GUIDELINES
AT WEIHENSTEPHAN-TRIESDORF UNIVERSITY OF APPLIED SCIENCES FOR AWARDING
DEUTSCHLANDSTIPENDIEN SCHOLARSHIPS AS PART OF THE GERMAN FEDERAL GOVERNMENT
SCHOLARSHIP PROGRAMME (DEUTSCHLANDSTIPENDIEN).

DATED 30 MAY 2011
AS AMENDED BY THE DECISION ADOPTED BY THE UNIVERSITY MANAGEMENT ON 22 SEPTEMBER 2017

To regulate the awarding of scholarships according to the German Scholarship Programme Act dated 21 July 2010 (Federal Law Gazette p. 957), amended by Article 2 G dated 23 December 2014 | 2475, the Rules for the Implementation of the German Scholarship Programme Act dated 20 December 2010 (Federal Law Gazette p. 2197), amended by Article 2 V of the Law dated 29 November 2011 | 2450, the University Management at Weihenstephan-Triesdorf University of Applied Sciences (HSWT) has issued the following guidelines based on Article 20 Paragraph 2 Clause 1 of the Bavarian University and College Act (BayHSchG) in conjunction with Section 1 Clause 3 of the Rules for the Implementation of the German Scholarship Programme Act:
Section 1 Purpose of the scholarship

The purpose of the scholarship programme is to support talented students who have produced or are expected to produce outstanding results throughout their course or career.

Section 2 Eligibility

(1) The scheme is open to any student enrolled at HSWT, regardless of their degree programme or Department. This includes students studying their first semester, as well as students undertaking professional vocational and further educational courses of study. Students enrolled on courses leading to a doctorate are not eligible; this also applies to students enrolled on specialised doctorate programmes.

(2) No scholarship will be paid if the student is receiving any other aptitude or performance-related material support according to Section 4 Paragraph 1 of the German Scholarship Programme Act (StipG). This clause does not apply if the sum of this scholarship for the semester (for which the scholarship has been granted) works out at less than an average of €30 a month.

Section 3 Scope of the scholarship

(1) The scholarship support for recipients is €300 per month and is paid as a monthly non-repayable grant.

(2) The scholarship may not be made dependent upon the provision of a service in return for the private donor or upon the entering of an employer-employee relationship (or the intention of entering into an employer-employee relationship at a later date).

(3) There is no legal claim to the scholarship or the scholarship amount. The scholarship does not constitute a working relationship with the Free State of Bavaria or HSWT.

Section 4 Application and selection process

(1) Principal area 4 | The Department of Scholarships announces the scholarship programme in all readily accessible areas, especially on the HSWT website, in an appropriate form generally in time for the winter semester. The award will be granted in the summer semester.

(2) The announcement contains the following information:
   1. the expected number of scholarships
   2. whether and which scholarships are intended for specific Departments, fields of study or degree programmes
   3. the standard scholarship period
   4. the application format and where to submit it
   5. the documentation required for the application
   6. the selection procedure
   7. the closing date for applications
   8. a note that any applications not received by the specified deadline or which do not fulfil the formal requirements will not be accepted.

(3) The application is made for the Department of which the applicant is a member in accordance with Art. 27 Paragraph 2 of the Bavarian University and College Act (BayHSchG). The application can be made electronically according to the instructions and sent to HSWT. If it is not possible to send an electronic copy due to hardship,
the application will be accepted alternatively in writing or as a transcript. The application must contain a declaration that the student is not receiving any other aptitude or performance-related material support according to Section 4 Paragraph 1 of the German Scholarship Programme Act (StipG) and that HSWT will be informed if these circumstances were to change.

(4) The following documents must accompany the scholarship application form:
1. a letter of motivation with a maximum length of 2 sides
2. a CV in table format
3. a higher education entrance qualification certificate (in the case of certificates from outside Germany, this will need to be translated in a way that makes it clear how it compares to the German system and the grades awarded converted to the German system)
4. where applicable, a certificate for specific qualifications which qualify the student for studying a particular degree programme at HSWT
5. (for students applying for a master’s degree programme) the student’s first degree certificate and – where applicable – other performance records relevant for the admission and selection criteria for the master’s degree programme in question
6. where applicable, proof of academic achievements to date
7. where applicable, internship certificates and work references as well as reports and certificates for special awards or prizes, further skills and commitments.

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

(5) The application period should be no less than one month. The scholarships are partially granted retroactively.

(6) In order to increase the period the student receives the scholarship within the maximum validity period, any additional documentation on the student’s aptitude and performance should be submitted in full by the deadline specified in the scholarship approval letter. If the documentation is submitted in time, the decision on extending the period of the scholarship will be made ex officio. If the scholarship holder does not submit the required documentation in time, it is not possible to guarantee that the scholarship will continue to be paid out. The student may, however, reapply for a scholarship in accordance with Section 4 Paragraph 3.

Section 5 Selection criteria

(1) The selection criteria are as follows:
1. for new entrants and for students on undergraduate degree programmes:
   a) the average grade achieved on the higher education entrance qualification certificate (with particular emphasis on the individual grades achieved for subjects directly related to the university course) or
   b) the specific qualification which qualifies a student for studying the degree programme in question at HSWT.
2. for students on postgraduate degree programmes: the final graduation grade for the undergraduate degree programme, and
3. for all students already enrolled: academic achievements to date, especially the current number of ECTS points or the results of midterm examinations.

When considering the overall potential of the applicant, the following points should also be taken into account in particular:
1. particular achievements, awards and prizes, former employment and internships
2. extracurricular activities such as volunteering, social engagement and involvement in politics or university politics, involvement in religious communities, associations and groups
3. notable personal and family circumstances such as illness or disability, childcare (applies especially to single parents), close relatives needing care, working in the family business, whether the student works alongside their studies, family origin or whether the student is from a migrant background.

(2) The achievements are evaluated on a points-based scale. The pre-selection by the Departments according to Section 6 and the approval of the University Management according to Section 7 conclude with the awarding of a points score according to the points-based scale. Up to 60 points are awarded for the applicant’s achievements under Paragraph 1 Clause 1, and up to 40 points are awarded for achievements under Paragraph 1 Clause 2.

Section 6 Pre-selection by the Departments

(1) From all the applications received on time which fulfil the formal requirements, the Departments use the selection criteria outlined in Section 5 to select the applications which are suitable for the scholarship and put them forward to the University Management for approval. The Departments should also provide further applications for consideration (in order of preference) in case the initially selected applications are either retracted or cannot be approved for whatever reason.

(2) When extending the scholarship period, the Department inspects the documentation on the scholarship holder’s aptitude and performance supplied by the scholarship holder as part of the application procedure in order to determine whether the scholarship holder’s aptitude and performance merits continuation of the scholarship and whether this should be forwarded to the University Management for approval. “Aptitude and performance” refers to the student’s current achievements during the degree course which give an insight into their performance. The scholarship holder is also given the opportunity to present any other special achievements or extenuating personal or family circumstances despite which the student achieved success.

(3) Applicants and scholarship holders may be invited to a selection interview by the Department.

(4) Pre-selection of candidates is made based on the applications and – where applicable – an evaluation of the selection interviews and preferences expressed by the scholarship donors. The results will be used by the University Management to make their final decision.

Section 7 Approval and extension of the scholarship

(1) The University Management approves the scholarships for a period of one year based on the pre-selection carried out by the Departments. The University Management is not bound by the recommendations of the Departments.

(2) The awarding of a scholarship encompasses the decision on the approval period, the amount of the scholarship and the length for which the scholarship may be received. The maximum period for receiving the scholarship will be based on the standard duration of study for the degree programme in question. The scholarship approval letter specifies by which date a certificate issued by the Departments will need to be submitted which can be used by the University to perform its annual evaluation of the applicants’ aptitude and performance.

(3) The approval period and any extensions thereof must be issued in writing and on condition that private and public scholarship funds are available for the approval period.
The conditions for payment of the scholarship specify that the scholarship holder must be enrolled on a course at HSWT. If the scholarship holder changes university during the approval period, the scholarship will continue to be paid for a period of one semester in accordance with the current approval if the majority of the semester was spent studying at HSWT. The scholarship holder is then welcome to apply for another scholarship at the new university.

The scholarship will continue to be paid during lecture-free periods and (notwithstanding Paragraph 6) during study-related periods spent abroad.

Section 8 Extension of the maximum period for receiving the scholarship; leave of absence

Should the period of studies be extended due to extenuating circumstances (e.g. disability, pregnancy, care and raising of a child or a study-related period spent abroad), the maximum period for receiving the scholarship (Section 3 Paragraph 1 Clause 2) can be extended upon request.

The scholarship will not be paid during leaves of absence. When recommencing studies at the end of the period of absence, the approval period for the scholarship will be modified according to the indications of the scholarship holder. The duration of the leave of absence is not deducted from the duration of the scholarship.

Section 9 Termination

The scholarship ends at the end of the month in which the scholarship holder
1. has completed their final examination
2. has discontinued their studies
3. has changed their field of studies or
4. is de-registered from the University.

The scholarship also ends when the scholarship holder has been studying their degree programme for the standard duration of studies (subject to an extension of the maximum period for receiving the scholarship). If the scholarship holder changes university during the approval period, the scholarship will run until the end of the semester for which it continues to be paid in accordance with Section 7 Paragraph 3 or 4.

Section 10 Revocation

Approval for receipt of the scholarship should be revoked within a six-week period to the end of a calendar month if the scholarship holder has not fulfilled their obligations according to Section 11 Paragraphs 2 and 3, if the scholarship holder has been receiving another scholarship contravening Section 4 Paragraph 1 of the German Scholarship Programme Act or if the University discovers during its investigations that the aptitude and performance pre-requisites for the scholarship are no longer complied with. A retroactive revocation of the approval is also possible, especially if the scholarship holder has been receiving double funding and in cases in which the approval was given on the basis of false information provided by the scholarship holder.

Section 11 Obligations to cooperate

Applicants must fulfill all obligations to cooperate during the selection process, particularly with regard to supplying information on and proof of the required aptitude and performance requirements needed in order for these requirements to be verified.
(2) Scholarship holders must inform the University immediately of any changes in circumstances which are relevant to approval for the scholarship.

(3) Scholarship holders are responsible for providing the University with the information needed to comply with the duty of disclosure in accordance with Section 13 Paragraph 1 no 1 and Paragraph 4 of the German Scholarship Programme Act.

Section 12 Contact with private donors

1 HSWT encourages contact between scholarship holders and the private donors in an appropriate manner. 2 The scholarship holder is under no obligation to make use of any offers to maintain contact with the private donors. 3 It is also necessary to ensure that the scholarship is not made dependent on any service in return when designing the events programme (Section 3 Paragraph 2).

Section 13 Effective date

These guidelines are effective from 1 June 2011. The modifications approved by the University Management on 11 September 2013 are effective from 1 October 2013. The modifications approved by the University Management on 22 November 2017 entered into force with immediate effect.