

GERMANY SCHOLARSHIP AT UNIVERSITÄT HAMBURG

Deutschlandstipendium an der Universität Hamburg

Application agreement (as of October 2021)

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1. General notes regarding the application for a Germany Scholarship at Universität Hamburg

The Germany Scholarship recognizes excellence. You must have an outstanding record of achievement. Evaluating a grade point average as "very good" (*sehr gut*) varies according to subject. The selection commission takes these differences into account. On principle, students with a grade point average of 1.0–1.5 have the best chances providing that they at least partially meet the further application criteria. Students in the law degree program should have an average of at least nine points or "fully satisfactory" (*voll befriedigend*) when applying.

Selection criteria can be found on the homepage of Universität Hamburg.

Applications for the Germany Scholarship at Universität Hamburg are to be handed in as online application with the "DStip" software.

1.1 Step 1: Information and advice

General information on the Germany Scholarship at Universität Hamburg can be found on Universität Hamburg's **webpage** under www.uni-hamburg.de/deutschlandstipendium.

1.2. Step 2: The online application

The online application can only be made during a clearly defined time slot with the "DStip" software. The following information will help you with your application:

- To apply online, please fill in the application form on the "DStip" application server in German or English.
- Send the documents, listed below, and the signed appendices 1 and 2 as scanned attachments. Save the documents as one appendix in one PDF file. The file name should start with your last name.
- Print out your completed application form.
- Although you can edit and cache your online application repeatedly, please send the application once only, i.e., when it is complete.
- In section 2, "Angaben zur Person" (Personal information), you are asked whether you have received funding in accordance with the German Federal Education and Training Assistance Act (Bundesausbildungsförderungsgesetz, BAföG). Please note that this information is mandatory. If you do not enter any information here you tacitly state that you will not receive any funding in accordance with BAföG or that it remains unclear whether or not you will receive BAföG. In the latter case, you must submit the decision by the *Studierendenwerk* (student union) as soon as you receive it. Receiving BAföG has no bearing upon the decision to award a Germany Scholarship. The information is used for statistical purposes only.
- Please use the current semester as a reference for information regarding your degree under section 3. If you just enrolled for the first semester, please fill in "1". Please note that for master's programs, counting starts from the beginning, i.e.: In your first semester of Master you are in the first "Fachsemester", but in the xy "Hochschulsemester".

Please submit the following documents as (one!) attachment to the online application:

- a) signed declaration of participation (see appendix 1 of this application agreement)
- b) signed declaration of data privacy (see appendix 2 of this application agreement)
- c) enrolment certificate of Universität Hamburg
- d) statement of motivation (maximum 2 pages)
- e) tabular CV
- f) proof of course participation:
 - Abiturzeugnis/school certificate A-Level (international academic transcripts must be translated and grades must be converted in accordance with the German grading system). Without the school certificate your application is not complete and will not be considered!

- Hochschulzugangsberechtigung/higher education entrance eligibility, if not identical with the Abiturzeugnis/school certificate (international academic transcripts must be translated and grades must be converted in accordance with the German grading system, for example by uni-assist. You may use the same documents that were accepted for enrollment at UHH).
- Additionally as of the second semester: current course certificates or Transcripts of Records for which you can apply at the respective examination office (you may use the same documents that were accepted for enrollment at UHH). If you already study at UHH, please add a print out of your Stine-account.
- Additionally for master's students: final records for Bachelor degree, Diploma degree, Staatsexamen (state examination), or other final records of the first degree certificate (you may use the same documents that were accepted for enrollment at UHH)

Please note: All documents, more especially international school certificates and academic transcripts must be translated into German or English. Grades must be converted in accordance with the German grading system, for example by Uni-assist.

- g) *optional*: other final records or course certificates. For international final records or other foreign-language course certificates please submit a certified translation into German or English, if necessary with grades converted in accordance with the German grading system.
- h) If in the current or the next semester you are not within the prescribed standard period of study for your degree program, please submit an application for funding in excess of the standard period of study and explain, why you need more time.
- i) please add to your application written proof for the following:
- societal, social and/or family commitments (please provide current proof specifying the duration, i.e., the hours, weeks or months you have spent. If no proof can be handed in, please mention your commitment in your CV and statement of motivation).
 - reasons which have impeded your educational pursuits thus far (for example disease, family situation, migration...)
 - aspects of your degree program or commitment within or outside university concerned with or related to sustainability. (Sustainability is non-subject-based and broadly defined to mean "shaping the future in such a manner that the scope of action is not limited in the future".)
 - *optional*: other proof of achievement and qualifications such as awards, distinctions, previous scholarships, etc.
 - *optional*: vocational qualifications and certificates of employment (such as references).

2. Notes on data privacy

Your personal data entered will be treated confidentially and used and processed solely for the selection of suitable Germany Scholarship applicants. Your data will be forwarded to the responsible Universität Hamburg offices (e.g., to the members of the selection commission). Naturally, these persons are bound to the rules of confidentiality.

Further disclosure of your name, address, email, subject, and number of semesters to the sponsors financing your scholarship occurs only after you consent to the data privacy statement in appendix 2. This consent is voluntary. The sponsors receive no other documents from Universität Hamburg.

For statistical purposes, we are obliged to transfer scholarship data to the Federal Statistical Office in accordance with § 13 Stipendienprogramm-Gesetz (act on the creation of a national scholarship program, StipG). This occurs anonymously.

In accordance with § 4(2) StipG the Federal Ministry of Education and Research (BMBF) carries out spot checks using data on funded students in order to avoid double funding. For this purpose the BMBF may request and save the last name, first name, date of birth, address, place of higher educational institution of individual funded students and may compare this information with data from other funding institutions. Universität Hamburg is legally obliged to disclose this data. After the spot check the data will be deleted.

In the event that a scholarship is awarded, the data will be saved for statistical purposes and alumni-networking after funding has ended. If your application is unsuccessful in this selection procedure, your data will be saved for a maximum of twelve months to facilitate an application in the next selection procedure and, if necessary, to allow for consideration in a succession procedure.

3. Technical information on attaching scanned application documents

The purpose of this technical information is to help you with your online application.

Uploading the attachments:

Several documents should be optimally combined in a single PDF. If this is not possible, the total number of attachments is limited to ten files whose total volume is limited to 50 MB. When scanning the files or converting them to a PDF format, pay attention to the resulting file size (this can be influenced by the software used, the quality selected, and the degree of compression).

You can also add attachments to your online application after it has been sent, but only before the application deadline. The data of an application that has already been sent cannot be changed on the server. This is for data protection and security reasons. Hence, please only apply once and as fully as possible.

Saving, editing, and sending the application form:

If you do not enter all the information required straight away, you can save your draft application locally on your own computer (as an .xml file). You can reopen the file at a later point of time, i.e., by uploading it to the application server and continue filling it out. No matter how often you edit/supplement your application, only send the form once! If an application is sent more than once by mistake, the most recent version received by Universität Hamburg will be used during the selection process.

Appendix 1

<u>Last name, first name:</u>	
<u>Street address:</u>	
<u>Postal code and city:</u>	
<u>Email:</u>	
<u>Mobile phone number:</u>	
<u>Universität Hamburg student ID number:</u>	

To
Universität Hamburg
Germany Scholarship Office
Monetastr. 4
20146 Hamburg

Declaration of participation and application for a Germany Scholarship

I confirm I have registered with "Pfiffikus—the Germany Scholarship Planner for Hamburg" and have taken note of and observed the information therein.

I will participate at the scholarship award ceremony and at least two events organized by Universität Hamburg per semester for the Germany Scholarship. I agree to report occasionally on my focus areas or projects.

I agree to notify the higher educational institution (if necessary, by providing reasons) effective immediately if I have completed the final examination, discontinue my studies or take academic leave, go abroad for my studies, interrupt my studies, withdraw from my studies or do not take examinations, transfer to a different higher educational institution or change my subject, or receive funding from a different sponsor.

I will subsequently notify the responsible offices of future receipt of government financial aid (by forwarding a copy of the notification to the Germany Scholarship Office of Universität Hamburg) as this is important for the statistical evaluation of scholarship holders.

I assure that my details regarding the online data entry and this application agreement are true and accurate to the best of my knowledge. I am aware that in the event of false or misleading information the scholarship may be entirely or partially revoked.

I am aware that there is no legal claim for the Germany Scholarship.

Place, date, signature

Appendix 2

<u>Last name, first name:</u>	
<u>Street address:</u>	
<u>Postal code and city:</u>	
<u>Email:</u>	
<u>Mobile phone number:</u>	
<u>Universität Hamburg student ID number:</u>	

To
Universität Hamburg
Germany Scholarship Office
Monetastr. 4
20146 Hamburg

Data privacy statement for the application of a Germany Scholarship:

I hereby guarantee that I have taken note of the information on data privacy in the application agreement. I agree that,

- as mentioned in the application agreement, the personal data voluntarily made available by me may be processed for the purpose of awarding a Germany Scholarship in accordance with § 10 StipG. This agreement may be revoked at any time at the Germany Scholarship Office of Universität Hamburg.
- upon revocation of this agreement my data, if no longer required for an orderly accounting following conferral of a Germany Scholarship, will be deleted immediately, the submitted documents will be destroyed in accordance with data privacy requirements, and in such an event the Germany Scholarship applied for will not be or no longer be awarded.
- in the event that a scholarship is awarded my data will be saved for statistical purposes and alumni-networking after funding has ended. In the event that my application is unsuccessful the data will be saved for one year and, if no renewed application has been filed, will be deleted immediately thereafter.
- my personal data will be transferred to the offices of Universität Hamburg responsible for the selection process.
- my name, address, email, subject, and number of semesters may be disclosed to the financing private sponsors (consent to contact with the sponsor is voluntary. We point out however that the program is based on these contacts and can't exist without. If you do not agree please cross this paragraph out).

Place, date, signature