Universität Hamburg’s Directive for Awarding Scholarships dated 1 May 2014 in accordance with the German National Scholarship Program Creation Act (StipG).

Preamble

As a comprehensive university offering a range of subjects almost unparalleled in Germany, and with its Center for a Sustainable University and the Universitätskolleg, Universität Hamburg is in an excellent position to become a “University for a Sustainable Future”—a unique advantage and evidence of its superior quality.

On 14 April 2014 pursuant to Section 79 subsection 2 sentence 10 of the Hamburg Higher Education Act (Hamburgisches Hochschulgesetz, HmbHG) as amended 4 December 2012 the Presidium of Universität Hamburg does adopt the following directive regulating the award of scholarships in accordance with the German National Scholarship Program Creation Act (Gesetz zur Schaffung eines nationalen Stipendienprogramms, StipG) dated 21 July 2010 (BGBl. p. 957, amended 21 December 2010 BGBl. p. 2204) and the Regulations for the Implementation of the German National Scholarship Program Creation Act (Verordnung zur Durchführung des Stipendienprogramm-Gesetzes, StipV) dated 20 December 2010 (BGBl. p. 2197).

Section 1 Purpose of the scholarship

The purpose of the scholarship as defined in StipG is to provide funding for talented students who are either expected to or have already shown excellent achievement in their studies or career.

Section 2 Eligibility

(1) Students enrolled in a degree program at Universität Hamburg for the period of award are eligible to apply for the scholarship. Students enrolled in a degree program and prospective students who both meet the admissions requirements and are due to start their studies are eligible to apply for the scholarship.

(2) Students who already receive merit or achievement based material support through any of the measures or institutions set forth in Section 1 subsection 3 StipG or from another domestic or foreign institution shall not be eligible for financial aid. This shall not apply if the sum of this aid amounts to less than €30 a month on average over the course of the semester for which aid has been awarded (Section 4 subsection 1 sentence 2 StipG).

Section 3 Nature and scope of support
(1) The scholarship award totaling €300 a month shall be paid out as a non-repayable grant. The period of award is normally one year.

(2) The maximum period of funding is based on the regular period of study for the respective degree program (Section 6 subsection 1 StipG). Students may apply for an extension if special circumstances exist, such as a disability, pregnancy, child care and rearing, or study abroad, which extends the period of time required to complete a degree program (Section 7 subsection 1 StipG). The scholarship is not paid during periods of academic leave. Upon resuming studies after a period of academic leave, the scholarship holder may request that the period of award be adjusted accordingly (Section 7 subsection 1 StipG).

(3) No legal entitlement to the scholarship and the award shall vest.

(4) The scholarship may not be made contingent on a return service for the private sponsor, nor on employment or a declaration of intent regarding future employment (Section 5 subsection 2 StipG). The scholarship does not constitute a contract of employment with Universität Hamburg.

Section 4 Application procedures

(1) Universität Hamburg invites applications for scholarships once a year on its home page. It is only possible to apply during the regular period of study; Section 4 subsection 2 sentence 2 notwithstanding.

(2) The call for applications will include the following information:

1. The estimated number of scholarships and scholarship appropriation, if any
2. The regular period of award
3. Supporting documents to be submitted with the application
4. How to apply and where to submit the application
5. Application deadlines
6. Selection procedure

(3) A scholarship can only be awarded if the application has been submitted correctly by the deadline. Applications must be submitted using an online application form specially created on a dedicated Internet site.

(4) The following must be included with the application:

a. Proof of eligibility to study at a higher education institution or the overall grade received in the degree program entitling a student to begin a master's degree program or a student's examination grades to date
b. Proof of specialized qualifications and achievements as defined in Section 6 subsection 1 letter d (where applicable)
c. A statement as to whether or not a student is currently receiving or has applied for other merit or achievement based support (for example, from organizations that promote young talent or from sponsors)
d. Proof that the student meets at least one of the requirements listed in Section 6 letters a and b

Section 5 Selection procedures

(1) The selection procedure is based on the candidates’ achievements. Achievement and merit can be documented as follows:

a) For applications from new students (first and second semester students) in an undergraduate degree program; students shall be ranked according to the grade point average indicated in their academic transcripts from secondary school with special consideration given to individual grades that are relevant to their major.

(b) For applications from new students (first and second semester students) in a master’s degree program; students shall be ranked according to the overall grade received in the undergraduate degree program entitling them to begin a master’s degree program.

(c) For applications from individuals in their third semester or thereafter; students shall be ranked according to the arithmetical mean of the examination grades reported in the transcript of records or certificate of grades.

d) Subject-related qualifications and achievements, for example, special achievements, awards, or prizes received in connection with studies or proof of previous employment or internships (Section 2 subsection 2 no 1 StipV).

(2) For an overall assessment of an application, proof of at least one of the following pursuant to Section 2 subsection 2, nos. 2 and 3 StipV must be submitted:
Extracurricular or non-subject specific activities such as volunteer work; community, social, university government, or political activities; or participation in associations, clubs, or religious communities.

Section 6 Selection committee

(1) A central selection committee shall select students for scholarship awards. The committee shall be comprised of two representatives nominated from each faculty of which at least one of the nominees must be a professor.

The Presidium shall elect a chairperson from the group of professors. The term of office for the chairperson and the other members of the committee shall be two years.

(2) In the case of a tie vote, the chairperson shall have the deciding vote.

(3) All members of the selection committee shall be subject to a duty of confidentiality.
Section 7 Award

(1) Successful applicants will receive notification of the award. The award shall stipulate the period of the award as defined in Section 4 subsection 1, the scholarship amount, information about the maximum period of time a scholarship may be received as defined in Section 4 subsection 2, and the deadline for submitting supporting proof for a review of merit and achievement as defined in Section 2 subsection 3 StipG and Section 3 StipV.

(2) Students must furnish information about the quality of scholastic performance within the scope of their studies during the period of award so as to permit a review of merit and achievement. Special personal or family circumstances under which performance is rendered shall be taken into consideration. Upon the seasonable submission of supporting proof, a decision about an extension of the scholarship shall be made ex officio. No further scholarship grant shall be possible if supporting proof is not submitted by the stated deadline. An applicant may reapply pursuant to Section 5.

(3) Scholarship awards are subject to the availability of private and public scholarship funds for the period of award.

Section 8 Duty to cooperate

(1) Applicants must cooperate within the scope of the selection process where required, in particular applicants must supply the necessary information and documentation for a review of the conditions of eligibility and achievement.

(2) Scholarship holders must provide information about any change of circumstances that is relevant for scholarship awards.

(3) Scholarship holders must provide the requisite information pursuant to Section 13 subsection 2 no. 1 sentence 4 StipG within the scope of their duty of disclosure to the University.

Section 9 Expiration

(1) The scholarship shall expire at the end of the month in which the scholarship holder
   1. Completes his or her last examination
   2. Discontinues studies
   3. Changes majors or the graduate field of study
   or
   4. Withdraws from the University

(2) The academic calendar at Universität Hamburg shall be authoritative and binding with respect to issues of timing.

Section 10 Revocation of the award
(1) The scholarship award shall be revoked upon six weeks' notice expiring at the end of a calendar month if the scholarship holder has not discharged his or her obligation pursuant to Section 10 subsections 2 and 3, is receiving additional financial aid in contravention of Section 4 subsection 1 StipG, or the higher education institution determines upon review that the requisite conditions of eligibility and achievement for the scholarship are no longer being met. An award may be retroactively revoked, especially in cases where there has been a dual receipt of financial aid or in cases where an award has been granted based upon false or misleading information from the scholarship holder.

(2) If the scholarship holder changes universities during the period of award, the scholarship shall continue to be paid at the same level for up to one semester.

Section 11 Miscellaneous provisions

(1) The Presidium shall furnish reports about the scholarship program within the scope of its accountability reporting obligations.

(2) This directive shall become effective on 1 May 2014.

Hamburg, (date)

President of Universität Hamburg
Prepared on the basis of the Presidium’s resolutions adopted on 14 April 2014.