



HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

Guidelines for awarding state scholarships

In accordance with Sec. 3 paragraph 1 no. 8 NHG

Resolved in the 10th aforementioned session of the Steering Committee on 10/26/2011

last amended by the University Steering Committee resolution of 01/29/2020,
published on 02/03/2020

The Osnabrück University of Applied Sciences hereby issues the following guidelines regulating the award of scholarships as part of the “Lower Saxony state scholarship” program of the Lower Saxony Ministry for Science and Culture (MWK):

Section 1 Purpose of the scholarship

The purpose of the scholarship is to support students in accordance with Sec. 3 para. 1 clause 1 no. 8 NHG.

Funds should primarily be used for scholarships for highly talented students from so-called educationally deprived social strata, in particular for first generation students and students who face particularly difficult conditions for starting and continuing a degree program due to their refugee background. Social grounds, such as a difficult financial situation, children with a large number of children, and outstanding volunteer engagement can be taken into consideration.

Section 2 Eligibility

Students enrolled in basic Bachelor's or consecutive Master's degree programs at the Osnabrück University of Applied Sciences who have not taken a leave of absence can receive a scholarship.

Students enrolled in dual, part-time or integrated occupational degree programs, and students in continued training degree programs are excepted from funding.

Section 3 Amount of funding

Scholarships are generally awarded for 500 euros. They are granted as a one-time payment. Following a resolution by the Steering Committee, part of the funds provided by the MWK may be used for specific hardship cases, as individually granted and in individual amounts.

Section 4 Application and selection process

The Osnabrück University of Applied Sciences shall advertise the scholarships by announcing them on publicly accessible channels in a suitable format, in particular on the Osnabrück University of Applied Sciences website.

The announcement shall include the following information:

1. which application documents must be submitted,
2. the application format and office to which applications must be submitted,
3. the application submission deadline.

Applications must be made to the degree program in which the student is enrolled. They are submitted via an online form. Further documents can be requested electronically, and must be submitted to the e-mail address provided in the advertisement.

The following documents must be submitted for the scholarship:

1. Application form
2. CV in tabular form
3. Grade report
 - a. Students in a higher semester must submit verification of grades in their previous degree program (verified grade report)
 - b. Students in the first semester of a Bachelor's degree program must submit certification of their university entrance qualification
 - c. Students in the first semester of a Master's degree program must submit certification of their initial university degree
4. Current enrollment certificate
5. any verification of special qualifications entitling the student to study in their respective degree program at the Osnabrück University of Applied Sciences
6. any verification of social engagement or volunteer work

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

Applicants must generate grade reports from the OSCA portal. Non-certified copies of all documents can be submitted.

Section 5 Scholarship selection committee

The scholarship selection committee includes the following voting members:

1. a member of the University Steering Committee
2. two members named by the student parliament
3. one voting, non-student member of the Senate

The voting members of the scholarship selection committee 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 a majority vote of the members present. The Chair's vote decides a tie.

Section 6 Selection criteria

The selection criteria are

1. for students in the first semester:
 - a. the average grade for their university entrance qualification or first university degree, specifically including the individual grades relevant for their individual subject or
 - b. the special qualifications entitling the student to study in their respective degree program at the university.

2. for students in higher semesters their previous ungraded exams (certification of exams completed)

In addition, cross-university selection criteria should be included in the overall assessment of the applicant's potential. Cross-university selection criteria include, in particular:

1. ongoing volunteer commitments and taking on responsibility in associations, initiatives, extracurricular engagement during their university studies, such as professional associations, student parliament, student projects;
2. care for one's own children, in particular as a single parent, or close relatives requiring care
3. "first generation student" or migrant background/foreign nationality
4. students who have other circumstances making it difficult for them to begin or continue a degree program due to refugee status
5. financial situation.

Section 7 Approval

The Osnabrück University of Applied Sciences approves scholarships based on the selection decision of the scholarship selection committee. The number of students in the faculties and the Institute of Music should be taken into consideration accordingly in the selection decision.

The scholarship approval includes a decision on the amount of the one-time scholarship payment. Approvals are granted in writing.

In order for a scholarship to be paid out, the recipient must be enrolled at the Osnabrück University of Applied Sciences.

Section 8 Revocation

The scholarship approval should be revoked with at least a six-week notice period to the end of a calendar month, if the scholarship recipient receives another scholarship or the university determines that they no longer fulfill the eligibility and performance requirements for the scholarship during a review. The approval can be revoked retroactively in case of duplicate funding, as well as in cases in which the approval was granted based on false information from the scholarship recipient.

Section 9 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 for the scholarship.

Scholarship recipients must provide the university with the data necessary for the selection process.

Section 12 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.