

Leaflet Acceptance of Benefits (Rewards, gifts, and other benefits)

As of 20.09.2024

The following is allowed:

The acceptance of benefits (not in money!) up to a value limit of € 35.00 per calendar year per grant provider (see point 4).

Mandatory is:

The benefit must be reported to the supervisor.

Exception: Mass promotional items (e.g. calendars, pens, etc.)

Gifts above a value limit of € 35.00 require the prior approval of the superior.

Also note:

1. **Money** (with the exception of prize money for artistic and scientific achievements) **may not** be accepted **as a benefit**.
2. The benefit should not be accepted if the benefit is related **in time to official acts** (e.g. examinations/awarding of grades/conclusion of contracts).
3. The acceptance of a benefit **from individual students** requires the prior approval of the superior. This means that a benefit without approval can only be made by several students together up to the value limit.
4. The value limit applies separately to each donor:
This means that you can receive benefits of up to 35 euros per year from person A and from person B as well.
In the case of benefits from related companies, the respective legal form must be taken into account, i.e. if a stock corporation is a shareholder of two limited liability companies, the value limit applies to the individual limited liability companies.
Benefits from members of a group of people (e.g. semester or project groups) are attributed to this group. The attribution also applies to benefits made by relatives of a third party (e.g. companies, facilities, institutions, third-party funders, other donors).
Example: If you receive a benefit of 25 euros from an employee of a company, only a further benefit of 10 euros may be accepted from members of the same company without separate approval.
5. The acquisition of **third-party funding** does not fall under the acceptance of benefits.
6. The acceptance of **prize money** by university lecturers requires the prior approval of the rector.
7. The Ministry of Science is responsible **for approving the acceptance of** benefits to the full-time members of the Rectorate.