

Granting procedure of women's funding at the Department of Physics of FU Berlin

The funds for the advancement of women at the Department of Physics are to be used to create the prerequisites for enabling women to pursue a successful career in higher education, teaching, research and profession. These arrangements increase the department's productivity in general and implement the decision of the faculty council concerning the women's advancement plan of April 2005.

Commission for the granting of the women's funding of the Department of Physics

The commission for the granting of the women's funding (FFM) includes the gender equality officer, her deputy, and up to four other members. All status groups should be represented in the commission. The gender equality officer takes the chair. The commission has a quorum if 2/3 of the commissioners and the gender equality officer or her deputy are present.

The Departmental Council appoints the commissioners on a proposal of the gender equality officer.

Announcement

The announcement for the women's funding is published in German and English at the gender equality officer's homepage. In addition, the announcement will be sent to all members of the Department of Physics via e-mail in the first month of the semester, based on the current mail distribution list of ZEDV. It is possible to apply for the women's funding at any time. The applications have to be submitted to the gender equality officer as described below.

Topics of Funding

Promotion of:

1. Infrastructure

The purpose of advancement in this area is to make the infrastructure of the Department of Physics more attractive to women.

Examples: Assistance in career- planning for women (seminars, acquisition of special literature for the library), invitation of female visiting professors or lecturers for seminars and colloquia aiming at the role model function of excellent female academics and at networking opportunities.

Support of working groups to promote women scientists in the period of qualification in respect of particular visibility, e.g. publication as first author in Science, Nature, PRL, invited international lecture or main lecture at "DPG Frühjahrstagung".

2. Individual-related funding

Funding in this topic serves to support women at the department within a clearly defined timeframe and content.

It is granted,

A. in order to compensate for a disadvantage or a special burden on the applicant.
For this purpose, applications are possible, e.g.:

- a) for female researchers with family responsibilities in the qualification phase: a student assistant
- b) a temporal funding of employment (max 3 months - In addition, the working group is usually required to contribute to costs)
- c) problem-related advanced training

B. if it allows the applicant to build up, or significantly improve her personal qualification, networking or reputation in the scientific community or international cooperation.

For this purpose, applications are possible for, e.g.:

- a) the full refund of costs for career-enhancing trainings
- b) a grant for an international stay or international internship
- c) travel allowances only in exceptional cases
- d) project-related personnel support for young female scientists from the postdoc phase (e.g., for the preparation of a third-party funded project)

3. Public relation

Funding in this topic is intended to improve the visibility of the work and the success of women at the Department of Physics.

In particular, this includes the work of the FFM-commission and the gender equality officer, as well as other gender-related activities.

The funding can be applied within the framework of funding of projects.

The activities of the gender equality officer in this topic should be supported by a student assistant.

Requirements

The decision process is based on performance and exclusion criteria.

Criteria for a funding in general is:

- a recognizable contribution to improving the situation of women at the department
- the scientific relevance (in terms of topic and duration of the project)
- proof of the competence of the training institution performing the advanced training

The following is **excluded** from funding in general:

- Equipment (instruments, travel, literature) for which funds are available in the department or working group
- projects (travel, research stays) for which dedicated funding is available through the working group or, for example, via DFG or DAAD

Awarding procedure

Applications can be submitted to the gender equality officer in electronic form. The applications will be discussed by the FFM-commission and decided in agreement with the Dean's Office. The processing time is 3 weeks during the lecture period, and 4 weeks in the semester break. All female members of the department are eligible to apply for funding. In order to avoid bias, women who have submitted an application themselves may not participate in the decision on this application. A simple majority is sufficient to decide on the application. In case of a tie, the gender equality officer's vote is decisive.

Form of application:

In any case, an informal, reasoned application in electronic form and, in case, a cost estimate have to be submitted. The application must include the project, duration and justification of its suitability in the women's advancement program of the department. Applications on individual-related funding of more than 1000 € must include a CV, a list of publications of the applicant (if the application is in a scientific context) and a recommendation letter. Further documents have to be submitted at the request of the commission.

Entry into effect of the procedure for awarding women's funds

The award procedure of the women's funding of the Department of Physics came into effect on 25.05.2016 by resolution of by the department council.