



HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

Guidelines for awarding Germany scholarships at the Osnabrück University of Applied Sciences

2nd amendment

*enacted by the University Steering Committee of the Osnabrück University of Applied Sciences on
01/29/2020*

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Section 1

Legal bases

The legal bases for these guidelines are the Law Creating a National Scholarship Program (Gesetz zur Schaffung eines nationalen Stipendienprogramms - StipG) of July 21st, 2010, amended by the Law Amending the Scholarship Program Act (1st StipG - ÄndG) of December 21st, 2010, in conjunction with the Regulation of the German Federal Government Implementing the Scholarship Program Act (Stipendienprogramm-Verordnung – StipV) of December 20th, 2010.

Section 2

Purpose of the scholarship

The purpose of the scholarship is to support talented students who have the potential to achieve outstanding academic performance and unique social engagement during their studies, or who have already done so.

Section 3

Eligibility

- (1) Bachelor's students and applicants who are enrolled in an undergraduate degree program at the Osnabrück University of Applied Sciences on September 1st of the year in which the scholarship is granted are eligible to receive a scholarship, as well as Master's students who are enrolled in a consecutive Master's degree program at the Osnabrück University of Applied Sciences at the start of the approval period and who have not exceeded the standard period of study for the degree program. In exceptional cases, a scholarship may be granted beyond the standard period of study according to Sec. 10 paragraph 2. Students enrolled in dual, part-time or integrated occupational degree programs, and students in continued training degree programs are excepted.

- (2) Scholarships are not available to students who are already receiving another ability or performance-based material subsidy from an institution in accordance with Sec. 1 para. 3 or Sec. 4 para. 1 StipG, with a monthly amount of 30 EUR or more.

Section 4

Scholarship amount

- (1) The monthly scholarship amount is 300 EUR.
- (2) The scholarship may not be made dependent either on any return service for the private funder (sponsor) nor on any work as an employee or any declaration of intent to work later as an employee.

Section 5

Application process

- (1) The Osnabrück University of Applied Sciences shall advertise the scholarships during each winter semester by announcing them on publicly accessible channels in a suitable format, in particular on the Osnabrück University of Applied Sciences website.
- (2) The announcement shall, in particular, include the following information:
- a. eligibility requirements
 - b. the application period, after which applications which are not received in a timely manner or in the correct format shall no longer be considered
 - c. documents to be submitted by the applicants
 - d. the application format and office to which applications must be submitted
 - e. the regular approval period
- (3) A scholarship can only be granted in response to an application submitted in proper format, as part of a competitive application process. Incomplete applications can be excluded from the selection process. Only the information included in the application will be considered in the selection process. Applications can only be submitted for the degree program in which the student is or will be enrolled.
- (4) The following application documents, in particular, must be submitted or uploaded/completed in an application portal with the application:
- a. a CV in tabular form,
 - b. certifications for courses and exam results (ECTS, grades) for all students who are already enrolled,
 - c. a university entrance qualification certificate for students in their first semester of coursework (summer semester) in a Bachelor's program, and for students applying for Bachelor's studies (for international certificates, a translation transferable to the German system and conversion to the German grading system)
 - d. for applicants to a Master's program, the certificate for their initial university degree or a preliminary grade overview used to apply for admission to the Master's degree program, as

- well as any other performance records according to the entrance and admission requirements for the Master's degree program,
- e. verifications for the other relevant selection criteria for a scholarship.

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

Section 6

Scholarship selection committee

- (1) The scholarship selection committee includes the following voting members
- a member of the University Steering Committee
 - two members named by the student parliament
 - one voting, non-student Senate member

The Equal Opportunities Officer is a consulting member, by virtue of their office.

- (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 other voting members are present. Resolutions are enacted by simple majority; the Chair casts the deciding vote in case of a tie.
- (3) The scholarship selection committee chooses how to award available scholarships. A fixed sequence must be determined which allows candidates to move up in the order in particular if another candidate does not accept the scholarship or if their approval is revoked. Underlying selection considerations must be documented.

Section 7

Purpose-specific selection process

- (1) Purpose-specific scholarships are assigned to the faculty / institute in which the degree program (s) in question is/are offered.
- (2) Each faculty / institute has the right to make a suggestion on the award to the University Steering Committee. Each faculty / institute is responsible for exercising its right to make suggestions in compliance with the Scholarship Act, Scholarship Regulation and these guidelines. The University Steering Committee makes the final decisions.
- (3) In order to exercise its right to make suggestions, the faculty / institute will receive application documents from applicants who have applied for a scholarship in a degree program offered by the faculty / institute.
- (4) The suggesting faculty / institute can involve the funder in the selection process on a consulting basis. To do so, the faculty / institute can transfer the relevant candidate(s) application documents to the funder in anonymized format, if the applicants have consented to this.

- (5) Funders undertake in a written funding agreement to only process the provided application documents in accordance with data protection law, in conjunction with the Germany scholarship, and for the duration of the Germany scholarship, and to not disclose these to third parties.
- (6) The faculties/ institute each submit a list of suggestions for awarding the conditional scholarships for university support. A fixed sequence must be determined in each case which allows candidates to move up in the order in particular if another candidate does not accept the scholarship or if their approval is revoked.

Section 8

Selection criteria

(1) The selection criteria are:

1. for all enrolled candidates, previous ungraded exams, in particular ECTS credits gained and grade average thus far,
2. for applicants and students in a Master's degree program, the final grade for their previous degree program as well, or the preliminary grade used to apply for admission to the Master's program, and any special eligibility according to the entry and admission regulations for the Master's degree program
3. for students in the first semester (summer semester) of a Bachelor's degree program, also the average grade for their university entrance qualification, specifically including the individual grades relevant for the selected degree program
4. for applicants for a space in a Bachelor's degree program, the average grade for their university entrance qualification, specifically including the individual grades relevant for the selected degree program

(2) In addition, the following in particular should be included in the overall assessment of the applicant's potential:

- a. ongoing volunteer commitments and taking on societal, political or social responsibility in associations, initiatives, extra-curricular engagement during their university studies, such as professional associations, student parliament, student projects;
- b. any previous relevant professional activities;
- c. recognized disabilities or equality;
- d. care for one's own children, in particular as a single parent, or close relatives requiring care;
- e. "first generation student" or migrant background/foreign nationality;
- f. financial situation

The list of supplementary criteria is not provided in any set order.

Section 9

Approval, extension

- (1) The University Steering Committee of the Osnabrück University of Applied Sciences approves the scholarships. Scholarships are approved for one year. There is no legal claim to a scholarship.
- (2) The approval period is extended by submitting another regular application. If the previous funder continues their funding and states in writing that the previous scholarship holder should continue to receive funds, then the funds will be extended following an application submitted on time and in the correct format, as long as the review of selection criteria does not result in any grounds not to continue.
- (3) Approval will be granted in writing, and will indicate the approval period and amount of the scholarship. It will be granted conditional on the requirement that private and public scholarship funds are available for the approval period. Rejections will be issued with a notice of rejection with information on legal remedies.
- (4) In order for a scholarship to be paid out, the recipient must be enrolled at the Osnabrück University of Applied Sciences. Payments will continue to be made during the period between terms.
- (5) Scholarships can only be paid to a domestic account.

Section 10

Maximum scholarship length, leave of absence

- (1) The maximum scholarship length is determined by the standard period of study for the degree program in question.
- (2) If the length of studies is extended for serious reasons, such as an illness, a pregnancy, care for and raising of a child, care for a close relative or travel abroad related to the student's studies, then the maximum scholarship length can be extended appropriately upon request, if denying the request would be unreasonable. The request must be submitted in writing along with the application for a scholarship or the extension application to the scholarship selection committee, with a description of grounds.
- (3) The scholarship will not be paid during any leave of absence from the student's studies. This does not apply to leaves of absence due to international travel related to their studies. The scholarship will continue to be paid during a leave of absence during the protected terms under the Maternity Protection Act. If the student continues their studies after the leave of absence, upon request by the recipient the approval period will be extended by the time of the leave of absence.

Section 11

End of studies

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

- a. has completed their final graded exam,
- b. has changed their field of study,
- c. has exmatriculated.

If the recipient changes universities during the approval period, in deviation from letter c the scholarship will end at the end of the current semester, with the semester terms of the Osnabrück University of Applied Sciences being decisive.

If the recipient switches to a degree program in a similar field or the relevant consecutive Master's degree program, then the funding will continue to the end of the current funding period. In case of doubt whether the case represents a change of discipline, the scholarship selection committee will make a decision.

Section 12

Revocation, recall

Approval should be recalled with future effect with at least a six-week term to the end of the month if the scholarship recipient does not fulfill their collaborative duties under Sec. 10 para. 2, 3 StipG, or if the university determines during a review that the recipient no longer meets the eligibility or performance criteria for the scholarship. In cases of duplicate funding and cases where false information was provided to gain approval, in particular, approval should be revoked retroactively.

Section 13

Collaborative duties

Applicants must fulfill collaborative duties required for the selection process, in particular they must provide the information and verifications necessary to review whether they meet eligibility and performance requirements. Scholarship recipients must promptly provide notification of any changes to their circumstances that are relevant for approval. They must provide the university with the data necessary to fulfill their informational obligation under Sec. 13 para. 2 no. 1, para. 4 StipG.

Section 14

Contact between funders and scholarship recipients

The Osnabrück University of Applied Sciences promotes contact between funders and scholarship recipients during the selection process through categorizing them as precisely as possible in accordance with the law. It can promote contact during the approval period and beyond in a suitable manner, in particular through common events. Scholarship recipients are not obligated to take advantage of these services.

Section 15

Coming into force

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