



## **Guidelines on implementing the Deutschlandstipendium scholarship programme offered through the Hochschule Bonn-Rhein-Sieg University of Applied Sciences education fund**

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In the winter semester 2010/2011, Hochschule Bonn-Rhein-Sieg University of Applied Sciences launched the "Hochschule Bonn-Rhein-Sieg education fund" as an umbrella organisation for all scholarships offered by the university to fund exceptionally gifted, high-performing or deserving students.

The scholarship programmes encompassed by the education fund currently include the following:

– **Deutschlandstipendium (Germany Scholarship)**

The Federal Republic of Germany offers a scholarship programme to provide support for gifted students who are likely to perform exceptionally well during their studies and career or have already done so.

– **DAAD scholarships**

The German Academic Exchange Service (DAAD) awards scholarships to fund the studies of particularly deserving international students at German universities.

– **Scholarships awarded as part of the "Teaching Development" initiative**

Private sponsors can provide scholarships to fund students from developing and emerging countries who are studying at H-BRS.

– **Scholarships awarded by the study foundation**

Scholarships are awarded from the income generated by the university's own study foundation to students who are not (or no longer) entitled to social benefits to fund their studies but who can prove that they are dependent on them. These scholarships are paid out for a period of one year.

### **1. Scope of these guidelines**

Based on the Scholarship Programme Act (Stipendienprogramm-Gesetz (StipG) of 21 July 2010) the Office of the President has issued the following internal guidelines on implementing the Deutschlandstipendium.

### **2. Purpose and conditions of funding**

- 2.1. In order to provide support for exceptionally gifted students, the university grants scholarships to applicants through the scholarship programmes offered under the umbrella of the education fund.

- 2.2. At the time they apply, applicants must be enrolled in at least the 1st study programme semester at the university and are usually required to have an average grade of at least 2.5.
- 2.3. In accordance with section 4 StipG, students who are already in receipt of another form of talent or performance-oriented material support are excluded from these scholarships unless the amount of support they receive each semester averages less than € 30.00 a month.
- 2.3.1. Students in receipt of scholarships such as those listed below are excluded from parallel funding through the Deutschlandstipendium (unless the amount they receive each semester averages less than € 30.00 a month):
- **Scholarships awarded by the 13 organisations for the promotion of young talent that operate under the umbrella of the Federal Ministry of Education and Research**, For detailed information, follow this link: <http://www.stipendiumplus.de/>
    - Avicenna-Studienwerk
    - Cusanuswerk e.V., Bischöfliche Studienförderung
    - Ernst Ludwig Ehrlich Studienwerk (ELES)
    - Evangelisches Studienwerk e.V. Villigst
    - Friedrich-Ebert-Stiftung
    - Friedrich Naumann Foundation for Freedom
    - Hans Seidel Foundation
    - Hans Böckler Foundation
    - Heinrich Böll Foundation
    - Konrad-Adenauer-Stiftung
    - Rosa Luxemburg Stiftung
    - Stiftung der Deutschen Wirtschaft (sdw)
    - Studienstiftung des deutschen Volkes e.V.
  - **Annual scholarships awarded by the German Academic Exchange Service (DAAD)**, For detailed information, follow this link: <http://www.daad.de/portrait/service/stipendien/08961.de.html>
- 2.3.2. When applying for a scholarship, applicants must disclose whether they are already receiving monies from any other scholarships and how much they are being paid. This duty of disclosure applies throughout the period of the scholarship.

- 2.4. According to section 1(2) StipG, students who are enrolled on courses as part of their employment by the civil service and who are receiving a trainee civil servant's salary or other benefits from public monies or whose studies are being fully funded by the civil service are excluded from applying for a scholarship. This means that students enrolled on the Bachelor's degree programme in Social Security Management – Accident Insurance offered in Department 06 at this university may not apply.

### **3. Application procedure**

- 3.1. Scholarship applications must be submitted during the summer semester.
- 3.2. Applicants are required to follow the online application procedure. Application documents may only be submitted through this application portal.
- 3.3. In individual cases, when a student is able to prove that they are dealing with difficult circumstances beyond their control, e.g. due to a serious illness, they may be admitted to the application procedure even if they do not meet the criteria for academic achievement specified in their case.  
These difficult circumstances must be disclosed to the liaison staff in advance; if the reasons given are accepted, the student must provide conclusive evidence to support their case.  
In such evidence-backed individual cases, the applicant may also be considered without going through the online application procedure.
- 3.4. Applications must be formally directed to the university administration.
- 3.5. Applicants are required to apply on their own initiative.
- 3.6. Applications must always be submitted for the main subject for which the student is enrolled.
- 3.7. The application deadline is published on SIS and the university website. The scholarship application must have been received by the competent office by this date (preclusive period).
- 3.8. Applications must be submitted in electronic format through the internet (SIS).

### **4. The following application documents must be submitted:**

- 4.1. Personal statement compiled by the student (1-2 pages)
- 4.2. CV (in tabular format, max. 2 pages)
- 4.3. Certification of university entrance qualification; certification of qualification admitting the student to Master's degree studies if applicable
- 4.4. Current transcript
- 4.5. Summary opinion by an assessor if this was requested (request is not binding)
- 4.6. Certificate of enrolment
- 4.7. If applicable, evidence of exceptional achievements during the course of the applicant's career or work placements (vocational training excluded) insofar as they do not relate to the applicant's university entrance qualification
- 4.8. Information on whether the applicant is in receipt of other scholarships and how much they are being paid

#### 4.9. Application form

### 5. Selection procedure

- 5.1. Decisions relating to the award of scholarships are made in accordance with the provisions in section 3 StipG and section 2 StipV (Directive on the Enforcement of StipG). During the first phase of the selection procedure, candidates are selected on the basis of their current average grades for the courses taken during the standard period of study. For students in the first semester of a Bachelor's degree course, the average grade of their university entrance qualification is used for this purpose; for Master's degree students in the first study programme semester, the average grade of the qualification admitting them to the Master's degree programme is used. Along with academic achievements, positive consideration is given to the following criteria when awarding the scholarships:
  - 5.1.1. Special achievements, distinctions and prizes, outstanding performance during the applicant's career and work placements prior to the application (not including vocational training) insofar as they do not relate to their university entrance qualification.
  - 5.1.2. Extracurricular activities such as volunteering, social or community service, political activities (also in the field of higher education), or active participation in religious communities, associations or societies.
  - 5.1.3. Special personal or family circumstances such as illness or disability, raising children (particularly as a single parent), nursing close relatives in need of long-term care, working in the family business, pursuing gainful employment while at university, family origins or migration background.
- 5.2. Decisions relating to the award of scholarships are made by the university administration. For this purpose, it appoints a representative from among its staff (currently VP4), who is supported by a selection committee acting in an advisory capacity.
- 5.3. The selection committee consists of one liaison tutor from each of the university's departments. The members of the selection committee are appointed by the Office of the President.
- 5.4. The selection committee views the application documents and suggests a number of candidates to the representative of the university administration – taking due note of the purpose specified by the private sponsors in accordance with section 11(3) StipG.
- 5.5. According to section 11(3) StipG, one third of the scholarships awarded must remain independent of the purpose specified by the private sponsors. Every effort is made to achieve an optimum distribution of scholarships between the departments. Here the number of students enrolled in each department must be taken into account.
- 5.6. Applicants will be notified of the results of the selection procedure by means of a notice accompanied by information on legal remedies.

## **6. Liaison staff and scholarship administrators**

- 6.1. The Office of the President will appoint a liaison tutor from among the teaching staff and a scholarship administrator from among the administrative staff in each department
- 6.2. Potential scholarship winners can obtain advice from the Study Guidance Service. As members of the selection committee, the liaison staff assist with the selection of scholarship winners and the extension of scholarships while providing support for scholarship winners in their departments. The scholarship administrators assist the liaison staff with the performance of administrative tasks.

## **7. Funding**

- 7.1. Scholarships are initially awarded for a period of two semesters.
- 7.2. The Deutschlandstipendium takes the form of a non-repayable subsidy that is also paid during lecture-free periods.
- 7.3. Scholarships are not granted on the basis of the student's income.
- 7.4. The scholarship funding is usually paid for a period of two semesters and may not exceed the standard period of study for the respective course. In substantiated exceptional cases, the scholarship funding may be paid for a period of one semester beyond the standard period of study.
- 7.5. If scholarship winner requires more time to complete their studies as a result of spending time abroad, a request may be submitted to the university asking for the funding period to be extended to a maximum of two semesters following the end of the standard period of study.
- 7.6. In the event of pregnancy, the scholarship will be paid throughout the protection period stipulated in the Maternity Protection Act (Mutterschutzgesetz). The study break taken during this period will be not offset against the duration of the scholarship funding.
- 7.7. The scholarship does not form the basis of an employment relationship. It is not subject to social security contributions as it does not constitute remuneration as defined in section 14 Book IV of the Social Security Code (Sozialgesetzbuch – SGB IV). The scholarship is tax-free in accordance with the conditions specified in section 3 no. 44 Income Tax Act (Einkommensteuergesetz – EStG).
- 7.8. No legal entitlement to the scholarship and scholarship benefits exists.
- 7.9. However, scholarships can be cancelled without notice at any time if compelling reasons exist.
- 7.10. The scholarship will cease automatically at the end of the month in which the scholarship winner takes their final examination, discontinues their studies, changes subject or is de-registered from the university.

- 7.11. If the scholarship holder changes university during the approval period, the scholarship will continue to be paid for one semester in accordance with the approval already received. The period is determined by the duration of the semester at the university which issued the scholarship. It is possible to apply again for a new scholarship at the new university.
- 7.12. In the event of a student losing their scholarship entitlement during the funding period (e.g. due to de-registration from the university or the receipt of another scholarship), a move-up procedure will be implemented and the amounts already paid or pledged by the private sponsor and the federal government will be paid to the next-best applicant in the respective course/department in the form of a partial scholarship until the funding period expires. The scholarship winner must reimburse any amounts paid in advance if applicable.
- 7.13. The scholarship winner will accept the scholarship by signing a scholarship agreement with the university. By accepting the scholarship, the scholarship winner will declare their acceptance of the regulations in these guidelines and undertake to notify the university without undue delay of any changes in their circumstances that may affect the award of the scholarship.
- 7.14. On accepting the scholarship, the scholarship winner will also be given the opportunity to take part in events that constitute part of the programme.

## **8. Continuation of scholarship after the funding period expires**

- 8.1. The university complies with the requirement to undertake regular reviews of the scholarship winners' talent and performance specified in section 3 StipV by requiring all scholarship winners to reapply every year.
- 8.2. When switching from a Bachelor's degree course to a consecutive Master's degree course in the university department in which the scholarship was awarded, the scholarship will be approved further until the end of the two-semester funding period subject to evidence that the scholarship winner has actually embarked on the Master's degree course.

## **9. Other information**

- 9.1. The university administration reports to the Senate and the University Council on the scholarship programme every year and ensures that it undergoes evaluation.
- 9.2. The university reserves the right to modify or withdraw the scholarship if the scholarship winner does not comply with the respective terms. Moreover, it reserves the right to amend or add to the scholarship guidelines, to report any fraudulent behaviour associated with scholarship applications, and to obtain the repayment of wrongly paid scholarship funding with all the legal means at its disposal.

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Prof. Dr. Hartmut Ihne

President