

# **C I R C U L A R I 2 0 0 9**

## **- P A R T B -**

### **SPECIAL SECTION FOR PROFESSORS 2009/2010**

(Senior Scholars, Junior Lecturers, and Junior Researchers)

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## PART B: PROFESSORIAL GRANTEES 2009/2010

### I. INTRODUCTION

This section applies to full-maintenance grantees in the professorial category. This includes all Senior Scholars, Junior Lecturers, and Junior Researchers with full-maintenance grants. This does not include travel-only scholars.

### II. ARRIVAL AND ORIENTATION

#### 1) Orientation Meeting

- a) For all grantees whose grant period begins in September of this year, the Commission will conduct an orientation conference in Göttingen at:

**Best Western Hotel am Papenberg**  
 Hermann-Rein-Str. 2  
 37075 Göttingen  
 Phone: +49 – (0)5 51- 30 55 - 0  
 Fax: +49 –(0) 5 51- 30 55 - 4 00  
 Email: info@papenberg.bestwestern.de

The Orientation will be held from **September 16 – 18, 2009** (including days of arrival and departure). The registration for the conference will take place at the hotel on **September 16 between 2 pm and 3 pm**.

- b) The Commission assumes hotel and meal expenditures for the grantee and accompanying dependents. For the grantee (only), the Commission will also reimburse a round-trip ticket from the city of assignment (host institution) to Göttingen, or if traveling by car, the Commission will reimburse you on the basis of half of a 2nd class railway ticket (please see our reimbursement policy in Part A, Section IV, 4).
- c) The meeting will cover a broad range of topics on academic and logistical problems. Moreover, it will provide you with an opportunity to meet your fellow Fulbrighters and the staff of the Fulbright Commission. Please complete and send us the Orientation Registration (Part C). This information will help us to prepare for the meeting.

There will be a special shuttle van to take you from the train station Göttingen to the Best Western Hotel on September 16, 2009 between **11 am and 3 pm**. Upon arrival at Göttingen look for the Fulbright shuttle (exit towards the taxi stands), you may have to wait a few minutes if the shuttle is gone.

**Note:** If you arrive before 11 or after 3 pm, or at a different place, you will have to make your own way as follows:

- Take a taxi directly to the Best Western Hotel am Papenberg for approximately Euro 10-15.
- Take the Bus #8 or #12 (in the direction of "Wende") to the bus stop "Hermann-Rein-Str." or "Zimmerstraße". For a map of Göttingen check the Göttingen webpage ([www.goettingen.de](http://www.goettingen.de)) for the Best Western Hotel check: [www.papenberg.bestwestern.de](http://www.papenberg.bestwestern.de)

#### **Additional advice:**

- If you are delayed on the day that orientation begins, please call the Fulbright Commission office at **030-284443-773** or mobile phone at **0170-2404942**.
- If you arrive at the hotel before noon, you may leave your luggage and come back after 12 pm for check-in.
- Departure is on September 18 after breakfast.

#### 2) Participation in Goethe Institute or University Language Course

The Commission offers you a four-week intensive German language course at a Goethe Institute or a similar institution. These courses are offered in August and September, at various locations in Germany. This offer is usually limited only to those grantees (of all categories) who have a grant for the full academic year (10 months), and we can usually only cover the tuition/instruction costs.

Please contact us if you are interested in taking a language course. Participation in either program is voluntary and subject to the following conditions:

- Instruction is 4 - 5 hours a day, and attendance is required for the entire period.
- Extensive travel during this time or participation in only portions of the program is precluded.
- The Commission will pay tuition to the language institute directly. This payment excludes housing.
- The Commission may pay the grantee an additional lump-sum allowance of Euro 200 to contribute to other expenses (the lump-sum is not meant to cover all additional or private expenses).
- Your regular maintenance grant would still begin on the date indicated on the Grant Authorization.
- Participation of spouses is possible under the same conditions. Children cannot be accommodated.
- Restrictions: Only those grantees and spouses whose German language proficiency requires improvement can be considered for language course training. We cannot offer the language course program to you if your German language proficiency is already satisfactory, nor can we offer courses to spouses of grantees who have not been approved for a language course.

### **III. GRANT BENEFITS**

#### **1) Maintenance Benefits Under Your Fulbright Grant**

- a) Your Fulbright grant includes a fixed monthly maintenance allowance as indicated in Item 8A of your Fulbright Grant Authorization. Multiply this figure by the number of months of the grant duration to get the total maintenance allowance.
- b) Any maintenance allowance should be regarded as a monthly lump-sum stipend to contribute to living and assignment-related expenses in Germany based on local conditions. It is not intended to replace your salary or to cover all of your actual expenses at home and in Germany. Therefore, it may well be necessary for grantees to draw on their own resources.

#### **2) Duplication of Benefits**

The Commission receives and spends public funds, which bind us to certain regulations. As both the American and German governments stipulate that no grantee may simultaneously receive more than one grant, fellowship, or salary, directly or indirectly, we wish to explain in greater detail the policy on duplication of benefits as it refers to your Fulbright status.

- a) Grantees may not accept any additional income without having this deducted from their Fulbright stipend. Exceptions for small amounts (up to Euro 400/per month) may be considered.
- b) It makes no difference whether or not the other funding is for a project unrelated to your Fulbright project; if you are receiving any other funding during your Fulbright grant period, deductions may be necessary.
- c) All income which you receive from your home institution (e.g. salary or sabbatical payments) is exempt from this policy.
- d) Certain German grants must not be combined at all: Fulbright maintenance grants cannot be given simultaneously with *Deutscher Akademischer Austauschdienst* (DAAD) grant, Alexander-von-Humboldt Foundation grants, or Max-Planck-Institute grants or salaries.

If you are uncertain about any aspect of this matter, please let us know, and we will help you look for a feasible solution. We will do what we can to help you retain your full benefits.

#### **3) Duration of Awards**

The start and end dates of your award are stated in the Grant Authorization. Please note that we cannot change the duration but we could consider a change of the inception date with certain limits and upon your request.

#### **4) First Installment Prorating (7-day grace period)**

Please check your Grant Authorization for your grant start and end dates. If you arrive in Germany within one week of your inception date, you will still receive the full monthly allowance for the first maintenance period. This seven day grace period is intended to give you some flexibility with your arrival date. Should you arrive later than one week after your inception date, we can only provide a prorated first monthly installment.

This policy of pro-rating monthly maintenance allowances also applies to departures before your grant end-date. Please let us know your specific arrival and departure dates.

#### 5) **German Health and Accident Insurance**

Grantees will be covered by comprehensive health insurance coverage through VICTORIA *Krankenversicherung*, as well as the Accident and Sickness Program for Exchanges (ASPE) insurance provided by the U.S. State Department. Coverage will be provided during the actual grant period (including the language course for participating grantees) for its grantees and for eligible dependents. Your coverage has been described in Part A. If you have any questions please contact us directly.

The Commission will register you and your legal accompanying dependents for the grant period as given in Item 3 of your Fulbright Grant Authorization, and pay the premiums. You must return the VICTORIA Registration form (Part C) to us to facilitate coverage.

Consideration of additional U.S. health insurance is recommended if you have a pre-existing condition, which may require special continued treatment or medication. You should clarify this with us before paying for excess insurance coverage.

#### 6) **Incidentals Allowance**

The books and incidentals allowance (Grant Authorization 7B) has been established at Euro 100/month. The Commission does not require an account of how you spend this money. The first installment (usually covering one semester) will be paid with the first maintenance allowance, the second (and final) installment around Easter. Please note that grantees who stay for only one semester will receive only one installment (depending on the actual number of grant months). Please note that this incidentals allowance is intended to cover such expenses as fees for residence registration, required medical check-ups, banking fees, etc.

#### 7) **Baggage Allowance**

As covered in Circular I Part A, you will also receive a 150 Euro Baggage Allowance.

### **IV. ACADEMIC INFORMATION**

#### 1) **Institution of Affiliation**

- a) While the Commission will ensure that basic requirements are met, the quality of the institutional affiliations will vary widely. Experience in the past years has shown that such affiliation is often loose and implies little or no commitment on the part of German host institutions. On the other hand, however, some professors have had the exact opposite experience. We suggest that you correspond with your established institutional contacts to determine your and the university's role.
- b) You have submitted a project for your stay in Germany for which your Fulbright award has been granted. It is now up to you and your host to arrange the details of your work at your host institution according to your interests and the availability of resources. The Fulbright Commission would like to ask those scholars who have planned research projects to be open to accepting an occasional lecture assignment for the benefit of a German or European audience.
- c) Host institutes should, at some point, explain their guidelines or policies on internal rights and limitations, privileges and conditions as applicable to the Fulbright grantee. If this has not already occurred, please ask about these matters before taking the traditions of your home institution for granted, particularly in cases where certain privileges (e.g. use of telephones, computers, photocopiers, postage, even assistants and laboratory staff, etc.) are concerned. You might have to adjust your living standards, but clarifying these issues in advance will help prevent misunderstandings.
- d) At many of our universities, we have established a contact colleague called "*Fulbright-Vertrauensdozent/in*" or Fulbright Liaison Professor. You can find a list of all **Fulbright Vertrauensdozenten** in Germany on our website under: <http://www.fulbright.de/tousa/vertrauensdozenten.html>  
We recommend that you to contact any Fulbright-Vertrauensdozent in your host city. These German professors are interested in your presence and will include you in any relevant local activities.

**2) Book Orders**

Previous Fulbright lecturers, especially those in American studies, have repeatedly stressed the importance of ordering books many months before the beginning of the semester in Germany, particularly when these are being sent from the United States. Please take this matter up with your host institution.

**3) Intercountry Lectureship Program**

If you have not already done so, please return the Intercountry Lectureship Program form (ICL Questionnaire) as soon as possible (preferably by email), so that we can compile a list of all Fulbright senior scholars for dissemination among institutions in Europe. You can also download it from our website at:  
<http://www.fulbright.de/togermany/information-for-2009-2010-grantees.html>

**V. PERSONAL MATTERS****1) Housing**

- a) In general, Senior Scholar grantees have had few difficulties finding adequate housing. It should be emphasized, however, that by American standards, suitable and reasonably priced housing may still be extremely difficult to find in Germany. We hope that your host institution will be able to help you in this matter. Some universities have their own guest houses for lecturers and researchers.
- b) In the attachment, we give you the addresses of the current scholars in Germany. You may contact them for information on housing and may even be able to take over their present residence.
- c) Grantees this year indicated paying between Euro 250 and 1,500 per month for rent – the average being about Euro 1,000. This is a very wide range, dependent on many individual factors, such as large families, "expensive" cities, etc.

**2) Driving in Germany**

- a) Car Insurance: If you plan to buy a new or used car in Germany, you can save money on insurance premiums if you are able to submit documentation of your accident-free driving record. You should ask your own insurance company and local DMV for such statements. In addition to certain regional considerations, insurance rates in Germany are also based on the horsepower of cars (KW or PS) and the driving record of the owner.
- b) Driver's license in Germany: At the time this Circular was written, valid U.S. driver's licenses are accepted for your first six months in Germany. U.S. citizens planning to stay less than a year, however, may legally drive in Germany for up to 364 days in Germany on their U.S. driver's licenses. However, they must go to their local driver's registration office (Führerscheinstelle) prior to expiration of the six-month period after arrival and notify that office that they want to continue to drive on their U.S. license until their departure (up to 364 days, as stated above). For current and exact regulations, including information on how to get a German driver's license, please visit the U.S. Embassy in Germany's website:  
[http://germany.usembassy.gov/germany/services/driving\\_in\\_germany.html](http://germany.usembassy.gov/germany/services/driving_in_germany.html)

**3) CIES Health Report**

We recommend that you ask your doctor or CIES for a copy of your health report. This could save you another costly and time-consuming test sometimes required by German authorities. Unfortunately, there is no uniform procedure for all the German states.

**VI. YOUR NEXT STEPS****1) Items to return to Commission immediately:**

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|--|------------------|
| - One signed Copy of Grant Authorization | (mail)           |
| - Two passport-sized photos              | (mail)           |
| - Orientation Registration               | (e-mail or mail) |
| - Intercountry Lectureship Questionnaire | (e-mail)         |
| - VICTORIA Registration Form             | (e-mail or mail) |

**2) Further Steps:**

- Send two copies of your Grant Authorization to the CIES
- Check the validity of your passport
- Make your travel arrangements
- Contact your host institution as to your academic program, research facilities, and logistics
- Consult with your local internal revenue office as to your tax situation
- Examine ways to send luggage and purchase tickets for dependents