

**Please note that this document is a non-binding convenience translation. Only the German version of the document entitled “Ordnung für die Vergabe von Deutschlandstipendien (Stipendienordnung) “, in the version currently approved has legal validity.**

## **Regulations for the award of a Deutschlandstipendium**

**6<sup>th</sup> July 2022**

In accordance with §110 (3) of the Bremischen Hochschulgesetz (Bremen University law) (BremHG) as amended on 09.05.2007 (Brem.GBl. S.339), last amended by the law from the 29.03.2022 (Brem.GBl. S.159), the president of the university Bremen approved the ordinance adopted by the academic senate of the university of Bremen on 06.07.2022 based on §80 (1) sentence 2 of the ordinance of Deutschlandstipendien (hereafter the scholarship regulations) to regulate the awarding of scholarships according to the Stipendienprogramm-Gesetz (scholarship program act) of 21.07.2010 (BGBl. S.957, last amended by the act 74 of 29.03.2017 (BGBl. S.626)) as well as according to the Scholarship Program Act of 20.12.2010 (BGBl S.2197, amended by ordinance of 29.11.2011 BGBl. S.2450), as set down herein:

### **§1 Purpose of the scholarship**

The purpose of the scholarship is to support committed and qualified students who have great potential based on their previous commitment and career, taking into account social, family and personal circumstances, and who are expected to achieve or have already achieved outstanding performance in their studies or career.

### **§ 2 Eligibility**

- (1) Students who are enrolled at the University of Bremen as regular students, or who are about to start their studies at the University of Bremen and meet the necessary admission requirements.
- (2) Funding cannot be granted to anyone who already receives material support based on aptitude and / or achievement from one of the measures or institutions mentioned in § 1 (3) StipG or from any other domestic or foreign institution unless the

sum of such funding per semester for which funding has been granted is less than 30 euros per months on average.

### **§ 3 Scope of support**

- (1) the amount of the scholarship is 300 euro per month.
- (2) The scholarship may not be made dependent on any consideration for the private fund-raising persons and institutions, nor on employment or a declaration of intent with regard to future employment.

### **§ 4 Application procedure**

- (1) Each winter semester, the University president announces the scholarships by posting them in a publicly accessible place, in particular on the University's website. A further announcement and award round can take place in the summer semester.

- (2) In the scholarship call will be announced:

1. the expected number of scholarships to be awarded
2. whether, and if so, how many, scholarships are set aside for study programs related to certain academic or occupational fields
3. regular period of approval
4. the necessary application documents (paragraph 4) to be submitted
5. the online form of the application and the place of its submission
6. the date by which the application must be submitted - the application deadlines for enrolled and prospective students may differ
7. that applications not submitted in due time and proper form will not be considered in the selection process

- (3) Application is made for the program for which enrollment has been made or applied for. Application is made for the duration of the standard period of study remaining until completion of this study program beginning on the date of approval

(4) The scholarship application consists of the following application components:

- a. completed application form in the application portal
- b. letter of motivation (no more than 2 pages)
- c. tabular CV
- d. certificate of higher education entrance qualification; for foreign certificates, a to the German grading system transferable translation
- e. certificate of the first university degree of applicants for a master's scholarship and, if applicable, further certificates of achievement
- f. if applicable, proof of previous study achievements / course credits
- g. if applicable, proof of professional qualifications
- h. internship and work certificate as well as proof of further acquired qualifications or knowledge (for example languages)
- i. if applicable, proof of special awards and prizes
- j. if applicable, proof of social or family commitment
- k. if necessary, evidence of causes that have impacted or hindered the previous educational biography
- l. certificate of enrollment or, for first semester students a letter of acceptance or a notification of enrollment from the University of Bremen
- m. If the application documents are not in German or English, an officially certified translation of the documents in German

### **§ 5 Selection procedure and Scholarship Committee**

(1) From the applications submitted in due form and time, the scholarship council selects those applications that can be included in the funding based on the selection criteria in accordance with paragraph 5. It also selects further applications that move up in a ranking determined by the Board if applications included in the selection are subsequently withdrawn or cannot be approved for other reasons.

(2) The Scholarship Council consists of the following as voting members:

1. Three university lecturers. The election takes place on proposal of the group of university lecturers by the Academic Senate for a period of two years.
2. Three students. The election takes place on proposal of the group of students by the Academic Senate for one year.

The meetings of the scholarship council are chaired by the rector or a designated representative. The advisor for inclusive studies participates in the meetings of the scholarship council in an advisory capacity. The scholarship council can call in further expertise if necessary. A deputy is elected for each member under 1. and 2.; re-election is permissible. If a member or deputy member resigns prematurely, a new member or deputy member shall be elected for the remainder of the term of office or a new deputy member shall be elected for the remainder of the term of office.

- (3) The Scholarship Council will constitute a quorum if the meeting has been properly convened and a majority of the voting members are present. If a quorum is not present during a properly convened meeting, the chairperson must convene a second meeting within 14 days. At this meeting, the body shall constitute a quorum regardless of the number of members present.
- (4) Selection is made separately for applicants to undergraduate and graduate (Master's) programs in proportion to the respective application numbers. For the selection of scholarship holders, all applicants are ranked for undergraduate studies or for a master's program. The scholarships available in each case will be awarded to the applicants with the highest rank; those with the following rank will form the group of those moving up in accordance with Paragraph 1.
- (5) Criteria for ranking are:
  1. Achievements: for first-year students, the average grade of the university entrance qualification is used as a basis; for students already enrolled, the academic achievements to date, in particular the ECTS points and grades

achieved; for students or beginners in a Master's program, the final grade of the past program is also used.

2. Commitment: proof of special commitment for all applicants.
3. Personal requirements and background conditions: for all applicants, proof of special hardships as well as special social and family or personal circumstances.

The submitted evidence is evaluated according to the point grid in Appendix 1; the total score consisting of the points earned by the applicant gives the overall view of their individual potential.

- (6) The Scholarship Council regularly evaluates the experience and results in the selection of scholarship recipients and the fundraising of scholarships provided by private donors and reports to the Academic Senate. The Scholarship Council may involve other advisory persons or institutions in its deliberations.

## **§ 6 Granting of scholarships**

- (1) The Rector approves the scholarships based on the selection decision of the Scholarship Council. The approved period for initial funding or further funding within the standard period of study is one year at a time; § 4 Paragraph 3 remains unaffected. Continued sponsorship in accordance with §7 Para. 1 is approved for one semester. The decision will be made by means of a notice of approval.
- (2) The granting of a scholarship includes the decision on the appropriation period, the amount of the scholarship as well as the funding duration. The maximum duration of the scholarship depends on the standard period of study in the respective degree program. The award decision specifies the time and type of evidence that the scholarship holder must provide in order to enable the university to verify the scholarship.
- (3) Evidence according to paragraph 2 sentence 3 may be required in the form of:

1. proof of previous study achievements / course credits (in particular internships, stays abroad, excursions, exams) which indicate the performance quality
  2. short report by a teaching staff member
  3. brief description by the scholarship holder of his or her further personal development since the scholarship was approved or since the last review, in relation to the course of study, including, if applicable special personal or family circumstances
  4. Enrollment certificate
- (4) If the evidence required in the notice of award is submitted in time a decision on the extension of the grant will be made ex officio.
- (5) Approval and extension of an approval are made in writing and subject to the availability of private and public scholarship funds for the entire award period.
- (6) The payment of the scholarship requires that the scholarship holder is enrolled at the University of Bremen. If the scholarship holder changes their university during the award period, the scholarship will continue to be paid until the end of the award period.
- (7) The payment will be continued during the semester break and, in deviation from paragraph 6, during a study-related stay aboard.

### **§ 8 Termination**

- (1) The scholarship ends at the end of the months in which the scholarship recipient...
1. ...has completed the last examination
  2. ...has discontinued his or her studies
  3. ...has changed the course of study
  4. ...is exmatriculated

- (2) In the case of a change of study program according to Paragraph 1 No. 3, the scholarship holder may reapply for a scholarship outside the deadlines specified in § 4 Paragraph 2.

### **§ 9 Revocation**

The granting of the scholarship is to be revoked with at least six weeks' notice to the end of a calendar month, in particular if the scholarship holder has not fulfilled the obligations according to § 6, paragraph 3 and § 10, paragraphs 2 and 3, or receives further funding contrary to § 4, paragraph 1 of the Scholarship Program Act, or if the university determines during the examination that the suitability and performance requirements for the scholarship no longer continue to exist. Retroactive revocation of the award is possible in particular in the case of double funding, as well as in cases in which the award is based on false information provided by the scholarship holder.

### **§ 10 Cooperation obligations and data protection**

- (1) Applicants must fulfill the duties of cooperation required for the selection procedure, in particular provide the information and evidence necessary for the examination of the selection criteria.
- (2) Scholarship holders must immediately report any changes in their circumstances that are relevant to the granting of the scholarship.
- (3) Scholarship holders must provide the university with the data required to fulfill its duty to provide information in accordance with Section 13, Paragraph 2, No. 1, Paragraph 4 of the Scholarship Program Act.
- (4) The protection of personal data and information of the scholarship applicants and scholarship recipients must be guaranteed. An individual assignment of provided scholarships to individual students is not possible.

### **§ 11 Event program**

- (1) The University of Bremen promotes the contact between scholarship holders and the private fundraisers and institutions, particularly with joint events.
- (2) The scholarship holder is not obligated to make use of the offers for the of contact with private sponsors.

### § 12 Effective date

These statues are issued upon approval by the Rector.

Bremen, the 11<sup>th</sup> of July 2022      The rector of the University of Bremen

Attachment 1 of the scholarship regulation from the 18<sup>th</sup> of July 2012

### Points grid for the overall assessment of individual potential according to § 5 para. 5 scholarship regulations

<b>Selection criterion for assessing performance, aptitude, and commitment</b>	Possible points	Achieved points
<b>I. ACADEMIC ACHIEVEMENTS</b>	<b>0- 8 points</b>	
a) Grades of the last educational section according to § 5 paragraph 5 No. 1	0-5 points	
b) professional and practical qualifications	Max. 1 point	
c) other professional or nonprofessional qualifications and achievements (e.g. foreign languages, awards)	1 point each and max. 3 points if a) and b) result in less than 6 points	
<b>II. COMMITMENT</b>	<b>0-4 points</b>	
e.g. voluntary work, commitment in Interest groups		
<b>III. PERSONAL REQUIREMENTS AND GENERAL CONDITIONS</b>	<b>0-6 points</b>	
Special personal, social, or family circumstances		
Disabilities and chronical illnesses		



Sum	<b>0 - Max. 18 points</b>	
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For all applications received on time and in full, the Scholarship Council office will make an evaluation proposal based on the point grid in the online portal. This proposal is confirmed or corrected in detail by the scholarship council by majority vote; corrections may be made regarding the points awarded on the basis of grades due to widely differing grading practices in different fields of study.

Attachment 2 of the scholarship regulation from the 18<sup>th</sup> of July 2012

**Study and professional fields as clusters  
on the specific dedication of scholarships by scholarship providers  
according to § 4 para. 2 scholarship regulations**

All study programs and subjects at the University of Bremen are classified according to their subject/content orientation to one of the following fields of study and occupation:

fields of study and professions listed below:

- Nature & Environment
- Numbers, Technology & Production
- Management & Law
- Society & Education
- Culture, Media, Art & Music
- Languages & Literatures
- Human & Health
- Teaching Profession

The allocation of the individual current and future study programs to the above-mentioned fields of study and occupation is published under [www.uni-bremen.de/studienangebot](http://www.uni-bremen.de/studienangebot).