

Graduate Program "Semantic Processing"

The graduate program is organized jointly between the Computational Linguistics department at the University of Heidelberg and the Natural Language Processing group at HITS gGmbH.

General Terms and Organization

1. The graduate program is led by an *executive board* composed of all professors at the Computational Linguistics department at the University of Heidelberg and the group leader of the Natural Language Processing group at HITS.
2. The *speaker* of the graduate program is elected by the executive board among its members. This is a one-year position and after one year a new speaker is elected.

Conditions and Membership

1. PhD students at both institutions are encouraged to become members of the graduate program.
2. To become a member
 - a. PhD students have to be enrolled or employed at the University of Heidelberg to apply for membership in the graduate program.
 - b. They have to apply in writing for admission to the graduate program. This letter has to be accompanied by a research proposal (3-5 pages).
3. The executive board decides whether the applicant will be accepted. The candidate will receive the decision in writing.
4. Duties of the members of the graduate program include
 - a. Participation in the PhD. Colloquium.
 - b. A one hour presentation at the end of 2nd year of membership.
 - c. A one hour presentation at the end of each following year.
 - d. A one hour presentation at a time close to graduation.
5. PhD students of cooperating institutions and short-term visitors can participate in the program on invitation by the executive board.

Granting Conditions for PhD-Scholarship holders

1. **Granting of funds, use of funds, modifications**
 - 1.1. The graduate program will inform recipients of grants by a granting letter.
 - 1.2. Recipients of grants can only use the funds allocated for expenses related to the activities in the application which was the basis for the granting letter. Additional restrictions may be mentioned in the granting letter and have to be taken into account, too. Expenses created before having received the granting letter will not be reimbursed.

- 1.3. Recipients of grants commit themselves to using the funds as economically as possible. The graduate program will only increase the funds in exceptional cases and with proper justification.
- 1.4. Funds which were not used have to be returned to the graduate program as quickly as possible.
- 1.5. In all other cases, modifications of the spending plan have to be agreed upon in written form by the graduate program.

2. Request for payment, cost statement

- 2.1. The graduate program transfers the grant money and the reimbursements for travel expenses to the account of the scholarship holder.
- 2.2. In case money cannot be spent as planned, it has to be returned to the graduate program immediately, including interest since the day of payment.

3. Travel expenses

Travel expenses are to be calculated and settled according to the general guidelines for travel expenses at the University of Heidelberg.

4. Reports

- 4.1. One month before the expiration of the scholarship a report of 5-8 pages has to be sent to the speaker of the graduate program.
- 4.2. A written comment by the supervisor at the university has to be added to the report.
- 4.3. If scholarship holder intends to ask for a prolongation at the end of the first two-year scholarship, the application has to be accompanied by the documents listed under 4.1 and 4.2. If the scholarship holder submits the application in time, the executive board makes a decision within 6 weeks at the latest before expiration of the first scholarship.
- 4.4. At the end of the first scholarship and of a possible prolongation the scholarship holder has to present the work in a lecture of 60 minutes.
- 4.5. Two copies of the finished dissertation have to be sent to the speaker of the graduate program. This is independent of the requirements for submission of the doctoral dissertation at the University.

5. Publications

- 5.1. The results of the PhD project must be made available to the public – preferably by publications in scientific journals and international conferences.
- 5.2. In case of publications resulting from the scholarship the funding through the graduate program and the funding source should be mentioned in a suitable way. A corresponding reference is also to be added to press releases.

6. Withdrawal, cancellation, discontinuation

- 6.1. The graduate program can withdraw the scholarship and any additional funds granted, if they have not been claimed by the recipient even partly within one year (starting from the date of the granting letter).

6.2. The graduate program reserves the right to withdraw the scholarship and to revoke funds already paid, if the granting conditions or additional agreements are not fulfilled, especially if funds are not used adequately or the use of the funds is not proved properly.

6.3. The graduate program reserves the right to discontinue the support of a scholarship for other substantial reasons.

7. Employment status

7.1. The scholarship and its resulting research work at the University of Heidelberg or at HITS gGmbH does not constitute an employment according to employment law.

7.2. Recipients of grants have to enroll for health insurance and general liability insurance.