

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

**Date: 27 May 2011**

Last updated in the 3rd amendment of 17 June 2020, valid from 03 July 2020

Based on section 8 (5) and section 19 (1) phrase 2, no. 10 of the State Higher Education Act (LHG) dated 01 January 2005 (Law Gazette page 1), last amended by article 1 of the Act dated 13 March 2018 (Law Gazette page 85), the senate of Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen has agreed the following statutes on regulating scholarships by written consent on 08 June 2020 pursuant to the Act for Scholarships (StipG) dated 21 July 2010 (Federal Law Gazette page 957), amended by the Act of 21 December 2010 (Federal Law Gazette page 2204) and pursuant to the Scholarship Ordinance (StipV) dated 20 December 2010 (Federal Law Gazette page 2197).

## **Preliminary remark**

Official titles and functional titles and any other designations in these statutes shall include both the masculine and the feminine gender.

## **Section 1 Purpose of the scholarship**

The purpose of this scholarship is to support talented students of HfWU who are expected to perform exceptionally in their courses or later on in their career 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 be considered 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 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.
- (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 not be made dependent on providing anything in return for the private sponsor nor on any current employment with the sponsor or 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 campus Nuertingen (ground floor, administrative building (V I), Neckarsteige 8) and at campus Geislingen (ground floor, building in Parkstrasse 4) and especially 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 place 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 to be assigned to particular degree programs
  - 6) Expected number of scholarships available
  - 7) Funding period
- (3) Students can only apply for the particular scholarships assigned to the degree program they are enrolled in or have applied to enrol in. Applications have to be submitted in writing or electronically to the address mentioned in the call for applications before the deadline and must include the documents specified there in the prescribed format. It is possible to reapply after the initial funding period.
- (4) The following application documents must be submitted:
  - a) For new students (also if they join their program in an 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 also a translation and conversion into the German grading system), proof of any special qualifications which are relevant for studying in the degree program in question.  
In Master's programs:  
The final grade of the previous degree
    - 4) If applicable, evidence of the circumstances mentioned in section 6 (3)
  - b) For HfWU 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) A transcript stating the grades of assessments so far and, for students in a Master's program, also the final grade of the previous degree.
    - 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)
  - 2) The Deans or representatives designated by them
  - 3) The Professor responsible for educational foundations
  - 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 further students who are put on a waiting list according to predefined ranking criteria who can be awarded a scholarship if the selected students withdraw their application or are excluded for other reasons.  
The selection committee is also in charge of making the decision if scholarships have to be revoked pursuant to section 10.
- (2) The following selection criteria apply:
  - 1) For new students (also if they join their program in an 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) For HfWU students from semester 2 onwards: a transcript stating the grades of assessments so far and, for students in a Master's program, also the final grade of the previous degree.
- (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, previous practical experience and placements
  - 2) Extra-curricular activities such as voluntary work, civic engagement, involvement in community or social activities, in 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 or migratory background

## **Section 7 Granting of the scholarship**

- (1) The Rectorate awards the scholarships based on the selection made by the selection 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.
- (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 assessment
  - 2) Has quit his/her program
  - 3) Has changed to a different study 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 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.

**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.