

Statutes of Nuertingen-Geislingen University (HfWU) regulating the allocation of Deutschlandstipendium scholarships

Dated 27 May 2011

Last updated in the 4th amendment of 21 June 2021

Section 1: Purpose of the scholarship

The purpose of this scholarship is to support talented students of HfWU who are expected to do exceptionally well in their programs or later on in their careers or who have already performed exceptionally well.

Section 2: Eligibility and exclusion of double funding

- (1) All those students who are enrolled in Nuertingen-Geislingen University's bachelor's or master's programs at the beginning of the funding period are eligible to apply for a scholarship.
- (2) If students are in receipt of another merit or talent based grant, a Deutschlandstipendium cannot be awarded. This does not apply if the grant does not exceed an average of 30 € per month during the semester the scholarship was awarded for.

Section 3: Scope of the scholarship

- (1) The scholarship amounts to 300 Euro per month.
- (2) Scholarships are generally awarded for one year.
The funding period commences on 1 March or 1 September of each year.
- (3) Scholarships are awarded irrespective of income and can be combined with BAföG grants (German Federal Training Assistance Act).
- (4) The maximum period of funding is linked to the degree program's standard period of study. Funding beyond the standard period of study is only possible in exceptional circumstances. Students can apply in writing and by giving valid reasons to have the maximum duration of funding extended. Documents supporting this must be included.
- (5) In the case of a pregnancy, the scholarship is also paid during maternity leave according to the Maternity Protection Act.
- (6) The award of the scholarship must neither be made dependent on providing anything in return for the private sponsor nor on any current employment with the sponsor nor on signing a letter of intent of employment at a later stage.
- (7) No legal entitlement to the scholarship or to any benefits from it exists.
- (8) The scholarship can be revoked if the conditions outlined in section 10 apply.

Section 4: Application process

- (1) The Rectorate advertises the scholarships during the winter semester by posting a notice on the notice board at the Nuertingen campus (ground floor, administrative building (VI), Neckarsteige 8) and at the Geislingen campus (ground floor, building in Parkstrasse 4) and in particular on the university's homepage. If the scholarships have not all been awarded, a second call for applications may be advertised during the winter semester. A further call for applications and award of scholarships may take place during the summer semester.

- (2) The call for applications includes the following information:
1. Format of the application (paragraph 3) and where it has to be submitted
 2. Deadline before which the application must be submitted
 3. Application documents (paragraph 4) that need to be submitted
 4. Information that late applications or applications not complying with the prescribed format will not be considered in the selection process
 5. If any of the scholarships are assigned to particular degree programs
 6. Expected number of scholarships available
 7. Funding period
- (3) Students can only apply for the scholarships assigned to the degree program they are enrolled in or have applied to enroll in. Applications must be made online and within the deadlines to the internet address given in the call for applications. It is possible to reapply after the initial funding period ends.
- (4) The following application documents must be submitted (the first semester of the funding period is used for calculating the semesters):
- (a) First-semester students (also students who join their program in a more advanced semester)
1. Curriculum vitae in tabular form
 2. Declaration stating if they are in receipt of BAföG or other financial grants which are merit or talent based.
 3. In bachelor's programs:
Higher education entrance qualification (if the transcript was issued abroad, a translation and conversion into the German grading system), proof of any special qualifications which are relevant for studying in that particular degree program
In master's programs:
The final grade of the previous degree
 4. If applicable, evidence of the circumstances mentioned in section 6 (3)
- (b) Students from semester 2 onwards:
1. Curriculum vitae in tabular form
 2. Declaration stating if they are in receipt of BAföG or other financial grants which are merit or talent based
 3. Documentation on the credits earned so far
 4. If applicable, evidence of the circumstances mentioned in section 6 (3)

If the documents supporting the application are not in German, a certified translation into German may be required.

Section 5: Selection committee

- (1) The scholarship selection committee consists of the following persons by right of office:
1. The Rector as chairperson (or a representative designated by him/her)
 2. The Deans or representatives designated by them
 3. The Professor who is responsible for educational foundations and
 4. The Equal Opportunities Representative
- (2) The selection committee shall be deemed to have a quorum if the chairperson and at least three other members with voting rights are present. Resolutions are passed by majority vote of the members present. If there is a tie, the chairperson's vote shall decide.
- (3) The selection committee is responsible for carrying out the selection process as outlined in section 6.

Section 6: Selection process

- (1) From among the applications submitted on time and in the prescribed format the selection committee chooses those students who shall be awarded the scholarship plus some additional students who are to be put on a waiting list according to predefined ranking criteria. These can be awarded a scholarship if the selected students no longer meet the requirements for the scholarship. At first, the scholarships that have been reserved for specialized purposes are awarded following a predefined ranking list. After that, the scholarships without any restrictions are awarded. A maximum of three scholarships without any restrictions can be awarded in each degree program. The quota reserved for new students must be observed.

The selection committee is also in charge of making the decision if some scholarships have to be revoked pursuant to section 10.

- (2) The following selection criteria apply:
1. First-semester students (also students who have transferred from another program and enter in a more advanced semester):
 - a) In bachelor's programs: the average grade of the higher education entrance qualification
 - b) In master's programs: the final grade of the previous degree
 2. Students from semester 2 onwards: credits earned so far
The first semester of the funding period is used for calculating the semesters.
- (3) To get an overall idea of a student's potential, the following factors will also be taken into consideration:
1. Special achievements, awards and prizes as well as completed professional training.
 2. Extra-curricular activities such as voluntary work, civic engagement, involvement in community or social activities, university committees or in politics or participation in clubs or societies
 3. Exceptional personal or family circumstances such as illnesses and disabilities, caring for own children (especially as a single parent), caring for close relatives in need of assistance, helping in the family business, family background

Section 7: Granting of the scholarship

- (1) The Rectorate awards the scholarships based on the selection made by the scholarship committee for a funding period of one year (as a general rule). The Rectorate's decision is final. If no scholarship was awarded, then no notification will be made to the students.
- (2) When a scholarship is granted, it includes provisions on the funding period, the amount of the scholarship and the maximum duration of funding. The maximum duration of funding is determined by the standard duration of the respective degree program. The funding period is reduced if eligibility according to section 2 no longer applies or if the scholarship is terminated according to section 9. A reduced funding period shall also apply for those students selected from the waiting list. The minimum funding period is 2 months.
- (3) Scholarships are granted in writing with the proviso that private and public sponsorship funds are available during the funding period.
- (4) Scholarships can only be paid out to students enrolled at HfWU.
- (5) The scholarship is also paid during the semester break and during a program-related semester abroad.

Section 8: Extending the maximum duration of funding, leave of absence

- (1) If for valid reasons it takes students longer than the standard period to complete their program, for example due to a disability, a pregnancy or caring for and raising a child, the maximum duration of funding can be extended following an application in writing stating the reasons and providing evidence for these.
- (2) The scholarship cannot be paid out during academic leave of absence. When scholarship holders resume their program after leave of absence and they notify the university of this, the funding period can be readjusted. The leave of absence period does not count towards the maximum duration of funding.

Section 9: Termination of the scholarship

- (1) The scholarship is terminated on the last day of the month during which the student
 1. Has completed his/her last graded assessment
 2. Has quit his/her program
 3. Has changed to a different degree program or
 4. Has been deregistered.
- (2) The scholarship is also terminated following a revocation pursuant to section 10.

Section 10: Revoking the scholarship

- (1) The scholarship shall be revoked with at least six weeks' notice before the end of a calendar month if the scholarship holder did not fulfill his/her obligations as outlined in section 11 (2) and (3) or if he/she is in receipt of another grant contrary to section 2 (2). Revoking the grant retrospectively is possible in cases where students received double funding and also in those cases where the award of the scholarship was based on incorrect or incomplete information given by the scholarship holder.
- (2) The selection committee shall decide on the revocation of a scholarship.

Section 11: Obligation to cooperate

- (1) Students must cooperate during the selection process, especially by giving the required information and submitting the necessary documentation.
- (2) Scholarship holders are obliged to inform the university immediately about any changes in their circumstances which may have an impact on eligibility for the scholarship.
- (3) Scholarship holders are obliged to give HfWU all the data required pursuant to section 13 (4) in conjunction with section 13 (2) no. 1 of the Act for Scholarships.

Section 12: Commencement*

- (1) These statutes shall come into effect on the day following promulgation. They shall apply from the winter semester 2011/12 onwards.
- (2) The amendment dated 02 May 2019 shall come into effect on the day following promulgation.
- (3) The amendment dated 31 October 2019 shall come into effect on the day following promulgation.
- (4) The amendment dated 17 June 2020 shall come into effect on the day following promulgation on those notice boards specified in the statutes for public promulgation at HfWU.

* The current amendments in sect. 3 (4), sect. 4 (3) and (4), sect. 6 and sect. 7 (2) shall come into effect from the allocation process 2021/2022 onwards.

Please note: The English translation serves informational purposes only. Only the German text is legally binding. In the event of any conflict between the English and German text, the German text shall prevail.