

Regulations of the Graduate School of Humanities and Social Sciences (GSL) concerning the awarding of short-term and finishing grants for GSL members As of February 20, 2024

The Faculty of Humanities and Social Sciences at the University of Lucerne determines:

Preamble

The Graduate School of Humanities and Social Sciences (GSL) awards short-term and finishing grants to doctoral students of the Faculty of Humanities and Social Sciences of the University of Lucerne who are GSL members. At the request of the GSL Board, the Faculty Assembly decides on the continuation or discontinuation of the grant offer for the following year by March 30th at the latest. In case of a discontinuation, the GSL Board discusses the future use of funds with the Faculty Assembly.

1 General Regulations

§ 1 Purpose, aim, and scope of application

¹ Grants are awarded to GSL members in order to either cover a short-term funding gap or, in case of an academic position at the University the chance to take a sabbatical for intensive work on the dissertation (short term grant) or to submit the dissertation within the grant period (finishing grant). There is no entitlement to a GSL short-term or finishing grant.

² These regulations govern the framework conditions and the procedure for awarding GSL short-term and finishing grants.

³ GSL members who have already held a position of an academic assistant as a qualification position for writing a dissertation at a university in Switzerland or abroad for a total period of five or more years are not eligible to apply for a grant (see also § 9.3).

§ 2 Principle

When awarding GSL short-term and finishing grants, particular attention will be paid to the feasibility of the project for which the grant is requested. This is the decisive criterion for grant applications of comparable quality. For further assessment criteria please see § 7.

§ 3 Grant duration and commencement

¹ GSL short-term and finishing grants are generally awarded for a minimum duration of three months and a maximum duration of six months.

² The earliest possible start date of the grant will be announced in the call for applications.

³ GSL short-term and finishing grants must be started by a date no later than the end of the grant period within the period defined in the call for applications. No funds will be awarded outside of this period, which may result in a reduction of an already approved grant.

⁴ As the grants are linked to employment at the University of Lucerne during the grant period (see § 9.1), employment positions must be initiated at least 4 weeks before the start date of the grant at the beginning of the following month. For example: If a grant start date should be July 1st, the GSL office management must receive a written request for the start of the grant via E-Mail by June 3rd at the latest.

⁵ GSL short-term and finishing grants cannot be awarded in retrospect.

2 Application procedure

§ 4 Formal requirements

¹ Grant applicants must have been enrolled as a doctoral student at the Faculty of Humanities and Social Sciences at the University of Lucerne for at least twelve months at the time of applications and have a valid GSL membership for the entire duration of the grant period.

² The grant applicants must not belong to the group of doctoral students listed in § 1.3 that are excluded from submitting an application.

³ Grant applicants must have submitted the most recently required GSL progress report before the application deadline.

⁴ For the application, the application cover sheet and the documents listed in the call for applications and on the application cover sheet must be submitted, either in German or English.

§ 5 Submission modalities

¹ The deadlines for the submission of applications are set by the selection committee and published on www.unilu.ch/gsl → Doctoral Studies → Financial Support and communicated to GSL members via E-Mail.

² It is prohibited to apply for another GSL short-term or finishing grant after an application has been approved.

³ Doctoral students whose application has been rejected can apply for a GSL short-term or finishing grant at the earliest six months after the rejection and a maximum of one more time, provided that all personal and formal requirements are met.

§ 6 Evaluation of personal and formal requirements

¹ The Graduate School of Humanities and Social Sciences office management checks the applications for completeness and, if necessary, sets a deadline for applicants to complete them.

² If the deadline is not met, the application will not be considered.

§ 7 Evaluation and selection committee

¹ If the applications meet the personal and formal requirements, they will be submitted to the selection committee for academic assessment (evaluation) by the managing director of the Graduate School of Humanities and Social Sciences.

² The selection committee consist of the GSL Board plus two members of the faculty authorized to supervise doctorates plus a representative of the Mid-Level Organization University of Lucerne (MOL).

³ The following evaluation criteria are applied:

- a) The feasibility of the planned progress regarding the dissertation during the grant.
- b) The applicant's personal academic achievements to date
- c) The applicant's ability to successfully continue (short-term grant) or complete (finishing grant) the doctorate.

§ 8 Final Decision

The selection committee (see § 7.2) makes the final decision. The decision will be communicated to the applicants in writing via the GSL office management.

3 Amount of GSL short-term and finishing grants

§ 9 Amount and method of payment of the grant

¹ GSL short-term and finishing grants are compensated for the duration of the grant in the context of employment as a doctoral student at the Faculty of Humanities and Social Sciences at the University of Lucerne. As a rule, employment is at a 50% workload. Employment at a lower workload must be specified and justified in the grant application.

² GSL members who provide care to family members are able to apply for a maximum of 20% additional funds in the requested grant to cover costs of care organized outside of the family. The costs incurred must be listed in the documents to be submitted (see call for applications).

³ Employment through a short-term or finishing grant must not lead to an extension of the maximum possible period of employment in accordance with § 7 of the University of Lucerne [Personnel Ordinance](#) (SRL 539a).

§ 10 Changes to the project during the grant period

Changes to the project described in the grant application (research plan and timetable) which result in goals formulated in the application (e.g. submission of the dissertation within the grant period) probably not being achieved within the period of a GSL short-term or finishing grant may only be made if the selection committee has approved a justified modification request co-signed by the first supervisor. Failure to submit a modification request may lead to a reduction or even termination of the employment contract.

§ 11 Withdrawal or premature termination

If the grant holders withdraw from the awarded GSL short-term or finishing grant or if they have to terminate their research work prematurely, they must inform the GSL office management immediately, stating the reason in writing.

§ 12 Reporting

The grant holders submit the progress report and final report required in the call for applications to the GSL office management.

§ 13 Coming into effect

¹ These regulations take effect on February 20, 2024.