

*The following document is a translation from German and serves information purposes only.
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**Guidelines for the awarding of the scholarships from the national
Deutschlandstipendium scholarship programme to students of Flensburg
University of Applied Sciences**

on the legal basis of the Deutschlandstipendium (*Stipendienprogramm-
Gesetz, Stipendienprogrammverordnung* and
Stipendienprogramm-Höchstgrenzen-Verordnung by the Federal Ministry of
Education and Research)

www.gesetze-im-internet.de/stipg/index.html [in German]

§ 1

Object

Flensburg University of Applied Sciences (FUAS) awards scholarships to support talented students who have performed extraordinarily in school, in their studies or in their job and who can be expected to do the same in the future.

§ 2

Principles for the awarding of the scholarship

- (1) A scholarship can only be awarded to students or prospective students who have applied for it. Applications for a scholarship can be submitted by any student or prospective student of Flensburg University of Applied Sciences if:
- a) they are enrolled in a bachelor's or master's degree programme studying within the period of time designated to complete their degree in and, at the beginning of the funding period, have at least two more semesters to study before graduating, or
 - b) they are planning to enrol in a bachelor's or master's degree programme and their grades and performance in the past allows for the assumption that their studying performance will be above average.

There is no legal entitlement for a scholarship to be granted.

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(2) Scholarships are awarded based on the following criteria, weighted respectively:

- a) Very good performance (usually a minimum grade average of 2.0 resulting from all exam results) in school, professional training/job or studies. Based on the level of the applicant's qualification this includes:
 - the grade on the university entrance qualification (prospective students) or
 - the average grade of all examinations completed so far (students)
 - the final grade of the bachelor's degree (master's students in their first semester)

- b) Special achievements, honours, awards or prizes related to the degree programme

- c) Social commitment or involvement in university politics such as
 - volunteering
 - special social commitment
 - special commitment in university bodies/boards

- d) Overcoming personal challenges playing a significant role in the applicant's life such as:
 - disabilities or chronic diseases
 - social hardships
 - caring for family members (children, parents)
 - migrant background (reaching back no further than the parent generation)
 - Special educational career

(3) Criteria put forward in accordance with b and c may date back no longer than two years from the day of the application.

(4) Criteria in accordance with b, c and d are weighted by a reduction of the grade average. This reduction can be as high as 5 times 0.1. The selection committee decides on the recognition of each criterion following a case-by-case assessment. At least one of the criteria in accordance with b, c or d has to be met.

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- (5) Double funding shall be excluded in accordance with §4 of the Stipendienprogramm-Gesetz [Scholarship Programme Act]. This means a scholarship cannot be awarded if the student is already receiving material support from a German or an international institution based on their talent or achievements. The awarded scholarship will not count towards grants awarded under BAföG [Federal Training Assistance Act].

§ 3

Selection committee

(1) The decision on the granting of scholarships is taken by a selection committee. The selection committee consists of the coordinator of the Deutschlandstipendium, one representative from the President's Office and the Equal Opportunities Officer of Flensburg University of Applied Sciences. If the university appoints a Diversity Officer, this person is also to be part of the committee.

(2) In accordance with §2 paragraph 2 of the Act to Establish a National Scholarship Programme [StipG] an authorised representative for a sponsor may attend the committee's meetings upon request. This representative does not have a vote.

§ 4

Selection process

(1) Flensburg University of Applied Sciences will accept all applications submitted in due time and check whether they meet the formal criteria.

(2) The selection committee checks whether the applications submitted meet the criteria as defined under §2 and selects those applicants the scholarships shall be granted to.

(3) If the number of applications submitted exceeds the number of scholarships to be granted, the selection committee will define a waiting list. The order in which candidates are put on this waiting list is determined by the selection committee in accordance with §2 paragraph 2. The waiting list will come into force if candidates selected for the shortlist withdraw their applications or cannot be granted a scholarship for any other reason (e.g. prospective students not enrolling).

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- (4) Applicants will be informed of the results within two months after the application deadline.

§ 5

Amount and funding period of the scholarship

- (1) The scholarship support is 300 euros per month.
- (2) In accordance with §6 of the StipG the scholarship is usually granted for one calendar year (2 semesters). A re-application for the following year is allowed. There is no legal entitlement for a continued funding. Funding can be granted no longer than until the end of the period of time designated to complete the respective degree in (incl. obligatory internships).
- (3) If a student has to exceed this designated period of time on serious grounds (e.g. because of an accident, a serious illness), the limitation to this designated period of time may be suspended.
- (4) The scholarship will not be paid in case and for the time a recipient of the scholarship takes a leave of absence from his studies.
- (5) The funding terminates with the end of the last month of the funding period. The funding also will be terminated with the end of the month in which a recipient drops out of their studies, re-enrols for a different degree programme, is expelled or de-registers.

§ 6

Call for applications and notice

- (1) FUAS publishes a call for applications for all scholarships it acquired sponsors for once a year.

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(2) This call for applications includes information on:

- the expected number of scholarships,
- any earmarked scholarships designated for particular degree programmes,
- the documents and forms applications have to include and the mode they have to be submitted in,
- the application deadline

§ 7

Application process

(1) Applications for scholarships are to be submitted for the current application period in the middle of the summer semester each year. The exact dates will be announced each year.

(2) The application for a scholarship must contain the following documents:

- the application form, filled out completely
- a current proof of enrolment or a proof for the application for a place in a degree programme
- a current transcript of records with a preliminary grade average
- a tabular CV (0,5 page)
- a motivational letter presenting the reasons for the application (max. 0,5 page)
- for applicants not enrolled yet: copy of the school leaving certificate or of the last graded certificate from professional training or work.
- Evidence supporting the criteria under §2, paragraphs (b) - (d)

Only complete applications submitted in due time will be considered in the selection process. Applications are to be submitted in the form required in the current call for applications: **deutschlandstipendium@hs-flensburg.de**

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§ 8

Obligation to cooperate

- (1) Applicants have to fulfil the obligation to cooperate required for the selection process and provide any information and evidence necessary to proof their qualification or achievements.
- (2) Applicants are obliged to immediately give notice on all changes in their situation that are relevant to the granting of the scholarship.
- (3) After being granted a scholarship the recipients are obliged to provide Flensburg University of Applied Sciences with the data the university needs in order to fulfil its duty of disclosure in accordance with §13 paragraph 4 of the StipG.
- (4) The recipients of a scholarship are recommended to participate in the scholarship events held by the university.

§ 9

Coming into effect

These guidelines come into effect on 30 May 2023

Flensburg, 30 May 2023

Dr. Christoph Jansen
President of Flensburg University of Applied Sciences