

# **Awarding Guidelines of the Executive Board of Rhine-Waal University of Applied Sciences for the Deutschlandstipendium (Germany Scholarship)**

## **DRAFT 2019**

*The version made available here is a draft for the application procedure 2019 and will be published before the application procedure will be end. The decision is expected to be taken before the closing date for applications on 31.05.2019. It will give you information's in advance.*

### **Section 1 Purpose of the Deutschlandstipendium**

The purpose of the Deutschlandstipendium (English: Germany Scholarship, hereinafter “scholarship”) is to encourage and support existing students at Rhine-Waal University of Applied Sciences who have already demonstrated excellent academic performance, or new students who can be expected to demonstrate excellent academic performance due to a particularly strong track record in previous years.

### **Section 2 Eligibility**

(1) Eligible for a scholarship are currently enrolled Rhine-Waal University of Applied Sciences students who have not exceeded the standard period of study for their degree, or new students who expect to enrol at Rhine-Waal University of Applied Sciences in the semester following application. Scholarship recipients must remain enrolled at Rhine-Waal University of Applied Sciences for the entire scholarship period.

(2) The scholarship has no effect on German federal education assistance [BAföG], as it is considered a merit-based academic allowance which neither stipulates a specific use, nor exceeds the monthly limit of 300 EUR for financial assistance of this kind (see Section 21 (3) sentence 1 number 2 BAföG, and Section 23 of its amending act BAföGÄndG). Accordingly, the scholarship is excluded from income-related BAföG calculations.

(3) Scholarships cannot be awarded to students who are already receiving a talent or merit-based scholarship that exceeds 30 EUR per month.

### **Section 3 Rights and Obligations**

- (1) Scholarships are awarded based on available funding and in accordance with these Guidelines.
- (2) Rhine-Waal University of Applied Sciences reserves the right to revoke scholarships in the event of a change in eligibility status or available funding.
- (3) By accepting a scholarship, scholarship holders are obliged to
  1. immediately inform Rhine-Waal University of Applied Sciences of any changes which may affect their eligibility status within the meaning of Section 2;
  2. participate fully in evaluations of their academic performance and the scholarship programme itself;
  3. provide, without prompting, all information and documentation needed to verify their continued eligibility status. This includes
    - a) an academic progress report covering both curricular and extracurricular activities,
    - b) a current academic transcript and
    - c) proof of academic achievements, skills or special circumstances, as appropriate.
- (4) By accepting a scholarship, scholarship holders declare at the same time
  1. their willingness to participate in scholarship-related events and
  2. their agreement with the rules and regulations outlined in these Guidelines.

### **Section 4 Type and Amount of Funding**

- (1) Scholarship availability depends on the funding amount secured by Rhine-Waal University of Applied Sciences.
- (2) As a rule, the scholarship is disbursed on a monthly basis in instalments of 300 EUR per month.
- (3) Scholarships are awarded for a period of one year. The funding period begins in winter semester and concludes at the end of the following summer semester.
- (4) The total length of a scholarship is generally limited to the standard period of study of the scholarship holder's degree programme. However, if a scholarship holder's studies are delayed for good reason, he or she may request an extension beyond the usual maximum length. As a rule, extensions can be granted in the following cases:
  1. pregnancy or the care and upbringing of children within the meaning of Section 25(5) BAföG;
  2. a disability or debilitating illness;
  3. providing care to immediate family members who have been deemed care-dependent by the German Medical Service of the Health Insurers (MDK) (a medical certificate is also acceptable in some cases);
  4. subject-relevant stays abroad. This essentially refers to periods of study at a foreign university or a period abroad as part of an exchange programme.

Corresponding proof must be provided without delay.

(5) In the case of pregnancies, scholarship funding will continue during the statutory maternity protection period defined by the German Maternity Protection Act [MuSchG] (see Section 3(1), sent. 1).

(6) The scholarship does not constitute an employment relationship, nor is it subject to mandatory social insurance contributions, as it is not considered compensation within the meaning of Section 14 of Volume IV of the German Civil Code [SGB IV]. The scholarship is tax-free by virtue of Section 3, no. 44 of the German Income Tax Law [EStG].

## **Section 5 Submitting an Application**

(1) Scholarships are awarded solely on the basis of an application. Applications must be submitted on time, in the proper form and in accordance with an open call for applications published on the homepage of Rhine-Waal University of Applied Sciences and include all required documents. Applications must be submitted via the correct online application portal. If an application cannot be submitted online for specific and justifiable reasons, it may instead be submitted directly to the Office of the President of Rhine-Waal University of Applied Sciences.

(2) Application deadlines are published on the homepage. In addition, students will be notified of the beginning of a new application window via the main student mailing list and social media channels of Rhine-Waal University of Applied Sciences.

## **Section 6 Application Process**

(1) To be eligible to apply, applicants must

1. meet all admission requirements to study at HSRW and
2. be currently enrolled at Rhine-Waal University of Applied Sciences or scheduled to enrol at Rhine-Waal University of Applied Sciences in the coming semester.

(2) Applicants are only eligible to apply if they have not previously switched degree programmes during their studies at HSRW.

(3) Applications must include the following documents:

1. Completed and signed application form (with consent to the use of data given at the bottom of the form);
2. Curriculum Vitae (CV),
3. Letter of motivation,
4. University entrance qualification, i.e. German "Abitur" certificate or other documents confirming the applicant's eligibility to study in Germany and which clearly indicate a final grade (first-semester bachelor's students only),
5. Bachelor's degree certificate that clearly indicates a final grade (first-semester master's students only),
6. Current HIS transcripts showing academic performance to-date (students in their second semester or higher at Rhine-Waal University of Applied Sciences),

7. (where applicable) internship certificates and/or work references,
8. Proof of other qualifications, (extra)curricular activities and/or special personal, social or family-related circumstances.

(4) Applications which do not adhere to the requirements of the corresponding call for applications, particularly with regard to incompleteness, incorrect form or lateness of submission, shall be excluded from the selection process entirely. In the event of an unsuccessful application, submitted documents will be stored at Rhine-Waal University of Applied Sciences for a period of six months after the rejection notice has been issued and then destroyed. Documents must be submitted as copies, not originals. Documents not in German or English must be submitted as notarised German translations. Documents that do not comply with these requirements may be excluded from the selection process.

## **Section 7 Selection Process**

(1) The Deutschlandstipendium is awarded by a selection committee consisting of members of the Executive Board of Rhine-Waal University of Applied Sciences. This committee includes:

1. with voting power:
  - a) the President;
  - b) the Vice-President of Studies, Teaching and Continuing Training;
  - c) the Associate Deans of Studies of the faculties, each of whom may be represented by a designated Link Professor from the corresponding faculty;
  - d) a representative of the Student Parliament (StuPa);
  - e) a representative of the General Student Committee (AStA);
2. in an advisory capacity:
  - a) a representative of the Welcome Centre appointed by the Executive Board;
  - b) a representative of the Career Service appointed by the Executive Board;
  - c) the Equal Opportunities Representative of HSRW.

(2) The term in office for student members of the selection committee is one year. The term in office for all other members is two years. Reappointment is permissible.

(3) The selection committee is chaired by the President. His or her designated proxy is the Vice-President for Studies, Teaching and Continuing Training. The selection committee shall have a quorum when at least half of the members with voting power (Section 7(1)(1)) are present. Resolutions are adopted by a simple majority of present members. In the event of a tie, the chair has the casting vote.

(4) The selection committee is entitled to appoint representatives from the roster of private donors in an advisory capacity.

(5) The selection committee can decide how to divide up the number of available scholarships to first-semester undergraduates and postgraduates.

(6) Scholarship winners are selected according to primary and secondary criteria.

1. Primary criteria include:

- a) (for all new students) the GPA of their university entrance qualification,
- b) (for currently enrolled students) their current GPA, including the most recently completed winter semester.
  - aa) Undergraduates: Current GPA (HIS) and total number of ECTS credits obtained thus far
  - bb) Postgraduates: GPA of the undergraduate degree (for first-semester postgraduates) or their current GPA (HIS) and the total number of ECTS credits obtained thus far in the applicant's master's degree programme

In general, both bachelor's and master's students must have earned at least 20 ECTS credits per semester of study.

2. Secondary criteria include:

- a) Notable achievements, awards or other distinctions, which were, for example, obtained in conjunction with a university entrance qualification, previous gainful employment (min. 1 year), successfully completed vocational training (min. 18 months) or internship (min. 6 months), academic publications, earning more ECTS credits than specified in the study and exam plan,
- b) Extracurricular activities, including, for example, volunteer work for public or private institutions or organizations, a voluntary social or ecological year [FSJ/FÖJ], civil or community service, involvement in religious communities, involvement in (higher education) politics/student government (min. 1 semester), other cultural or social engagement,
- c) Special personal or familial circumstances, including chronic illness, caring for/raising (one's own) children or providing care for immediate family.

See annex: Secondary Criteria for the Application and Selection Process of the Deutschlandstipendium at Rhine-Waal University of Applied Sciences.

(7) Primary criteria are used to calculate an initial score:

- for first-semester undergraduates: beginning with the cumulative GPA of their university entrance qualification as documented in the submitted applications,
- for first-semester postgraduates: beginning with the cumulative GPA of their undergraduate degree as documented in the submitted applications,
- for currently enrolled students: beginning with their current GPA (HIS) with respect to the grades distribution in their corresponding degree programme.

An applicant's initial score can then be increased through secondary criteria:

- in the case of Section 6(2)(a): an increase of usually no more than 0.2 points,
- In the case of Section 6(2)(b): an increase of usually no more than 0.2 points,
- In the case of Section 6(2)(c): an increase of usually no more than 0.2 points.

The more recent the qualifying circumstances are, the more heavily they will be weighted. Secondary criteria can improve an applicant's score by a maximum of 0.6 points.

(8) The primary and secondary criteria are used to calculate a selection score: the points from the secondary criteria are deducted (an improvement according to the German grading system) from the original score generated by the primary criteria. For applicants with grades taken from the HIS portal of Rhine-Waal University of Applied Sciences, their selection score will be classified according to the grades distribution of their corresponding degree programme. A ranking is then generated for these applicants. For first-semester applicants, i.e. those applying on the basis of a university entrance qualification or an undergraduate degree,

rankings will be generated based on the cumulative GPA of the university entrance qualification or the undergraduate degree, respectively. Available scholarships are awarded in the order of these rankings. A nuanced, individual assessment will be used in the case of a tie in the rankings.

### **Section 8 Scholarship Approval**

- (1) The Executive Board has the final decision on the awarding of all Deutschlandstipendium scholarships.
- (2) Decisions are made public in scholarship approval letters. These letters provide details on the scholarship period, duration and total funding amount. Scholarship winners must notify Rhine-Waal University of Applied Sciences in writing and before the deadline of their acceptance of the scholarships.

### **Section 9 Scholarship Extensions**

- (1) Rhine-Waal University of Applied Sciences strives to secure long-term scholarship commitments. Accordingly, an existing Deutschlandstipendium will be extended if the scholarship holder has:
  1. submitted an extension application on time and in the proper form,
  2. submitted documents verifying his or her continued eligibility (see Section 3(3)(3)), and
  3. maintained or improved his or her academic performance during the scholarship period.
- (2) To maintain or improve his or her academic performance, the scholarship holder's current GPA (HIS) must not have worsened more than 0.5 grade points compared to the previous scholarship year. A scholarship holder's GPA may not worsen more than 0.8 grade points compared to his or her initial scholarship application.

### **Section 10 Withdrawal and Revocation**

- (1) A Deutschlandstipendium awarded on the basis of incorrect or incomplete information will be revoked and the affected student obliged to repay all payments made to-date.
- (2) A Deutschlandstipendium will be revoked if the student does not comply with the reporting obligations in Sections 3(3) and (4) as well as in Section 8, or if the student is receiving an additional scholarship in violation of Section 2, or if Rhine-Waal University of Applied Sciences determines that the merit-based eligibility requirements within the meaning of Section 6 are no longer fulfilled. Revocations with retroactive effect are possible, particularly in the case of double-funding violations.
- (3) An entitlement to repayment shall exist regardless of whether scholarship funds have been expended in whole or in part.

### **Section 11 Termination**

- (1) The Deutschlandstipendium shall be terminated prematurely at the end of the month in which the holder:
  1. completes his or her final graduation requirement,

2. withdraws from Rhine-Waal University,
3. switches degree programmes, or
4. is deregistered.

(2) Should a scholarship holder enrol at a different university during the scholarship period, the Deutschlandstipendium will continue until the end of the semester in accordance with the existing scholarship agreement. A semester is defined as the academic period observed at Rhine-Waal University of Applied Sciences (6 months).

(3) A prematurely terminated Deutschlandstipendium shall be re-awarded to the next candidate on the selection committee's ranking list until the end of the original scholarship period. Scholarship holders in this case are not entitled to a full scholarship period within the meaning of Section 4(3).

## **Section 12 Miscellaneous**

Rhine-Waal University of Applied Sciences reserves the right to:

1. Adjust or amend these Awarding Guidelines for the Deutschlandstipendium and
2. report any violations or fraud in connection with an application for a Deutschlandstipendium to the relevant authorities and to recover any unduly paid funds using all the legal means at its disposal.
3. All rules and provisions of the Scholarship Programme Act (StipG) and its directive (StipV) shall also apply.

## **Section 13 Publication and Entry into Force**

(1) These Guidelines shall be published in the Official Notices of Rhine-Waal University of Applied Sciences and enter into force on the day after their publication.

(2) The entry into force of these Guidelines shall invalidate the Guidelines of the Executive Board of Rhine-Waal University of Applied Sciences for the Awarding of the Deutschlandstipendium dated 14 July 2016 (Official Notices 18/2016).

### **Annex:**

Secondary Criteria for the Application and Selection Process of the Deutschlandstipendium at Rhine-Waal University of Applied Sciences.

# Annex

## Secondary Criteria for the Deutschlandstipendium Application and Selection Process at HSRW

The selection committee uses supplementary criteria to assist with the selection of scholarship winners. These criteria are divided into three categories:

Category 1) Notable Achievements, Awards and Distinctions

Category 2) Extracurricular Activities

Category 3) Special Personal or Family-Related Circumstances

Applicants can be awarded a deduction of up to 0.2 points for each category (an improvement according to the German grading system). The selection committee defines which criteria within a category are worth 0.2 or 0.1 points, or worth no points at all. Accordingly, applicants can improve their scores by a total of 0.6 points. The circumstances in question should not be older than 3 years and Corresponding documentation must be submitted for secondary criteria to apply.

The three categories are divided into the following criteria:

### Category 1) Notable Achievements, Awards and Distinctions

<b>Criteria:</b>
<p><b>Awards and distinctions</b> from institutions at the international, national or supraregional level, for example:</p> <ul style="list-style-type: none"> <li>• Awards and distinctions in connection with a German university entrance qualification, e.g. “Sheffelpreis”, “Karl-von-Frisch-Preis”, “Appolinaire-Preis”, awards bestowed by the German Physical Society (DPG) etc.</li> <li>• nation-wide competitions, e.g. in Germany “Jugend musiziert”, “Jugend forscht” etc.</li> <li>• Awards and distinctions from HSRW will be recognized by the selection committee on a case-by-case basis.</li> </ul>
<p>Obtaining more ECTS credits (as of the date of application) than intended by the applicant’s study and examination plan. (Usually this is <b>more than 31 ECTS credits</b> per semester within the standard period of study.)</p>
<b>Academic publications</b>
<p><b>Previous gainful employment</b> (min. 1 year) or previously completed <b>career-oriented vocational training</b> (min. 18 months with min. 19 hrs./week) or <b>internships</b> (combined min. length of 6 months). Internships stipulated by an applicants' degree programme are excluded.</p> <p>Part-time student jobs are also excluded.</p>



## Category 2) Extracurricular Activities

<p><b>Criteria:</b></p>
<p><b>Volunteering work</b> (in associations, clubs or societies) or <b>social engagement</b> (combined min. length 6 months), for example:</p> <ul style="list-style-type: none"> <li>• Extracurricular work for public and private institutions or organizations</li> <li>• for example, youth mentoring in an official capacity, i.e. formally recognized and confirmed by a school</li> <li>• Working as a mentor or adviser in a club or other association</li> </ul>
<p><b>Social Engagement</b></p> <p>German "Bundesfreiwilligendienst", Voluntary Social or Ecological Year [FSJ/FÖJ], civil service, volunteer work abroad, military service, European Solidarity Corps., involvement with the THW Technical Relief Association or Red Cross, involvement in religious communities, political activism etc.</p>
<p><b>Extracurricular Engagement at HSRW</b></p> <p>(min. length of 1 semester for: political, cultural or social engagement on campus, including AStA, StuPa, FSR, cultural activities, committee work, exchange organizations, mentoring programmes, acting as a student spokesperson etc.)</p>

## Category 3) Special Personal or Family-Related Circumstances

(Case-by-case basis according to the question: To what extent do the circumstances negatively affect an applicant's academic studies?)

<p><b>Criteria:</b></p>
<p><b>Disability or chronic illness</b></p>
<p><b>Caring for a child</b></p>
<p><b>Caring for immediate relatives in accordance with Section 7(3) of the Home Care Leave Act [Pflegezeitgesetz]</b></p>
<p><b>Family-Related Circumstances</b> (parents did not attend university)</p>
<p><b>Working for the family business</b> (min. 6 months with min. 5 hrs./week or 20 hrs./month)</p>
<p><b>Current</b> (at the time of application) <b>gainful employment</b> as part of an officially recognised dual / part-time study arrangement (min. 5 hrs./week or 20 hrs./month. Part-time student jobs are excluded.)</p>
<p><b>Immigration Background</b></p>