



HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

Guidelines for awarding the Deutschlandstipendium at the Osnabrück University of Applied Sciences

4th amendment

*resolved by the University Steering Committee of the Osnabrück University of Applied Sciences on
4/19/2023*

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Section 1

Legal bases

The legal bases for these guidelines are the Law creating a national scholarship program (StipG) of July 21st, 2010, amended by the act amending the scholarship program law (1st StipG - amendment) of December 21st, 2010 in conjunction with the German federal government provision implementing the scholarship program law (Scholarship program ordinance - StipV) of December 20th, 2010.

Section 2

Purpose of the scholarship

The purpose of the scholarship is to fund talented students who are expected to achieve outstanding professional performance and a unique level of social commitment during their studies, or who have already achieved such success.

Section 3

Eligibility for funding

- (1) Bachelor's students and applicants enrolled as of September 1st of the year of the award in an undergraduate degree program at the Osnabrück University of Applied Sciences are eligible to receive funding, as well as Master's students enrolled in a consecutive master's degree program at the Osnabrück University of Applied Sciences and who have not exceeded the standard period of study for the degree program. In exceptional cases, funding may be available beyond the standard period of study according to Sec. 10 paragraph 2. Students in dual study programs, part-time professional and integrated professional degree programs, as well as students in continuing education programs are not eligible to apply.

- (2) Funding is not available to students who already receive other aptitude and performance-based material support from an institution in accordance with Sec. 1 para. 3 or Sec. 4 para. 1 of the StipG (Law creating a national scholarship program) with monthly funding of € 30 or more.

Section 4 **Funding amount**

- (1) The monthly scholarship amount is € 300.
- (2) The scholarship may not be made dependent on any return performance for the private funder, nor on any work as an employee or any declaration of intention to later perform work as an employee.

Section 5 **Application process**

- (1) The Osnabrück University of Applied Sciences advertises the scholarships each winter semester via notification at a publicly accessible point in a suitable format, in particular on the website of the Osnabrück University of Applied Sciences.
- (2) The call for applications includes information, in particular, on the following:
- a. eligibility for funding
 - b. the application deadline, after which applications that have not been received in the correct format or by the deadline will not be considered
 - c. the documents to be submitted by the applicants
 - d. the format of the application and location where it should be submitted
 - e. the regular grant period
- (3) A scholarship can only be granted if an application is submitted in proper form in the course of a call for applications. Incomplete applications can be excluded from the selection process. Only the information provided in the application will be considered in the selection process.
- (4) An application can only be submitted for the degree program in which the student is or will be enrolled. Applicants should be scheduled to remain enrolled for at least six months during the funding period.
- (5) The following application documents, in particular, must be submitted with the application or saved / completed in an application portal:
- a. a personal data sheet,
 - b. from all enrolled students, verification of past course and exam performance (ECTS, grades),
 - c. from first-semester students (summer semester) in a bachelor's degree program, as well as applicants for a bachelor's degree program, the certificate of university entrance qualification (for international certificates, a translation transferable to the German system and conversion to the German grade system)
 - d. from applicants for a master's degree program, certification of a first university degree or preliminary grade overview based on which admission to the master's degree program is

- applied for, as well as further records of performance according to the entry and admission provisions for the master's degree program,
- e. Verifications for additional relevant selection criteria for a scholarship.

If the application documents are not in German or English, an officially attested translation in German must be enclosed.

Section 6

Scholarship selection committee

- (1) The following individuals are voting members of the scholarship selection committee
 - a. a member of the University Steering Committee
 - b. two students named by the student parliament
 - c. a non-student member of the university named by the senate

The Equal Opportunities Officer is an advising member by law.

- (2) The voting members elect one voting member as the chair. The scholarship selection committee has a quorum if the chair and at least two additional voting members are present. Resolutions are passed by simple majority; the chair's vote will decide in case of a tie vote.
- (3) The scholarship selection committee will make selection decisions for awarding free scholarships. A fixed order must be established, according to which applicants may be moved up in particular if a scholarship recipient does not accept the scholarship or if the grant is revoked. The significant considerations in the selection must be documented.

Section 7

Dedicated selection process

- (1) Dedicated scholarships are assigned to the faculty / Institute for Music in which the corresponding degree program(s) is/are offered.
- (2) Each faculty/the Institute for Music has a right to make a nomination for the award to the University Steering Committee for this contingent. Each faculty/the Institute for Music is independently responsible for exercising its right to make a nomination in compliance with the Scholarship Act, the scholarship regulations, and these guidelines. The University Steering Committee makes the final decisions.
- (3) University Advancement submits a list of nominations to the faculties / Institute for Music. The faculty / Institute for Music receives application documents from applicants who have applied for a scholarship in a degree program offered by the faculty/Institute for Music for review and approval of the nomination list.
- (4) By resolution of the faculty / Institute for Music, University Advancement can involve the funding entities in the selection process in an advisory capacity. For this purpose, University Advancement can forward the application documents of the corresponding candidates to the funding entities in anonymized form, if the applicants have consented to this.

- (5) Funding entities undertake, in a written funding agreement, to process the application documents provided in accordance with data protection law exclusively in conjunction with and for the duration of the Deutschlandstipendium, and to not transmit them to third parties.

Section 8

Selection criteria

(1) The selection criteria are:

1. for all enrolled students, past academic performance, in particular ECTS points received and past average grades,
2. additionally for applicants and students in a master's degree program, the final grade for the student's past degree program or provisional grade based on which admission to the master's degree program is applied for, and any special eligibility according to the entry and admission provisions for the master's degree program,
3. additionally for students in their first semester (summer semester) of a bachelor's program, the average grade from the university entrance qualification,
4. for applicants to study in a bachelor's degree program, the average grade from the university entrance qualification

(2) In addition, the following will in particular be taken into consideration in the overall assessment of the applicant's potential:

- a. volunteer work and taking on civic, political, or social responsibility in associations, initiatives, extra-curricular engagement in the degree program, such as student bodies within departments, student parliament, student projects, and private volunteer or non-profit work;
- b. any previous relevant professional activities;
- c. recognized serious disability or equivalent status;
- d. caring for the applicant's own children, in particular as a single parent, or caring for close family members in need of care;
- e. "first generation student"
- f. a migration background/international student;
- g. financial situation

The list of supplementary criteria is provided in no particular order.

Section 9
Grant, extension

- (1) The University Steering Committee of the Osnabrück University of Applied Sciences will grant the scholarships. Scholarships are granted for one year. There is no legal claim to a scholarship.
- (2) The grant period can be extended through a new, regular application. If the previous funding organization will continue its funding and provides notification in writing that they intend to continue funding the previous scholarship recipient, then the funding will be extended if a timely application is submitted in proper form, as long as a review of the selection criteria does not result in any fundamental reasons for denying continuation.
- (3) The grant will be provided in writing or electronically, and will indicate the grant period and amount of the scholarship. It is provided conditional on private and public scholarship funds being available for the grant period. Applicants will be rejected via a written or electronic notice of rejection.
- (4) Scholarship recipients must be enrolled at the Osnabrück University of Applied Sciences. The scholarship will continue to be paid during semester breaks.
- (5) Scholarship payments can only be made to domestic accounts.

Section 10
Maximum funding term, leave of absence

- (1) The maximum funding term will be determined based on the standard period of study for the degree program in question.
- (2) If the duration of the degree program is extended for valid reasons, such as illness, pregnancy, caring for or raising a child, caring for a close relative or due to a study abroad, then the maximum funding term may be extended to a reasonable extent upon request, if rejecting this request would be inequitable. This also applies if the student's length of study is extended due to the social situation of their family of origin, or due to a language barrier. The request must be made to the scholarship selection committee, along with an application for a scholarship or extension and the reasons for the request.
- (3) The scholarship will not be paid while the student is taking a leave of absence from their studies. This shall not apply to a leave of absence due to a study-related overseas stay, or due to a verified illness. The scholarship will continue to be paid during the protected period under the Maternity Protection Act, including during a leave of absence. When the student resumes their studies after the leave of absence, the grant period will be extended by the time of the leave of absence at the request of the scholarship recipient.

Section 11

End of the degree program

The scholarship shall end prematurely at the end of the month in which the scholarship recipient

- a. has completed their last graded exam,
- b. changes their degree program,
- c. is no longer enrolled.

If the scholarship recipient changes their university during the grant period, the scholarship shall end, in deviation from letter c., at the end of the current semester, whereby the semester dates of the Osnabrück University of Applied Sciences are decisive.

If the scholarship recipient switches to a degree program in a similar subject or corresponding consecutive master's degree program at the Osnabrück University of Applied Sciences, then funding will continue until the end of the current funding period. The scholarship selection committee will make a decision in case of doubt whether the change represents a change of subjects.

Section 12

Revocation, withdrawal

The grant should be revoked, with at least a six week notice period to the end of the month, with future effect if the scholarship recipient does not fulfill their duty of cooperation according to Sec. 10 para. 2, 3 StipG, or if the university determines during a review that the student no longer fulfills the suitability or performance requirements for the scholarship. The grant should be withdrawn retroactively in particular in cases of duplicate funding and in cases where false information was provided for the grant.

Section 13

Duties of cooperation

Applicants must fulfill the duties of cooperation necessary for the selection process, in particular providing the information necessary to review the suitability and performance requirements and providing verifications. Scholarship recipients must promptly provide information on all changes to relationships significant for the grant. They must provide the data necessary to fulfill their informational obligation under Sec. 13 para. 2 no. 1, para. 4 StipG to the university.

Section 14

Contact between funding entities and scholarship recipients

The Osnabrück University of Applied Sciences promotes contact between funding entities and scholarship recipients during the selection process through finding the best assignment, within the framework of the law. It can promote contact during the grant period and beyond in a suitable manner, in particular through joint events.

Section 15
Entry into force

These guidelines shall come into force on the day after they are published in the official journal of the Osnabrück University of Applied Sciences.