

Statutes of the Evangelische Hochschule Berlin (Protestant University of Applied Sciences Berlin) for the Awarding of Deutschlandstipendien (Germany Stipends)

Official

Communication

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Statutes of the Evangelische Hochschule Berlin for the Awarding of Deutschlandstipendien (Germany Stipends)

In order to regulate the awarding of stipends in accordance with the Stipendienprogramm-Gesetz (Stipend Program Act) of 21 July 2010 (BGBl. p. 957, amended by the Act of 21 December 2010 BGBl. p. 2204), the Academic Senate of the Evangelische Hochschule Berlin / Protestant University of Applied Sciences Berlin adopted the following statutes on 9 December 2020 in accordance with section § 13, paragraph 1, no.1 of the Grundordnung (Basic Regulations) of the EHB of 20 December 2019 (Notice XVI/2019):

The Deutschlandstipendium at the Evangelische Hochschule Berlin is assigned to the Third Mission. The personnel allocation and distribution of tasks are specified therein.

§ 1 Purpose of the stipend

The purpose of the stipend is to support talented students who are expected to achieve or have already achieved an outstanding performance level in their studies or profession.

§ 2 Eligibility for funding

Funding is available to students who are enrolled at the Evangelischen Hochschule Berlin / Protestant University of Applied Sciences Berlin until the completion of an advanced degree program or the beginning of the funding period.

§ 3 Scope of funding

- (1) The stipend amounts to a monthly payment of €300.
- (2) The Evangelische Hochschule Berlin promotes contact between the stipend holders and the private sponsors in an appropriate manner.
- (3) The stipend may neither be made dependent on a consideration for the private sponsor nor on an employment or a declaration of intent regarding a later employment.

§ 4 Application and selection process

- (1) The Rector shall announce the stipends for the summer semester in a suitable form in a generally accessible place.
- (2) The call for applications shall announce
 1. the expected number of stipends,
 2. whether and which stipends have been set aside for specific disciplines or courses of study,
 3. the regular approval period for the stipends,
 4. which application documents (paragraphs 3 and 4) must be submitted,
 5. the form of the application and the office to which it must be submitted,
 6. the date by which the application must be submitted,
 7. that applications not submitted in due time and in the proper form will not be considered for the selection process.
- (3) The application has to be handed in for the subject in which enrolment has taken place or has been applied for. The application must be submitted in writing to the address stated in the tender.

- (4) The following application documents must be submitted with the application for a stipend:
1. the application form,
 2. a statement from a professor or teacher,
 3. a letter of motivation with regard to the intended degree at EHB (max. 2 pages),
 4. a CV in tabular format,
 5. a certificate of enrolment (if already enrolled),
 6. the certificate of higher education entrance qualification, in the case of foreign certificates a translation transferable to the German system and conversion into the German grading system,
 7. for applicants for a Master's study place, the certificate of a first university degree and, if applicable, further certificates of achievement in accordance with the admission and selection regulations for the Master's study program,
 8. if applicable, proof of academic achievements to date,
 9. if applicable, internship and work references as well as proof of special awards and prizes, other knowledge and further commitment.

In case the application documents are not available in German, an officially certified German translation must be enclosed.

§ 5 Stipend selection committee

(1) From the applications submitted in due form and time, the stipend selection committee shall select the applications that can be included in the sponsorship program and other applications that are ranked in a waiting list and can move up as determined by the committee. This is the case when applications included in the selection are subsequently withdrawn or cannot be approved for other reasons.

(2) The Rector as chairperson and the Prorector shall be members of the stipend selection committee by virtue of their office.

(3) The following members of the stipend selection committee shall be elected by the Academic Senate for a term of office of two years upon proposal by the Rector:

1. three professors
2. one student
3. up to three representatives of the private funders in an advisory capacity
4. the officer for the Deutschlandstipendien in an advisory capacity.

A deputy shall be elected for each member; re-election is permitted. If a member or an alternate member resigns prematurely, a new member or a new alternate member shall be elected for the remainder of the term of office.

(4) The stipend selection committee constitute a quorum if at least three voting members are present.

Resolutions shall be passed by the votes of the majority of the members present; in the event of a tie, the chairperson has the casting vote.

(5) Selection criteria are

1. for students at the start of their studies
 - a) the average grade of the higher education entrance qualification with special consideration of the individual grades relevant for the chosen field of study or
 - b) the special qualification that entitles the student to study in the respective degree program at EHB,
2. for students already enrolled, the academic achievements to date, in particular the ECTS points attained or the results of an intermediate examination, for students of a Master's degree program the final grade of the previous degree program as well.

In the overall consideration of the applicant's potential, the following should also be taken into account, in particular:

1. special achievements, awards and prizes, previous professional activity and internships,
2. extracurricular or extracurricular involvement such as voluntary work, social, ecclesiastical, socio-political, university-political as well as political involvement or participation in religious communities, associations or clubs,
3. special personal or family circumstances such as illnesses and disabilities, caring for one's own children, especially as a single parent, or close relatives in need of care, working in the family business, working part-time whilst studying, family origin or a migration background.

§ 6 Approval

(1) The Rector awards the stipends on the basis of the selection decisions made by the stipend selection committee, as a rule for an award period of four semesters.

(2) The granting of a stipend includes the decision on the duration of the approval period, the amount paid out on a monthly basis as well as the duration of the funding period. The maximum funding period is based on the standard period of study in the respective degree program. The notification of being awarded a stipend specifies the further proof of aptitude and performance which the holder must provide in order to enable the university to carry out the annual assessment of aptitude and performance, as well as the time at which this proof must be submitted.

(3) The following may be required as further evidence of aptitude and performance:

1. certificates of the achievements made in the course of the stipend holder's studies (in particular examinations, internships, stays abroad, excursions), which provide information about the quality of the achievement;
2. a short report by a teacher with whom at least one examination has been taken;
3. a short description of the stipend holder's further personal development since the stipend was granted or since the last review, in relation to the studies, if applicable including special personal or family circumstances.

(4) The other certificates of aptitude and achievement must be submitted in full by the deadline specified in the notification of approval. Only if they are submitted on time will a decision be made ex officio on the extension of the approval.

(5) The granting and extension of a grant shall be made in writing and subject to the proviso that private and public stipend funds are available for the grant period.

(6) Payment of the stipend requires that the stipend holder is enrolled at the Evangelische Hochschule Berlin. If the stipend holder changes university during the award period, the stipend will continue to be paid out for one more semester in accordance with the previous approval decision. The duration of the semester at the Evangelische Hochschule Berlin is decisive. It is possible to apply for a new stipend at the new university.

(7) The stipend is also paid during the lecture-free period and, in deviation from paragraph 6, during a subject-related stay abroad.

§ 7 Extension of the maximum funding period; leave of absence

(1) If the duration of studies is extended for serious reasons, such as a disability, pregnancy, the care and upbringing of a child or a subject-related stay abroad, the maximum funding period may be extended upon application.

(2) The stipend is not paid during the period of leave from studies. If the stipend holder resumes his or her studies after the leave of absence, the stipend period shall be adjusted upon notification by the stipend holder. The period of leave of absence is not counted towards the duration of the stipend.

§ 8 Termination

The stipend ends at the end of the month in which the stipend holder:

1. has completed the last examination,
2. has discontinued his/her studies,
3. has changed the subject area or
4. is exmatriculated.

If the stipend holder changes institutions of higher education during the award period, the stipend ends at the end of the semester for which the stipend is paid in accordance with section § 6, paragraph 6 or 7.

§ 9 Revocation

The granting of the stipend is revoked with at least six weeks' notice to the end of a calendar month if the stipend holder has not complied with the obligation pursuant to section § 10, paragraph 2 and 3 or receives further funding contrary to section § 4, paragraph 1 of the Stipend Program Act or if the higher education institution establishes during the examination that the aptitude and performance requirements for the stipend no longer apply. 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 stipend holder.

§ 10 Obligation to cooperate

(1) Applicants have to fulfil all obligations to cooperate that are necessary for and during the selection procedure, in particular to provide information and evidence required for the examination of the eligibility as well as performance requirements.

(2) Stipend holders need to immediately report any changes in their circumstances that are relevant regarding the granting of the stipend.

(3) The stipend holders shall provide the university with the data required for the fulfilment of its duty to provide information pursuant to section § 13, paragraph 1, no. 1, paragraph 4 of the Stipend Program Act.

§ 11 Entry into force

These statutes enter into force upon publication in the official notices of the EHB. At the same time, the previously applicable statutes of the Evangelische Hochschule Berlin for the awarding of Deutschlandstipendien, dated 18 December 2020, shall cease to apply.