

FTN-fellowship regulations (updated Febr. 2020):

(1.) Application

Requirements for new PhD- or Postdoc-candidate (1st. application):

- Submission of a written application according the regulations of the TransMed office (see TransMed Website). On top at least one PI must be member of both, the FTN and the TransMed School.
- The complete application must be received by the office of TransMed (Dr. Schwarz) no later than 2 weeks before the next scheduled meeting of the GA of TransMed (see TransMed webpage).
- All written applications will be evaluated in the GA-committee of TransMed.
- If the GA of TransMed raises serious doubts about the qualification of the candidate and/or on the project plan, the application will be rejected.
- Applicants can receive funding for an FTN-fellowship even before the next officially scheduled GA-meeting. However, in case of rejection of the application by the GA of TransMed, the FTN-fellowship will be immediately terminated, and the PhD-student/Postdoc needs to be paid back the full amount of money received from the FTN so far.
- The funding period is limited to 48 month (4 years, PhD-students) or 24 month (PostDoc).

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.

2.) Extension of PhD-fellowships: Evaluation after 48 months of funding:

- It's the responsibility of each FTN-PhD-fellow to apply for an extension of his/her fellowship in time, which means at least 3 months before the official expiration of the fellowship.
- The complete application for an extension of the PhD-fellowship must be received by the office of the FTN 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.

Required documents for an extension of the FTN-fellowship:

- written application with a progress report of max. 4 pages
- letter of recommendation from the 1st. supervisor
- duration of oral presentation: 10min max.

Main criterion for evaluation: present PhD-project requires a defined and limited extension of funding; the proposed and clearly precise project plan will only allow a completion of the running project within the following 6-12 months.

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

The extended funding period is limited to 12 months (max. funding period: 5 years)

(3.) Participation in the TransMed doctoral program

An important requirement to receive an FTN fellowship is the enrollment and successful participation in the TransMed program of the JGU-Mainz. **The FTN-PhD-fellowship holders aim for the academic title "PhD"**. Thus, all successful candidates for an FTN fellowship become member of "TransMed". And consequently, each FTN-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>). In addition, participation in the **FTN Seminar Series Lectures** is mandatory, this event will be awarded with credit points.

(4.) Fellowship salary and further Regulations for FTN-fellows:

- *PhD-students receive a fellowship of 1.788,00 Euro/month,*
- *Medical students receive a fellowship of 838,00 Euro/month*
- *Postdocs receive a fellowship of 2.442,00 Euro/month.*
- *Each FTN-fellow receives on top funding for in total of one national/international science conference meeting (travel costs, registration, overnight stay) when presenting a poster/talk. The fellow is advised to book discount travel fares and budget hotels only. Applications for refunding should be send to the FTN-office at least 4 months in advance of the planned conference.*
- FTN-fellowship holders must follow the advices of the project supervisors (PIs) with respect to all rules of laboratory practice, to workplace behavior and to project-related duties.
- 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 1st. 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.

(5.) 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 giving birth 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.

(6.) PhD-fellowship and insurances (health, accidents)

By signing the FTN-fellowship contract each fellow confirms that FTN-fellowships are not regular working contracts with the UM/JGU-Mainz. Please note that the insurance within the FTN-fellowship only covers accidents occurring within the labs of the University of Mainz.

All FTN-fellowship holders will be automatically enrolled in the TransMed PhD-program and this qualifies for matriculation at the JGU Mainz. Only FTN-fellowship holders with proof of matriculation (needs to be actively applied by the candidate!) receive exclusively reduced fares for contracts with insurance companies, public transportation (MVG) and other benefits. Important: Each FTN-fellow is responsible to organize health insurance, personal liability insurance ("Haftpflichtversicherung"), etc. by him/herself.