

Lübeck University of Applied Sciences (THL) implementing provisions on the application of June 3th, 2019 on awarding of scholarships, in accordance with the National Scholarship Program (Stipendienprogrammgesetz – StipG) as well as the Implementing Order for Scholarship Programs (Stipendienprogramm-Verordnung – StipV) and the Regulation for Scholarship Maximum Limits (Stipendienhöchstgrenzenverordnung – StipHV) in their respective current versions.

Legal validity is given only for the German version of this document.

A. Objectives

By implementing the scholarship program for students or entrants at the Lübeck University of Applied Sciences the following targets are pursued:

1. To promote outstanding achievements and to stimulate and support academic excellence and social engagement.
2. To support students achieve an incisive and successful studies.
3. To support talented young people pursue higher education or postgraduate studies.
4. To attract private individuals, foundations and commercial enterprises from the region to support talented students and the university as well as to strengthen the region through promotion of excellence.
5. To support female students in subjects where women are underrepresented.
6. To support students who have endured to overcome biographical obstacles.
7. To counteract the impending shortage of skilled workers and leaders.

B. Conception

The Federation will support talented students with up to 150€ per month, if the Lübeck University of Applied Sciences manages to raise the same amount from private citizens. **The scholarship therefore amounts to about 300 € p.m.**

It is granted for the winter- and following summer semester (with an exception of regular study period ending early). A reoccupation of vacancies during the funding period is possible. These scholarship ends at the end of the summer semester of the current funding period. The amount of Lübeck University of Applied Sciences scholarships depend on the successful fundraising from private sources (see also §11 StipG).

1. The notice of award/scholarship contract mentions the significant legal requirements.
2. It is within the university's responsibility to determine the qualification of an applicant. It is important to ensure transparency during the selection procedure. The University Board shall appoint a selection committee, which may adopt its own rules and procedures as per the legal framework.
3. The University of Applied Sciences Lübeck ensures that the objectives of the scholarship receives adequate moral support, by offeringsuitable accompanying mechanisms.

C. General selection criteria

The application process is two-tiered and takes place in the winter semester.

1. Stage

The application for the first selection round has to be carried out electronically via an online-

portal. The activation date will be published e.g. on the Lübeck university of Applied Sciences Deutschlandstipendium Homepage. Applicants do not need to provide any personal evidence/documents on this occasion. The application agreement made available in the application portal must be sent to the coordination office **within the stipulated application deadline**.

For the first stage of the selection process, the average grade of the freshman's university-entrance certificate or any special qualification that entitles its holder to study is very essential.

Enrolled students need to comply with at least 80% of the graded and non-graded academic achievement requirement according to their regular study plan. Online students and LinkPlus graduates in undergraduate studies must have reached 60% of a flat rate 30 CP per semester in the relevant courses as stipulated in the standard curriculum.

In this case, a copy of academic transcript will serve as proof. In exceptional cases, already completed courses can be proven by way of Certificate of Achievement of Examinations (*Bescheinigung über erbrachte Prüfungsleistungen*). Such exceptions are only admissible if the courses are not expected to be booked on the HIS portal until 31 August of the year in question.

For scholarship holders of summer semester 2019, the academic performance review will be subject to a temporary favorable examination.

Individual exceptions are admissible in justified cases of hardship, assessed in the way of a separate written request by the individual(s) in question. The selection committee will then decide on the aforementioned case(s) on case-by-case basis.

Furthermore, the preliminary average grade of the current performance overview is essential for enrolled students.

For Master's program starters, the final Bachelor's degree grade plays a decisive role.

Should the electronic application not be possible due to some technicalities, the application can consequently be made in writing or declared for transcription at the Lübeck University of Applied Sciences. In that case, the application should be sent to:

Lübeck University of Applied Sciences
Deutschlandstipendium
Ms. Nicola Grabow
Mönkhofer Weg 239
23562 Lübeck

2. Stage

Please submit on request the following papers for the second selection round within two weeks:

- Letter of motivation
- Tabular Curriculum Vitae
- Enrollment certificate

- Beginners need to submit a copy of their university entrance certificate or the relevant qualification that entitles its holder to study/ an enrollment certificate if applicable. Beginners with foreign certificates must provide an officially certified copy of the same in German or English language.
- If applicable, please submit your bachelor certificate (only applicable to master's degree students)
- If applicable, please submit proof of your previous academic achievements (e.g. HISQIS extract, intermediate examination grades, current performance records) as well as any internship and work certificates, as well as proof of additional knowledge or further commitment (e.g. letters of reference, awards, certificates, certificates of completed vocational training), language certificates and documents relating to stays abroad as well as proof of voluntary activities (social or political commitment, committee work, participation in religious communities or associations, social certificates, if applicable).
- Social certificates or social benefits (e.g. § 3 StipG, § 2 StipV), internships and extra activities must also be stated along **with the average commitment per week** and the benefit period. Internships are only admissible, if they were completed on a voluntary basis, and not as part of schooling or vocational training.

You may also submit further documents you may consider relevant to Deutschlandstipendium.

If the application is not written in German, you need to send a German translation by mail.

Late applications (receipt stamp) or incomplete application documents forwarded via our online portal can lead to an exclusion from the application process.

Lübeck University of Applied Sciences Coordination Office will NOT notify the applicants in case of incomplete application document.

D. Selection of Scholarship Holders

The selection committee decides on the selection of scholarship holders.

1. Due to the international orientation of **Lübeck University of Applied Sciences**, a special focus is laid on international profile of the applicants. In addition, the university places particular emphasis on female applicants in degree courses with a low representation of women and on the ability to overcome biographic hurdles.
2. The selection committee sets up a ranking system according to the degree courses and documents the results of its consultation in the corresponding minutes. With reference to grades, the highest performing students will be promoted to the second stage of the selection process.
3. To continue the current scholarship, a simplified procedure will have to be followed. In this case, a performance test will be carried out again (see point C 1). The applications for further funding will therefore be sent directly to the second selection round. The University of Applied Sciences Lübeck effort commits itself to a long-term support, if all selection criteria are fulfilled and funding is available.

E. Extension of the Scholarship

1. In principle, renewal of a scholarship within the normal period of study is possible by means of a written request for further support by the scholarship holder, provided that the performance criteria (point C1) are met and the necessary funds are available. The submission deadline is **six weeks before the end of the current scholarship**. After expiry of the deadline, the scholarship holder will be required to apply afresh.
2. If a Master's program scholarship holder has successfully entered the second semester, the selection committee will carry out a case-by-case examination, in case of an extension request.
3. Leave of absence and interruption of studies must be reported to the Scholarship Coordination Office of Lübeck University of Applied Sciences immediately.
4. An extension of the scholarship beyond the standard period of study (in accordance with § 7 StipG) requires a written, well-founded, timely application, which must be accompanied by proof of information provided. In the case of the approval, the continuation of the scholarship will be paid out in the same amount as before.

F. Distribution of the scholarship amongst departments

In case the prerequisites are met (earmarking vs. free resources), the number of possible scholarships will be distributed according to the number of students enrolled in the four departments. If a department does not make full use of its contingent because the number of applicants does not allow for any other kind of distribution, the remaining scholarships will be made available to the other departments.

Should individual provisions of these funding guidelines prove ineffective or impracticable, the validity of the remaining regulations and the overall validity of the agreement remains unaffected.

These regulations shall take effect from June 15th June, 2019 and replaces the previous one.

Lübeck, June 3, 2019

signed Prof. Henrik Botterweck
Vice President for Academic Affairs

German law shall apply exclusively. In case the applicants' habitual residence is in a foreign country at the time the contract is concluded, the application of mandatory legal provisions as laid down in the national legislation of this country shall remain unaffected by the choice of law. Place of jurisdiction is Lübeck. The same applies to traders, legal entities and separate funds under public law.