

Disclaimer: The following is a translation of the University of Bremen's "Stipendienordnung vom 18.07.2012". It is intended solely as an orientation for persons not able to read the original German wording and the University accepts no responsibility for any misinterpretation or subsequent consequences.

Regulations for the award of a *Deutschlandstipendium* (Scholarship Regulations)

from 18.07.2012

In accordance with § 110 (3) of the *Bremischen Hochschulgesetz* (Bremen University Law) (BremHG) as amended on 09.05.2007 (Brem.GBl. P. 339), last amended by Article 8 of the Act of 22.06. 2010 (Braunschweig Journal of Laws, p. 375), on 18.07.2012, the President of the University of Bremen approved the ordinance adopted by the Academic Senate of the University of Bremen on 18.07.2012 on the basis of § 80 (1) sentence 2 of the ordinance adopted by the Academic Senate of the University of Bremen on 18.07.2012 for the granting of *Deutschlandstipendien* (hereinafter the Scholarship Regulations) to regulate the awarding of scholarships according to the *Stipendienprogramm-Gesetz* (Scholarship Program Act) of 21.07.2010 (Federal Law Gazette p. 957, amended by the act of 21.12.2010 BGBl. p. 2204) as well as according to the Scholarship Program Act of 20.12.2010 (BGBl. p. 2197, amended by ordinance of 29.11.2011 BGBl. 2450), as set down herein:

§ 1 Purpose of the scholarship

The purpose of the scholarship is to support committed and qualified students who, taking account of social, family and personal circumstances, in view of their previous commitment and biography show high potential, and who are expected to show or have already shown outstanding achievements in their studies or career.

§ 2 Eligibility

(1) Students who are enrolled at the University of Bremen as regular students, or who are immediately prior to taking up studies and fulfill the necessary entry requirements.

(2) It is not possible to award a *Deutschlandstipendium* 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 amount of such financial support per semester is less than a monthly average of 30 euro.

§ 3 Scope of support

(1) The amount of the scholarship is € 300 per month.

(2) The scholarship may not be made dependent on any consideration for the private donor, or on any employment or declaration of intent regarding future employment.

§ 4 Application procedure

(1) Each winter semester, the University President shall announce the scholarships in a suitable form, in particular on the website of the University of Bremen. A further call and awarding round can be announced for the summer semester.

(2) The call announces:

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. The standard period of support
4. The application documents (paragraphs 3 and 4) to be submitted,
5. The form applications should take and where they are to be submitted,
6. The date by which the application must be submitted - the application deadlines for enrolled and prospective students may vary
7. That applications which are not submitted in due time and form shall not be considered in the selection procedure.

(3) The application is in the frame of the study program for which enrollment is or has been applied for. The application is made for the duration of the standard period of study remaining from the grant date until the completion of the respective study program.

(4) Applications for a scholarship shall comprise the following documents:

1. Completed application form (in accordance with Annex 3)
2. Letter of motivation (at most 2 pages)
3. Tabular CV
4. Certificate of higher education entrance qualification; for foreign certificates, a translation transferable to the German system with conversion into the German grading system
5. When applying for a master's scholarship, the certificate of the first university degree and, if applicable, further proof of academic achievement
6. If applicable, proof of previous vocational achievements
7. If applicable, proof of professional qualifications
8. If applicable, internship and work certificates as well as proof of additionally acquired qualifications or knowledge (for example languages)
9. If applicable, proof of special awards and prizes
10. If necessary, proof of social or family commitment
11. If necessary, evidence of causes that have aggravated or hindered the previous educational biography
12. A certificate of enrollment or, for first-semester students, a letter of acceptance or a notification of enrollment from the University of Bremen.

If the application documents are not in German or English, an officially certified translation into German must be attached.

§ 5 Selection procedure and Scholarship Committee

1. On the basis of the selection criteria referred to in paragraph 5, the Scholarship Committee shall select from the applications submitted in due form and within the set time limit those applications which may be included in the scholarship program as well as any further applications which are to follow a ranking to be defined by the committee in the event that selected applications are withdrawn retroactively or for any reason cannot be approved.

(2) The Scholarship Committee shall include as voting members:

1. Three university professors, appointed on recommendation of the group of university professors in the Academic Senate for a period of two years.
2. Three students, appointed on recommendation of the group of students in the Academic Senate for one year.

The meetings of the Scholarship Committee are chaired by the University President or a designated representative. The University's Disability Officer participates in the meetings in an advisory capacity. If required, the Scholarship Committee can call in further expertise. A deputy is to be elected for each member under 1 and 2: Re-election is permitted. If a member or his/her deputy resigns prematurely, a new member or a new deputy member shall be elected for the remainder of the term of office.

(3) The Scholarship Committee has a quorum if the meeting has been duly convened and the majority of voting members are present. If a quorum is not found during a duly convened meeting, the chairperson must convene a second meeting within 14 days. At this meeting, the committee shall be deemed to be quorate regardless of the number of members present.

(4) The selection process is undertaken separately for applicants enrolled in undergraduate and graduate (Master) degree programs in proportion to the respective number of applicants. For the selection of scholarship holders, all applicants will be listed in rankings which are compiled separately for undergraduate studies or for Master programs. The respective scholarships will be awarded to the highest ranked applicants on the list; next in line will be the group referred to in section 1.

(5) Criteria for ranking are

1. For first-year students, the average grade of the higher education entrance qualification and, if applicable, specific professional specialization or qualifications.
2. For already enrolled students, the study achievements to date, in particular the ECTS credits and grades achieved; for students or beginners in Master programs, also the final grade awarded for their previous degree.
3. For all applicants, proof of above-average personal commitment, special experience or qualifications, special hardships as well as special social, family or personal circumstances.

The submitted evidence is evaluated according to the point grid in Appendix 1; the total number of points scored by an applicant gives the overall view of individual potential.

(6) The Scholarship Committee regularly discusses their experiences and the selection of scholarship grantees as well as the solicitation of scholarships from private sponsors (evaluation) and reports to the Academic Senate. The Committee may invite other advisory persons or institutions to take part in such deliberations.

§ 6 Granting of scholarships

(1) On the basis of selection decisions made by the Scholarship Committee, the University President grants the scholarships for a period of one year; Section 4 (3) remains unaffected. The decision is followed by a notification of grant.

(2) The notification of grant includes the authorization period, the amount of the scholarship and the duration of the grant. The maximum funding period depends on the standard period of study in the respective study program. The notice of grant specifies the timeframe to be observed and the type of evidence that the scholarship holder must provide in order to enable the university to carry out the examination.

(3) Evidence according to paragraph 2 sentence 3 may be required in the form of:

1. Attestation of achievements in studies (in particular examinations, internships, stays abroad, excursions), which indicate the performance quality;
2. Short report by a member of the teaching staff;
3. Brief presentation of the scholarship holder on their personal development since the scholarship was granted or since the last review, which relates to studies and possibly takes special personal or family circumstances into consideration.
4. Confirmation of enrollment.

(4) In the case of timely submission of the proof requested in the notice of grant, a decision on the extension of the grant period may be made ex officio.

(5) Notice of grant and renewal of approval shall be made in writing subject to the availability of private and public scholarship funds for the entire period of authorization.

(6) The payment of the scholarship is dependent on the scholarship holder being enrolled at the University of Bremen. In the event that the scholarship holder changes university during the grant period, the scholarship will only be paid up to the end of the period specified in the notice of grant.

(7) The scholarship will also be paid during the lecture-free period and, notwithstanding paragraph 6, during a study-related stay abroad.

§ 7 Extension of the maximum funding period; leave of absence, change of program

(1) In the event that the duration of studying is prolonged for serious reasons, such as disability, chronic illness, pregnancy, raising a child, caring for a close relative or a study-related stay abroad, on request the maximum period of eligibility may be extended.

(2) The scholarship holder must notify the office of the Scholarship Committee before taking leave of absence. The scholarship is not paid during the period of leave from studies. An exception is made in the case of leave of absence as part of parental leave, provided that the required examinations are completed. Upon resumption of studies following the leave of absence, on application, the grant period of the scholarship shall be adjusted. The leave period is not counted towards the duration of the grant.

§ 8 Termination

(1) The scholarship ends at the end of the month in which the scholarship holder

1. performed the last examination,
2. interrupted their studies,
3. changed the field of studies or
4. is removed from the student register.

(2) In the case of a change of study program pursuant to subsection (1), no. 3, the scholarship holder may submit a renewed application for the grant of a scholarship outside of the deadlines specified in § 4 (2).

§ 9 Revocation

In the event that the scholarship holder fails to fulfill her / his obligations under § 6 (3) and § 10 (2) and § 3 or contrary to § 4 (1) of the Scholarship Program Regulations is in receipt of material support from another source, or the university decides that the eligibility and achievement requirements for the scholarship no longer exist, the grant of the scholarship shall be revoked with notice of at least six weeks to the end of a calendar month. A retroactive revocation of the authorization is possible in particular in the case of double funding, and also in cases where the authorization is based on false information provided by the scholarship holder.

§ 10 Obligation to cooperate and maintain privacy

(1) To be included in the selection procedure, applicants must fulfill their obligation to cooperate – in particular with regard to furnishing the information and evidence necessary for assessing the selection criteria.

(2) Scholarship holders must notify without delay all changes in their circumstances which are relevant for the granting of the scholarship.

(3) The scholarship holders must provide the university with the data required to fulfill their obligation to provide information in accordance with Section 13 (2) No. 1, Paragraph 4 of the Scholarship Program Regulations.

(4) The privacy of personal data and details of scholarship holders and applicants is to be ensured. The assignment of already granted scholarships to individual students is not possible.

§ 11 Event program

(1) The University of Bremen promotes contact between the scholarship holders with private donors in a suitable manner, in particular through special joint events.

(2) The scholarship holder is not obliged to make use of offers to maintain contact with private sponsors.

§ 12 Entry into force

These statutes come into force upon their approval by the University President.

Bremen, 30.05.2011

University President

Appendix 1 to the scholarship regulations of

Point grid for overall consideration of the individual potential in accordance with § 5 Abs. 5 Scholarship Regulations

Criteria for assessing performance, aptitude and personal commitment	Number of points available	Score
I. PREVIOUS ACHIEVEMENTS	0 – 8 Points	
Grades of the previous educational phase (university entrance qualification or first degree)		
Professional and vocational qualifications		
Further study-related or other qualifications and achievements (e.g. languages, awards)		
II. PERSONAL COMMITMENT	0- 4 POINTS	
e.g. voluntary engagement, engagement in interest groups		
III. DUTIES AND DISABILITIES	0 – 6 POINTS	
Bringing up and caring for dependent children in applicant’s household		
Caring for close relatives		
Impairments / disabilities that impede the swift completion of educational / training phases or restrict the possibility of achieving better grades		
Total	0 – 18 POINTS	

The office of the Scholarship Committee will create its own point grid and submit proposals for awarding the points. This proposal is confirmed or adjusted by the Scholarship Committee by a majority vote; owing to the widely differing practice of determining grades in different fields of study, corrections may be made with regard to the points awarded on the basis of grades.

Annex 2 to the Scholarship Regulations of ...

Study and occupational fields as clusters for the specific dedication of scholarships by scholarship providers according to § 4 Abs. 2 Scholarship Regulations

All the degree programs and subjects offered at the University of Bremen are assigned to one of the following fields of study and occupations according to their respective subject-specific orientation:

- Nature & Environment
- Mathematics, Engineering & Production
- Management & Law
- Society & Education
- Culture, Media, Art & Music
- Languages & Literary Studies
- Human & Health Sciences
- Teacher Education

The assignment of the individual current and future study programs to the above-mentioned study and occupational fields is published under www.studium.uni-bremen.de