

Deutschlandstipendium Scholarship Guideline of the Ernst-Abbe-Hochschule Jena

Preamble

With the implementation of the scholarship programme of the Federal Government, the Ernst-Abbe-Hochschule Jena pursues the following objectives:

- **Support for students** who show outstanding performances or whose previous career gives reason to expect outstanding academic performances. In addition to that, social commitment, the willingness to assume responsibility, or particular social, family or personal circumstances are taken into consideration.
- **Enhancing of the propensity to study:** The availability of a growing number of scholarships is intended to make it easier for persons who are interested in pursuing a degree but still hesitate for financial reasons to settle for university education to do so.
- **Development of a scholarship culture:** The Deutschlandstipendium is designed as a scholarship system funded by private citizens, foundations and commercial enterprises.

Part 1: General rules

Article 1 - Scope

This Guideline governs all activities of the Ernst-Abbe-Hochschule Jena (hereinafter referred to as "university") that are associated with the Deutschlandstipendium (hereinafter referred to as "scholarship"), especially the application process, decisions on the award of scholarships, activities during the ongoing awarding process and activities relating to the scholarship such as, for example, procedural control or compliance with statistical duties.

This Guideline substantiates the provisions of the German Act on the creation of a national scholarship programme (StipG) as well as of the Implementation Ordinance for said Act (StipV). In the event of conflicting provisions, those of the StipG or of the StipV, respectively, will prevail over the provisions of the present Guideline.

Further support options for high-achieving students - and those according to art. 1 para. 3 StipG in particular - remain unaffected and may be profited from in addition to the scholarship.

Article 2 - General provisions

The status and function definitions in this Guideline are to be considered for persons of all sexes.

The upper limit of the scholarships to be awarded to students of a university is fixed in the German Scholarship Programme Upper Limit Ordinance (StipHV)¹. If the number of applicants exceeds that of the students who can be granted a scholarship in accordance with sentence 1, the university will establish a waiting list. Applicants who are on the waiting list take precedence over new applicants.

Unless provided otherwise in art. 1 para. 3 above, any duplicate funding is not permitted.

¹ From August 1, 2013, 1.5 % of the students of a university can be granted a scholarship.

The university will ensure that the personal data of all those involved will always be handled in conformity with the data protection laws as specified in art. 19.

Part 2: Standard process

Article 3 - Invitation for applications

The scholarship award process starts with the invitation for application.

The invitation for applications will be published on the website of Deutschlandstipendium. In addition, when the deadline for application will begin to run, this invitation will be communicated using the general students mailing list of the EAH Jena as well as by public display in central places of the university and of the individual departments.

Together with the invitation for applications, all information related to the process and, where applicable, to the documents to be used is provided.

Article 4 - Selection criteria

An application will have a reasonable chance of success only if the criteria given below are complied with.

The scholarships will primarily be granted according to whether outstanding gifts and good performances can be proved (i.e., if outstanding performances can be expected and/or have already been achieved in the past). Appropriate supporting documents are to be enclosed with the application.

- For new students the average mark of the university entrance qualification serves as a basis, with particular reference to the marks relevant to the selected field of study or to a particular qualification entitling the applicant to study at a university.
- For students having already been enrolled, the good performances achieved so far and the ECTS credit points attained are used taking also the number of semesters into consideration.
- For students of a Master's program count the final mark of the previous study and, if applicable, the ECTS credit points already achieved in the Master's program.

The overall assessment of the applicant will take account not only of outstanding achievements and success but also of special subject-related achievements, social commitment, the willingness to assume responsibility or special family or personal circumstances.

Article 5 - Application, supporting documents

Applications for scholarship can be filed, on the one hand, by students of the EAH Jena who have not yet reached the maximum period of award which corresponds to the standard period of study.

On the other hand, persons who are interested in taking up studies at the EAH Jena are also entitled to file an application.

The application is made online. Applications which are not received within the specified deadline will not be considered unless the applicant proves that he could not comply with the deadline through no fault of his own. The application filed must be complete as regards content. If the university requires that the applicant should observe conditions as to form and

content and to complete or concretize the application in particular, the applicant has to fulfil these conditions within the specified deadline.

Supporting documents as required in the invitation for application are to be filed together with the application. For completion or clarification by the university, para. 2 sentence 3 applies accordingly.

As to concomitant circumstances associated with the application process, the applicant undertakes to accept the application agreement. The statement relating to data protection is optional.

The applicant undertakes to provide information about any changes in the binding parts of the application that might ensue between the filing of the application and the decision on the scholarship.

Article 6 - Selection process

The selection of the applicants takes place in three steps:

Preliminary selection: The EAH Jena accepts the applications and verifies whether they meet the formal requirements. Only applications that are complete and have been filed within the specified deadline can be considered.

Selection: The applications are remitted to a selection committee which is composed of representatives of the relevant departments² (entitled to vote) and representatives of the private sponsors³ (advisory function). The committee is headed by a representative of the university board or a person appointed by the latter (representative of the Career Service). The committee examines the received applications on the basis of the selection criteria specified in art. 4 and gives a recommendation as to which candidates should be funded. The sponsors and representatives of the departments have the option of creating a ranking list.

Confirmation: After the selection committee has fulfilled its tasks, the dean's offices of the relevant departments are informed on the decisions the committee has taken. The rector grants the scholarships on the basis of the recommendations made by the selection committee. Finally, all parties involved⁴ are informed on the decision thus taken by the committee in a timely manner.

As a next step, the enrolment of the selected applicants is verified. It is to be ensured in particular that the applicants are enrolled before a scholarship is granted.

Article 7 - Notification of the decision

The applicant is informed officially that he has been awarded a scholarship. The applicant becomes a scholarship holder as soon as he has received the official notice. Upon request, the grounds for the decision are to be stated.

² departments of the EAH Jena with independent study courses

³ Persons who are members of selection committees but are not members of the university or who are not obliged to maintain confidentiality by virtue of a legal relationship with the university are obliged for an indefinite period to comply with the obligations of not disclosing any information or data related to the subject of the process and to handle these in conformity with the data protection regulations in force.

⁴ among others, the university board, dean's offices, sponsors, applicants

As a general rule, scholarships are initially awarded only for a period of two semesters. The funding period normally begins with the start of the winter semester (1st of October of any one year).

Refusal of the application for scholarship is notified by the university by an official letter specifying the remedies available.

Article 8 - Nature and scope of the scholarship

The amount of the scholarship is 300 € per month and is paid as a monthly award. Payment is effected on the 15th of each month. Cash payment in full or in part is excluded.

Article 9 - Proof of qualification and performances during the funding period

As to the filing of qualification and performance documents, art. 10 para. 3 StipG is applicable. If no deadline is specified, it will be sufficient to file the documents before the end of the period for which the scholarship has been awarded.

If the scholarship holder violates the obligations according to para. 1, the university may curtail the scholarship with due regard to the principle of proportionality.

Article 10 - Cooperation during the funding period

The scholarship holder is obliged to inform the Career Service of the EAH Jena (career-service@eah-jena.de) without delay should the conditions for the award of the scholarship occur during the period of award. Such changes may be: deregistration, stays abroad, duplicate funding, leave of absence, day of the last performance, termination of studies, change in area of study, change of university, etc.

The scholarship holder is obliged in particular to advise the university without delay if the studies cannot be completed with success within the standard period of studies, or if the studies are discontinued or interrupted (career-service@eah-jena.de).

As to information relevant to the orderly handling of the proceedings such as, for example, contact data, sentence 1 applies accordingly.

If the scholarship holder violates the duties stated in paras. 1 and 2, art. 9 para. 2 will apply accordingly.

Article 11 - Renewal ex officio

If the conditions specified in this Guideline are / continue to be / fulfilled, funding can be continued providing private funds are available. A legal claim does not, however, exist.

Continuation of funding is possible up to the end of the maximum funding period. The application is to be accompanied by documents supporting the performances achieved within the period of award.

Part 3: Particular cases

Article 12 - Waiting list system

If a recipient abandons the scholarship prematurely, his scholarship will be awarded to a candidate from the waiting list. The decision is taken on the basis of the prioritization decided by the selection committee. This is a standing procedure but presupposes that sufficient funds are available. The applicant selected from the waiting list will be informed.

The provisions of Part 2 shall apply accordingly to the waiting list system.

Article 13 - Continued payment of the award

When stays abroad which are of importance for the studies are undertaken or an internship provided by the study and examination regulations is completed, the benefits will continue to be paid to the same amount as for the period for which they have been granted.

In case of pregnancy, the award is continued to be paid during the periods protected under maternity protection legislation. In case the area of study is changed, the award will also continue to be paid.

During a leave of absence, the scholarship benefits will not be paid.

Article 14 – Early termination of the scholarship

Termination of the scholarship is regulated by art. 8 StipG.

If a scholarship holder no longer complies with the prerequisites for the award, the scholarship will terminate with the month in which the cause has arisen.

If the beneficiary changes university, the scholarship will terminate as at the end of the semester in question.

Article 15 - Extension of the maximum period of award

The maximum period of award is, as a matter of principle, dependent on the standard period of study fixed for the course of studies in question and can be extended beyond this standard period only in well-founded cases as specified in art. 7 para. 1 StipG. Any extension of the maximum period of award must be applied for in writing with the Vice-rector of Learning, Teaching and Continued Education stating the grounds.

Article 16 - Phases of transition

Transition from school to studies at the EAH Jena:

Pupils and persons interested in taking up studies who want to pursue a degree at the EAH Jena can apply for a Deutschlandstipendium at the EAH. It is to be ensured that the deadline for the applications is complied with. If supporting documents are not available before the end of this deadline, they are to be submitted as soon as they are available.

Transition from studies at another university to studies at the EAH Jena:

Students who have already pursued studies at another university and want to take up studies at the EAH Jena can apply for a Deutschlandstipendium at the EAH. It is to be ensured that the deadline for the applications is complied with. If supporting documents are not available before the end of this deadline, they are to be submitted as soon as they are available.

Transition from Bachelor studies to subsequent Master studies at the EAH Jena

The EAH Jena offers Master's degree students having completed their Bachelor studies to apply for uninterrupted support through the Deutschlandstipendium. This option depends in any case on the availability of funds from external donors.

There are three scenarios:

6-semester Bachelor programme: If the support for a recipient pursuing a Bachelor degree terminates at the end of the summer semester, and if the course of studies also terminates in the summer semester, an extension of the scholarship to cover the subsequent winter semester will be possible subject to the standard selection process.

7-semester Bachelor programme (1): If the scholarship for a Bachelor course of studies terminates at the end of the winter semester, and if the student takes up a Master course of studies immediately upon termination of the Bachelor studies, the beneficiary has to file a written application with the Career Service of the EAH Jena.

7-semester Bachelor programme (2): If the support terminates at the end of the summer semester but the Bachelor course of studies ends in the subsequent winter semester only, the support can be extended until the termination of the Bachelor studies subject to the standard selection process.

Part 4: Cooperation with federal authorities

Article 17 - Information to be provided

Art. 13 para. 4 StipG provides obligations to provide information to the federal government.

Article 18 - Statistics

Pursuant to art. 13 StipG, the university is committed on an annual basis to recording survey criteria for each scholarship holder for the preceding calendar year. The data are acquired through the Career Service of the EAH Jena.

Article 19 - Data protection

Personal data relating to this scholarship guideline are processed on the basis of Article 6 (1) e EU-GDPR**. The affected person is informed about the data processing on the basis of Art. 13, 14 EU-GDPR on the homepage of the university.

Part 5: Entry into force

Jena, March 2, 2021

Prof. Dr. Steffen Teichert
Rector of Ernst-Abbe-Hochschule Jena

* *Thuringian Higher Education Act (Thüringer Hochschulgesetz - ThürHG)*

** *General Data Protection Regulation (EU-Datenschutzgrundverordnung)*