nach §75 SGB X für Gastwissenschaftler – request for guest researchers in accordance with §75 SGB X). This does not result in an extension of the financial support. The mobile workplace must be handed over at the latest when the financial support ends.

Further details regarding access to data at the IAB after expiry of financial support can be found in **Appendix D**.

3.2 IAB college members and university members

The IAB college members and the university members of the Graduate Programme are employees of the IAB or the University of Erlangen-Nuremberg who wish to enhance their qualifications while continuing to work in their main job as researchers. They receive access to the study programme and specialist support when conducting their planned doctoral project.

They are granted a suitable amount of freedom during their working hours in order to fulfil obligations associated with the Graduate Programme (e.g. attendance of the tuition programme).

3.2.1 Duration of membership

Analogous to the maximum duration of financial support for scholarship holders, the duration of membership of the Graduate Programme for college members is restricted to a maximum of three years as a full-time programme and five years as a part-time programme.

3.2.2 Data access for college members

University members must submit a request for data access (Kurzantrag nach §75 SGB X für Gastwissenschaftler – request for guest researchers in accordance with §75 SGB X), which has to be agreed by the legal affairs department of the IAB Research Management. The mentor responsible is the contact person at the IAB and also undertakes the checks to ensure compliance with data protection legislation. The duration of the access to data as a guest researcher is to be set at three years from the outset.

3.2.3 Data access for former college members

For IAB college members and university members who continue to rely on access to BA and IAB data in order to finish their dissertation after their membership period has expired, the same rules for data access apply as for IAB scholarship holders. No mobile workplace may be handed over.

Further details regarding access to data at the IAB after expiry of the IAB college member status can be found in **Appendix D**.

4 Entry requirements

The requirements for entry to the Graduate Programme are

- excellent academic qualifications indicating a special talent for scientific work (e.g. above-average achievements in studies and examinations),
- a particular interest in labour market research issues,
- very good command of spoken and written English and
- personal qualities that promise success with regard to the objectives and the completion of the programme.

The programme is open to individuals who have met the basic academic requirements of the university faculty/department to which the dissertation is to be submitted. Any requirements for doctoral studies at the faculty/department of the respective university that go beyond the basic academic requirements can also be met during the period of doctoral studies. A further

requirement for support of doctoral studies is that the planned research project is expected to make a major contribution to labour market research.

The planned doctoral project is to be presented to a selection committee at the IAB.

The first assessor for the dissertation should already have been decided when an applicant is accepted on the Graduate Programme. If this is not the case, an agreement must be reached as soon as possible concerning the objectives and the content of the doctoral project between the director of the IAB and a member of a faculty or department of economics or social sciences who is entitled to assess doctorates.

5 Specialist and formal support

5.1 Specialist support by the IAB mentor

Parallel to selecting the graduate for the programme, the IAB also names a mentor in consultation with the graduate. As a rule, an IAB employee with a special academic qualification (habilitation or senior researcher) takes on the role of mentor. Unless agreed otherwise, the graduates are assigned to the mentor's research department.

The mentor shall provide the graduate with support during the doctoral project. This includes subject-related and organisational guidance also in the context of the training in the study programme. The mentor and the graduate meet regularly to discuss the progress made in the doctoral project and in the study programme. In addition, the mentor should recommend participation in conferences and workshops that are of importance for the doctoral project. In particular the mentor provides assistance with the planning of publications and lectures.

The mentor should not additionally take on the first or second assessment of the dissertation, even if he fulfils the necessary requirements to do so and the regulations of the university at which the doctoral project is registered permit external assessors.

5.2 Formal support by the first and second assessor

The first assessor for the dissertation should already have been decided when an applicant is accepted on the Graduate Programme. The second assessor should be decided by the end of the first year in the Graduate Programme at the latest. The graduates are obliged to speak with their assessors regularly – at least once every six months.

6 Persons responsible and committees

6.1 GradAB speakers

The graduates independently elect one or more speakers from among their members. The speakers' task is to represent the graduates' interests vis-à-vis the IAB, in particular the Institute directorate, the mentors and the programme coordinator. In addition, the speakers undertake the coordination of internal, organisational issues.

6.2 Persons responsible for the GradAB Programme

The IAB and the School of Business and Economics of the University of Erlangen-Nuremberg each appoints a person to be responsible for the Graduate Programme and to act as the contact person for the graduates and the programme coordinator. This person is selected from among the heads of research areas who are qualified as university lecturers and from among the professors, respectively. The person responsible for the programme at the IAB and his deputy are appointed for one year. At the end of that year the person responsible for the programme at the IAB is replaced by his deputy and a new deputy is appointed.

6.3 GradAB programme coordinator and administration

A programme coordinator is appointed by the IAB directorate. This person acts as the interface between the individuals and institutions participating in the GradAB and serves as the contact person for any graduates with problems of a general nature. In addition, he helps to develop the programme further in terms of content and organisational aspects and is responsible for the systematic evaluation of the tuition modules.

The IAB Human Resources, Infrastructure and Financial Management department is responsible for the administrative tasks of coordinating and organising the Graduate Programme.

6.4 GradAB council

The GradAB council consists of the two persons responsible for the programme at the IAB and the university (and their deputies if necessary), the GradAB speakers, the programme coordinator and the director of the Institute. It is responsible for monitoring the success of and continuing to develop the Graduate Programme. The GradAB council generally meets after the *jour fixe* appointments.

7 Study programme

A study programme takes place parallel to the doctoral project. It consists of three components:

1. successful participation in the tuition programme (a total of eight credit points)
2. participation and presentation in *GradAB jours fixes* (three credit points),
3. attendance of lectures within the context of the IAB Colloquium or the doctoral research seminars at the School of Business and Economics of the University of Erlangen-Nuremberg.

7.1 Tuition programme

Within the period of supported doctoral studies, the graduates attend two compulsory modules as well as compulsory elective modules, which are generally taught in English. Four

GradAB points are to be gained in each of the module types. Generally one day of tuition (approx. 8 hours) is credited with 0.5 GradAB points.

7.1.1 Compulsory modules

The compulsory modules are composed of three sub-modules. The contents of the sub-modules are “A – *Statistics and econometrics*”, “B – *The economic and sociological basis of labour market research*” and “C – *Good scientific practice*”. The aim of these sub-modules is to provide a basis of knowledge. The tuition units are arranged once a year by the IAB and lecturers of the School of Business and Economics of the University of Erlangen-Nuremberg and are offered after each intake of new graduates. Should staff shortages occur, the tuition may also be conducted by external lecturers.

The sub-modules A and B generally cover four days of tuition. The workload required for participants to complete each sub-module should be estimated at about 60 hours including preparation and follow-up work. The graduates are awarded two credit points for successful participation in each of the sub-modules A and B. Completion of sub-module C is compulsory but does not involve an examination.

7.1.2 Compulsory elective modules

Compulsory elective modules are intended to consolidate knowledge and to facilitate access to key theoretical models and methods of empirical work. The compulsory elective modules may be completed at any time during the doctoral studies. Compulsory elective modules are offered by the IAB and by other research institutions and universities.

An *IAB compulsory elective module* generally covers up to two days of tuition. The IAB offers at least two compulsory elective modules per calendar year. During the course of their doctoral studies the graduates have to gain at least two credit points by attending compulsory elective modules offered by the IAB. The IAB electives currently on offer are announced regularly.

Furthermore, graduates may attend events at other universities and research institutions (e.g. a summer school or events in the Bavarian Graduate Program in Economics). A maximum of two credit points may be acquired in this way – depending on the amount of time and work involved. As proof of successful participation the graduate must pass an examination. External events are only accredited if approved by the programme coordinator.

7.1.3 Participation in the compulsory modules and compulsory elective modules

IAB scholarship holders, IAB college members and university members take part in the modules.

Participation in the compulsory modules is compulsory for IAB scholarship holders and all college members/ university members. Compulsory elective modules are to be taken in such a way that the necessary number of credit points have been gained in the elective section by the end of the supported period of doctoral studies. Non-participation without a valid reason

results in the suspension of the scholarship or the termination of the college member status (→ **Appendix A**).

7.1.4 Assessments in the tuition programme

Successful participation in the compulsory modules is to be verified by means of assessment. The assessments are obligatory for all the graduates. Non-participation without a valid reason results in the suspension of the scholarship or the termination of the college member status (→ **Appendix A**). Graduates who failed to participate in a module or parts of it without a valid reason are excluded from the assessment.

The decision regarding the content of the assessment and its form – for instance a written examination, an oral examination, an assignment or a presentation – is made by the lecturer responsible for the respective compulsory module. The assessment takes place at the end of the corresponding compulsory module. The results of the assessment are to be certified by a person who is authorised to teach. If the graduate fails the assessment, it may be retaken no more than once.

If a graduate attends an external event at another university or research institution, which does not involve an assessment, the graduate's mentor specifies an alternative form of assessment (e.g. an essay or an oral examination). If the participants in an event are selected by means of a referee procedure (e.g. in summer schools), no additional assessment is required.

7.1.5 Evaluation of the modules

The modules developed for the Graduate Programme are evaluated systematically. The evaluation is organised by the programme coordinator. If more than one lecturer is involved in a module, each lecturer must be evaluated separately. The evaluation results are communicated to the lecturers, the graduates and the GradAB council and serve as the basis for quality assurance and the further development of the study programme.

7.2 Graduates' presentations in the context of the GradAB *jour fixe*

The GradAB *jour fixe* is a Graduate Programme event that takes place three times per year. Besides the graduates (scholarship holders and college/university members), the mentors and the supervising professors should also be present. Other individuals with a relevant connection to the subject matter may also be invited.

The graduates are obliged to give a total of three presentations in the context of the GradAB *jour fixe* within the period of their GradAB membership. The presentations are to be held in English. Non-participation without a valid reason results in the suspension of the scholarship or the termination of the college member status (→ **Appendix A**).

In addition, it is appreciated if graduates in their third year give public lectures in the context of a DiskAB or IAB Colloquium or an event at the university.

7.3 Lecture attendance

The graduates are obliged to attend at least 15 lectures within the context of the IAB Colloquium or the doctoral research seminars at the School of Business and Economics of the University of Erlangen-Nuremberg. The graduates are to keep a record of the lectures they have attended and to submit this to the programme coordinator in electronic form each year.

7.4 Recognition of the credit points

According to the revised cooperation agreement between the IAB and the School of Business and Economics of the University of Erlangen-Nuremberg, both the tuition modules attended in the context of the study programme and concluded with an assessment and component 3 can be counted as achievements in the sense of the Regulations for Doctoral Studies of the School of Business and Economics. At other universities, the examining board of the university that is to confer the doctorate is responsible for the recognition of credit points.

8 Further training, conferences and research visits

The scholarship holders have the following further training opportunities: participation in the IAB internal further training programme, participation in external further training measures, participation in academic conferences and research visits. An individual budget (GradAB budget) is made available to cover the costs of participation in and travel to academic conferences and research visits.

8.1 Participation in further training

For participation in the IAB internal further training programme, the same access requirements apply for graduates as for IAB employees. Participation should aid the completion of the dissertation project. No GradAB credit points can be gained for these events.

If a further training measure that is required for the dissertation cannot be offered at the IAB, the graduates may participate in an external further training measure.

The graduates are requested to take part in academic conferences in Germany and abroad and to present their work there. Academic conferences include, among other things, congresses and workshops.

Furthermore, the graduates may undertake research visits at other academic institutions in Germany and abroad if there is a close link with the subject matter of the doctoral research. The scholarship continues to be paid during the research visit and is taken into account in the agreed duration of support. The duration of this continued funding is to be agreed with the programme coordinator and the respective mentor and also approved by the directorate of the Institute.

An application for a research visit is to be submitted for approval to the directorate of the Institute via the programme coordinator using the appropriate form. The application is to be submitted at least six weeks before the research visit and must include:

1. a detailed statement explaining the benefit of the research visit for the doctoral studies,
2. a statement by the first assessor or the mentor,
3. a letter of invitation from the institution at which the research visit is to be undertaken.

8.2 Financial support for research visits abroad

For research visits abroad lasting between one and three months, the scholarship holders can apply for an increase in their scholarship amounting to € 1000 per month. Several research visits may be undertaken if they serve the purpose of the doctoral research. Increases in the scholarship for research visits abroad are restricted to a total of three months during the entire scholarship period.

In addition to the individual GradAB budget, one application for a travel allowance for a research visit abroad may be made during the doctoral studies. The amount of the travel allowance for a research visit abroad is in line with the “IAB regulations on the reimbursement of travel expenses for external partners”.

Costs for additional health insurance required for the research visit abroad can be reimbursed.

If graduates receive a scholarship from another institution to undertake a research visit abroad, this financial support is counted towards the total amount resulting from the above regulations in Section 8.2.

8.3 GradAB budget

An individual annual GradAB budget is available to each scholarship holder. This budget is used, for example, to cover the costs of external further training and travel expenses incurred as a result of participation in academic conferences and research visits. The amount of the individual GradAB budget is set at € 150 per month of financial support.

The scholarship holders agree upon the use of their individual GradAB budget together with their mentor and the programme coordinator; approval is granted by the respective mentor.

The precondition for the reimbursement of costs from the individual GradAB budget is that the planned use, for example for a further training measure, participation in a conference or a research visit, is seen to be of benefit for the doctoral project. Participation in the IAB-specific further training programme can be granted to the scholarship holders based on the assumption that it is cost neutral. Further details regarding the reimbursement of costs can be found in the *IAB regulations concerning the utilisation of the individual GradAB budget* (→ **Appendix B**).

8.4 Distinguishing the scholarship from secondary employment at the IAB

In the case of scholarship holders who are employed at the IAB besides their activity in the Graduate Programme, necessary business trips are to be funded and treated in the same way as for all other members of IAB staff; they must not be financed from the GradAB budget.

et. Trips that are associated solely with the dissertation project and are not associated with employment duties cannot be recognised as business trips and must be financed from the individual GradAB budget.

For longer-term and costly further training (such as summer schools) and research visits abroad for research purposes it is to be assumed in principle that the trip or the visit serves the purpose of the dissertation. Individual deviations from this must have a valid justification.

9 Organisational provisions

9.1 Selection procedure

9.1.1 Application documents

In addition to the usual documents (letter of application, C.V., certificates) and a letter of reference, the application is expected to include an outline of the project, describing the problems and questions that are to be dealt with. Further details regarding the required application documents can be found in the *List of documents required for application* (→ **Appendix C**).

9.1.2 Selection committee

The selection committee for the IAB scholarship holders and the university members comprises equal numbers of members from the organisations involved. It generally consists of three professors from the School of Business and Economics and three representatives of the IAB who are qualified as university lecturers or possess an equivalent qualification, one of whom is the director of the Institute. The selection committee for the IAB college members consists of the director of the Institute and at least two further IAB colleagues who hold qualifications as university lecturers. The Equal Opportunities Officer is an advisory member of the selection committee. Her vote is heeded.

The selection committee selects the candidates by means of a majority vote. In the event of an equality of votes, the Institute director's vote is decisive.

9.2 Workplace

The IAB provides IAB scholarship holders and IAB college members with a workplace and the necessary equipment for the supported period of the doctoral project. The workplace regulations for guest researchers apply for university members. The workplace should be located near the IAB mentor.

After the end of the supported period of doctoral studies the workplace regulations for guest researchers apply for all three graduate groups.

9.3 Progress reports

Ten and 22 months after entry into the Graduate Programme the graduates are to present progress reports. The progress report should comprise about 10 pages and should include information about the research question and the study design, document the progress made

so far in the project and include a revised schedule for the remaining steps. For scholarship holders, the progress report serves as the basis for the continued payment of the scholarship and for education controlling measures (→ **Appendix A**).

9.4 Further regulations concerning the Graduate Programme

- Introductory event

When there is a new intake of graduates in the Graduate Programme, an introductory event is held in order, for example, to provide information about the study programme. Each graduate should attend this event.

- Information session concerning the data used in labour market research

If the graduates require it, an information session is held to provide an overview of the data made available for research purposes, for example by the Research Data Centre (Forschungsdatenzentrum - FDZ). Other sources of data for labour market research are also presented.

- Information session concerning the legal basis of data protection

Each graduate has to attend the information session “Basic knowledge of data protection” at least once.

- GradAB colloquium

The GradAB colloquium is an internal event and is organised by the graduates independently. Further persons may be invited in addition. The colloquium serves on the one hand as an opportunity for the mutual exchange of experiences, for discussing subject-related problems and for practising presentations. On the other hand, it also provides an opportunity to discuss any other topics concerning the Graduate Programme. These include, for example, organisational questions and graduate networking. The colloquium is to be held regularly once a month. The graduates are obliged to attend these sessions.

- Publication of a discussion paper

Provided that the respective regulations for doctoral studies permit it, results from the doctoral research should be published in at least one discussion paper before completion of the dissertation.

- Certificate

When they leave the programme, graduates receive a certificate confirming their achievements in the study programme and, if applicable, their extracurricular involvement in the Graduate Programme. The certificate is signed by the director of the IAB and by a representative of the School of Business and Economics of the University of Erlangen-Nuremberg.

- Publication of the dissertation

Scholarship holders and college members have the possibility to publish their dissertations in one of the IAB publication series. This is decided on an individual basis. The au-

thor of the dissertation can be given up to 30 copies of the monograph free of charge. Additional copies may be purchased at a discount rate for authors.

9.5 Employment alongside the Graduate Programme

Academic employment alongside the Graduate Programme must not exceed an annual average of 10 hours per week (or a “quarter job” in the public service) if the employer is in the field of research and education or a non-university research institution. Employment for other employers must not exceed an annual average of 5 hours per week (or a one-eighth job in the public service). Decisions about exceptions permitting employment of up to 10 hours per week are made by the director of the Institute following an informal request submitted to the programme coordinator. If necessary, the GradAB council may be consulted in this regard.

In addition, one teaching assignment may be taken on per year of supported studies. The teaching assignment must not last longer than one semester and may comprise no more than 2 semester periods per week.

The respective mentor at the IAB is responsible for approving employment alongside the Graduate Programme and teaching assignments. The programme coordinator is to be informed.

9.6 Interruption of the scholarship

In justified cases the scholarship can be interrupted. An informal request with a statement of reasons is to be submitted to the programme coordinator at least six weeks before the scholarship break. Decisions concerning breaks of up to three months are made by the director of the Institute in coordination with the mentor. In exceptional cases the scholarship can be interrupted for more than three months. In such exceptional cases the decision is made by the GradAB council.

Existing statutory claims to the interruption of employment relationships can be transferred to the scholarship and college membership period without approval by the director of the Institute or the GradAB council. This includes periods of maternity protection and parental leave. The programme coordinator and the mentor are to be informed.

The scholarship can be extended by no longer than the length of time that it was interrupted.

9.7 Part-time scholarship

If a scholarship holder looks after a child in his household who is under the age of eighteen and for whom he has personal custody, or cares for a relative in his household who has been classified in at least care level I, a request can be submitted for the scholarship to be reduced to 50 percent. The minimum period for which such a part-time scholarship can be requested is three months. The duration of the scholarship is extended accordingly, but must not exceed a maximum duration of five years. Interruptions are not taken into account in this maximum duration.

The directorate of the IAB makes decisions about requests for part-time scholarships.

The request, which must be submitted to the programme coordinator at least six weeks before the switch to part-time, must contain an explanation about the family situation, a report about the stage reached in the dissertation, a revised work schedule for the dissertation project and a statement by the mentor.

The scholarship holder may return to the full-time scholarship by submitting a request to the programme coordinator at least six weeks before the change. More than three changes between full-time and part-time are not permissible.

Further details concerning the consequences of the part-time scholarship on financial benefits, on permissible secondary employment and on obligations associated with the dissertation project can be found in **Appendix A**.

Nuremberg, Date, Prof. Joachim Möller

Appendix A:

IAB Regulations for Graduates in the Context of the GradAB

I. General provisions

1. General terms

- 1.1 Within these provisions a scholarship holder is a person who has been admitted to the support programme by the Federal Employment Agency (Bundesagentur für Arbeit (BA)).
- 1.2 There is no legal claim to support from the BA.
- 1.3 All benefits in accordance with these provisions are granted as allowances.
- 1.4 Financial benefits are granted in principle for a maximum of three years as a full-time programme and five years as a part-time programme.
- 1.5 Scholarship payments and family allowances are fixed amounts.

II. Financial support and other services

1. Scholarship amount and payment of the family allowance for IAB scholarship holders

- 1.1 The scholarship holders are paid a scholarship of € 1,150 per month.
- 1.2 In addition to the scholarship, scholarship holders may receive a family allowance of € 155 per month if
 - 1.1.2.1 the spouse's or partner's net annual income does not exceed € 15,340 or
 - 1.1.2.2 the scholarship holder has personal custody for at least one child living in his household.
If the scholarship holder's spouse or partner receives a scholarship in accordance with these provisions or benefits in accordance with other regulations whose objective corresponds to the statutory promotion of education and training or these provisions, the family allowance may only be granted once.
- 1.3 For the scholarship holder's children and foster children as defined by § 32 para. 1 of the German Income Tax Act (EStG) or by § 1 para. 1 of the Federal Child Allowance Act (Bundeskindergeldgesetz) a child allowance can be paid on request until the child's 18th birthday in the form of a monthly lump sum if the other parent does not draw a child allowance. The allowance amounts to € 155 for the first child and increases by € 50 for each additional such child. Children of the scholarship holder's partner can be taken into account if they live in the scholarship holder's household.

1.4 If the scholarship holder has a part-time scholarship, the amounts reported in Section II No. 1.1, 1.2. and 1.3 are halved.

2. Other services and benefits

2.1 Necessary literature is procured by the “scientific archives and library” department and lent to the scholarship holders.

2.2 The IAB provides a workplace including the necessary equipment (esp. mobile workplace (MAP)); access to the IAB-internal general registers and Intranet) for the supported period of doctoral studies.

Access to a guest researcher workplace near the mentor should be made possible for university members in the Graduate Programme.

The work equipment provided is to be treated with care. Should equipment be lost or damaged intentionally or due to gross negligence, it must be replaced or paid for.

3. Duration of financial support

3.1 The financial support for doctoral studies lasts up to three years, or up to five years if the graduate has a part-time scholarship in accordance with section 9.7 of the GradAB regulations (maximum duration of support). The scholarship is always granted for a period of up to one year. Before the end of the approved period a check is conducted to verify whether further support is justified. Previous financial support is to be counted towards the maximum duration of support.

3.2 Financial support ends

3.2.1 when the support period stipulated in No. II. 3.1 or the maximum support period ends,

3.2.2 if the BA refuses to continue the funding.

3.3 If a scholarship holder completes his doctoral studies before the end of the maximum support period of three years, the remaining support period can be used for publishing the doctoral thesis, preparing other academic papers or preparing and conducting a research project. In such cases a new agreement concerning the purpose of the support is to be concluded with the directorate of the Institute. This is to be drawn up together with the programme coordinator.

4. Exclusion from financial support

4.1 An applicant is excluded from financial support

4.1.1 if he receives or has received another form of financial support for the same purpose and the same period of time; previous funding is to be counted towards the maximum duration of financial support,

4.1.2 during a course of vocational training or introductory training if this is not interrupted solely for the purpose and the duration of the doctoral studies,

4.1.3 if he has a part-time job involving more than 10 hours of work per week (equivalent to a “quarter job” in the public service) for an employer in the field

of research or education or a non-university research institution, or a part-time job involving more than 5 hours of work per week (equivalent to a “one-eighth job” in the public service) for other employers.

4.1.4 if he has another job that occupies a predominant part of his capacity for work.

III. Procedures

1. Application and funding agreement (financial support)

- 1.1 The IAB grants financial support only following a written application by the graduate. A funding agreement must be concluded before financial support is paid. Applications for an extension of the scholarship beyond the respective agreed period are to be submitted at least eight weeks before the end of the agreed period. Scholarship holders have no legal claim to an extension of the scholarship beyond the period agreed by the IAB. The financial support ends at the latest at the end of the month in which the scholarship holder takes his viva voce examination; however, an agreement for continued financial support for the scholarship period can be concluded.
- 1.2 The information required according to Section II is to be provided in the application for continued payment of the financial support. In addition, the following documents are to be submitted together with the application for continued financial support:
- 1.2.1 a binding statement by the applicant or the scholarship holder and his/her spouse with regard to the family status and employment;
- 1.2.2 a declaration of consent for enquiries to be submitted to other institutions providing scholarships, study grants and loans and other forms of financial support in order to prevent students from receiving financial support from more than one source.
- 1.3 Before the end of the agreed period (generally one year) a check is conducted to verify whether continued financial support is justified. The following documents are required for this:
- (1) an application for continued financial support (eight weeks before the existing support expires),
 - (2) a detailed report about the progress made so far in the doctoral studies,
 - (3) a revised work schedule and time plan,
 - (4) a new statement by the professor supervising the dissertation.
- 1.4 If required documents cannot be produced or cannot be produced in time, the information is to be made credible.
- 1.5 The applicant is to provide the necessary information regarding his academic qualifications, his planned doctoral project and the supervision by a university professor. In addition, he is to provide information as to whether he has applied or intends to apply for financial support for doctoral studies or postgraduate studies elsewhere and what financial support he has already received.

- 1.6 If the application is approved, the BA grants the applicant the funding on the basis of an agreement under private law, which must be made in writing. The agreement is to specify in particular the following points:
- 1.6.1 the type, amount and duration of the individual payments to be made to the applicant by the BA on the basis of the application documents;
 - 1.6.2 terms of payment;
 - 1.6.3 acknowledgement by the applicant of the reasons that would lead to a termination of the agreement and the obligation of repayment;
 - 1.6.4 obligation of the applicant or the scholarship holder to report changes in accordance with Section II No. 1.1.2 without delay;
 - 1.6.5 obligation of the applicant to present at any time on request any other documents that are deemed necessary to verify fulfilment of the requirements for financial support;
 - 1.6.6 the obligation to present a progress report together with a statement from the supervising professor every 12 months and before each scholarship extension. These documents serve as a performance review by the BA;
 - 1.6.7 the obligation to submit a statement concerning the completion and the result of the doctorate when the doctorate procedure is over.

2. Termination of the agreement, repayment of the allowance

- 2.1 The IAB is required and entitled to terminate the agreement entirely or in part for good cause. A good cause is given in particular if
- 1. conditions for the conclusion of the agreement cease to be met later;
 - 2. the scholarship holder has given incorrect information regarding relevant facts or has failed to disclose such facts;
 - 3. the scholarship holder does not fulfil the obligations according to Section III Nos. 1.6.4 to 1.6.7;
 - 4. the scholarship holder abandons his studies or his planned doctoral research;
 - 5. it becomes apparent that the scholarship holder is not making the required and acceptable effort to achieve the purpose for which the financial support is provided;
 - 6. parts of the study programme are not completed.
- 2.2 If the agreement is terminated, the payment of the scholarship is discontinued. In the case of Section III No. 2.1.2 all the scholarship payments made since the beginning are to be repaid, plus 6 % interest for the year. In other cases of termination the scholarship payments made since the occurrence of the reason are to be repaid and, if the scholarship holder does not fulfil his obligations to provide information without delay as contained in the agreement, 6 % interest is to be paid for the year.
- If the scholarship holder is not responsible for the reason, he may be allowed to keep the payments.

- 2.3 The scholarship holder can terminate the scholarship agreement as of the end of each month. Entitlement to the financial support ends from the following month onwards. The hardware provided is to be returned at the end of the month. Re-admission to the scholarship programme is only possible by going through the selection procedure again.

4. Part-time scholarship

- 4.1 The part-time scholarship amounts to 50 percent of the full-time scholarship specified in Section II No. 1.1.
- 4.2 The individual GradAB budget, the family allowance and the child allowance are halved for months in which the scholarship holder has a part-time scholarship.
- 4.3 Part-time scholarships are also granted for a period of one year. If a scholarship holder switches to a part-time scholarship during the course of an approved scholarship period, the approved period nonetheless ends on the date originally specified in the funding agreement. If the maximum duration of support has not yet been reached, an application for continued support may be submitted in accordance with the stipulations in Section III. No. 1.
- 4.4 Secondary employment in accordance with the stipulations in item 9.5 of the GradAB regulations is permitted while in receipt of the part-time scholarship.
- 4.5 Funding for research visits abroad may also be granted during the part-time scholarship in accordance with the stipulations in items 8.1 und 8.2 of the GradAB regulations.

Appendix B:

IAB regulations concerning the utilisation of the individual GradAB budget

I. General reimbursement regulations

The individual GradAB budget can be used for academic purposes associated with the doctoral studies, including active participation in peer-reviewed* conferences (presentation or poster session), research visits if they are not covered by items 8.1 and 8.2, external further training (e.g. summer schools) and IAB internal further training measures with person-specific billing, as well as the editing of scientific texts in preparation for a scientific publication.

* A conference is regarded as peer-reviewed if there was a call for papers requesting the submission of papers or abstracts which were subsequently used as the basis for a selection process.

II. Principles of efficiency and economy

The principles of efficiency and economy are always to be considered when travelling.

- For train journeys the costs for 2nd class tickets are reimbursed, for flights the costs for economy-class tickets. Any available discounts and price reductions are to be used.
- Accommodation expenses are reimbursed to the extent necessary. The extent necessary is defined by the rules for employees of the Federal Employment Agency (Bundesagentur für Arbeit - BA).

III. Reimbursement of personal contributions

Should scholarship holders in the Graduate Programme have used their entire individual GradAB budget, they can apply for reimbursement of any remaining personal contributions to costs resulting from participation in conferences, further training measures and research visits in Germany and abroad by 15 November of a year at the latest. If there are still resources remaining in the global GradAB budget, they are used to reimburse personal contributions at the end of the year. This regulation also applies for persons who do not receive financial support for the whole year.

If the remaining resources are not sufficient to reimburse all the personal contributions requested, a proportion of the costs will be reimbursed.

Appendix C:

List of documents required for application

The documents required to apply for admission to the programme must include:

1. a letter of application
2. a complete C.V. in tabular form,
3. copies of school-leaving certificates and certificates of vocational education and training and periods of employment, copies of the university qualifications already attained,
4. a letter of reference or recommendation describing how the candidate is personally and academically qualified for labour market research. This letter should be sent straight to the programme coordinator by the referee.
5. an outline of the project, addressing the following aspects in particular:
 - the reasons for selecting the topic and its context, as well as its position in current research
 - the essential problems and questions which are identified as a gap in the existing literature
 - the connection to IAB research
 - the theoretical approach and methodological considerations regarding the implementation of the research
 - a work plan/schedule
 - a bibliography

The project outline must be written in English.

If required documents cannot be produced or cannot be produced in time, the information is to be made credible.

Appendix D:

Data access after the end of the maximum duration of financial support / programme membership

- 1 The BA grants access to data after the end of the period of financial support only on request. In order that the infrastructure for the data access can be made available in good time, at least four months before the end of the support period the scholarship holder is to clarify, in consultation with the mentor, the first assessor and the programme coordinator, whether an extension of the data access is required and how this can be arranged in organisational terms while maintaining compliance with data protection regulations.
A request for data access (Kurzantrag nach §75 SGB X für Gastwissenschaftler – request for guest researchers in accordance with §75 SGB X) is to be submitted in consultation with the legal affairs department of the IAB Research Management. The mentor responsible is the contact person at the IAB in this respect and also undertakes the checks to ensure compliance with data protection legislation. The duration of the data access is to be agreed individually.
- 2 The full request for data access must include the following documents:
 - (1) a request for data access at the IAB
 - (2) a detailed report about the progress made so far in the dissertation
 - (3) a revised work plan and time schedule
 - (4) a new report by the professor supervising the dissertation.