

Implementing regulations of the Lübeck University of Applied Sciences (TH Lübeck) dated 01.07.2024 for the awarding of scholarships according to the Scholarship Programme Act (StipG) as well as the Scholarship Programme Ordinance (StipV) and the Scholarship Maximum Limit Ordinance (StipHV) as amended.

A. Goals

With the implementation of the programme, which is aimed at current and first-year students, Lübeck University of Applied Sciences seeks to achieve the following objectives:

1. to honour outstanding achievements as well as social commitment of its students and to encourage and support them to achieve top performance.
2. to enable focused and successful studies with the help of a scholarship
3. to make it easier for talented young people to choose a university course of study and especially an advanced Master's course of study
4. to win over private individuals, foundations and business enterprises, especially in the region, as supporters of gifted students and the university, to strengthen the region through targeted top-level support and to exploit potentials
5. to promote female students in subjects in which women are underrepresented
6. to promote students who have overcome biographical hurdles
7. to counteract the shortage of skilled workers and managers

B. Conception

The Federal Government pays talented students 150 € per scholarship and month if the TH Lübeck solicits the same contribution from private sources. A scholarship amounts to **300 €/p.m.**

The scholarships are generally granted for the winter semester and the following summer semester. It is possible to fill vacant scholarships during the current funding period. These scholarships also expire at the end of the summer semester of the current funding period.

The number of possible scholarships to be awarded by the TH Lübeck depends on the successful acquisition of private funds (see also § 11 StipG).

1. With the notification of approval/scholarship contract, the scholarship holder is informed of the essential legal requirements associated with the scholarship.
2. The procedure by which the suitability of an applicant is determined is the responsibility of the university.
The award decision is made by a selection committee.

3. The Lübeck University of Applied Sciences shall ensure that the objectives of the scholarship programme receive appropriate non-material support through suitable accompanying offers.

C. General Selection Criteria

The application procedure consists of two stages and takes place in the winter semester.

1. First stage

Applications for the first selection round (1st stage of the selection procedure) are submitted electronically via the application portal. The time for activation as well as the link to the portal will be announced publicly, e.g. via the [homepage of the TH Lübeck-German Scholarship](#) and the learning room.

The data protection declaration form on the application procedure is available on the portal and must be signed and uploaded together with the **certificate of enrollment** by the end of the application period.

For current students, the upload must be supplemented with **the latest academic record**. Additional personal documents/proof will only be requested in stage 2 of the application process.

Applicants from third countries are also required to upload a student visa by August 31 of the current year.

Requirements

For **first-time students**, the average grade of the higher education entrance qualification or the special qualification that entitles the student to study at this higher education institution is decisive for the first stage of the application.

Already enrolled students must provide proof of at least **75% of the generally assumed 30 credits per semester** to the coordination office with their academic record by August 31 of the current year.

In exceptional cases, already completed coursework can be additionally verified with the form for the supplementary academic record. Such an exception exists if a **completed coursework** is expected not to be recorded in the HIS system by August 31 of the current year. This also applies to partial module performances.

Furthermore, the provisional average grade from the current academic record will be used for evaluation.

The determination of the grade threshold for advancing to stage 2 is done by calculating the average grade of all applicants for a study program. The highest-performing students based on grades will be admitted to apply for stage 2. The adjustment to demand is made by raising or lowering the respective grade threshold.

Applicants who provide proof of special circumstances and have selected the *hardship case* option in the online portal can, in exceptional cases, also be invited to the second stage even if they do not meet the established grade threshold.

For new students in a Master's program, the final grade of the preceding Bachelor's degree is decisive.

Applications without additional funding take precedence over applications from dual-study students if they have been rated equally.

Applicants in dual-study programs must disclose their sponsors. Double sponsorship by the same sponsor is not permitted.

If electronic application is not possible due to a hardship case, the application can be submitted in writing to the Technische Hochschule Lübeck.

In this case, the application should be addressed to:

Technische Hochschule Lübeck
Deutschlandstipendium
Nicola Grabow
Mönkhofer Weg 239
23562 Lübeck

2. Stage

Applicants who are admitted to stage 2 of the process will receive an **email requesting the submission** (upload) of additional documents. These documents must be uploaded to the application portal within the specified period of approximately two weeks.

The following must be submitted:

- Motivation letter (max. 2500 characters)
- Tabular resume
- Current certificate of enrollment
- Certificate of the most recent educational qualification

- **First-time students:** A copy of the university entrance qualification certificate (for foreign certificates: the foreign university entrance certificate as well as an officially certified translation into German or English) or proof of the special qualification that entitles you to study at this university.

- **Students already enrolled within the standard period of study:** Proof of academic achievements to date (e.g., HIS/QIS excerpt, intermediate examination certificate, current academic records).

- **Students beginning a Master's program:** Bachelor's degree certificate.

Additional documents (optional):

- Certificate of completed vocational training not qualifying for university entrance
- Work certificates
- Volunteer activities **from the age of 14** (social, political, or community involvement, committee
- work, participation in religious communities, associations, or clubs, if applicable, social certificates
- or achievements (e.g., according to § 3 StipG, § 2 StipV)
- Evidence of other skills (e.g., reference letters, awards, certificates)
- Foreign stays (excluding vacations) of 4 weeks or more
- Language certificates
- **Part-time jobs should include the average time commitment per week and the duration of employment**
- **Internships** are recognized **if voluntarily undertaken**, i.e., not part of a school or vocational training (!) and do not fall short of 15 working days. **These internships must be clearly indicated as such; otherwise, they will not be considered.**
- Any other documents that you believe demonstrate your suitability for a Deutschlandstipendium

If the application is not written in German, an additional written translation into German must be submitted.

Late applications (date of receipt stamp) or incomplete application documents may result in exclusion from the application process. The THL Deutschlandstipendium Coordination Office is not obligated to notify applicants of incomplete submissions.

D. Selection of Scholarship Recipients

The selection committee decides on the selection of scholarship recipients.

Due to its international orientation, the Technische Hochschule Lübeck places particular emphasis on an international profile of the applicants. Furthermore, the Technische Hochschule Lübeck gives special consideration to female students in fields where women are underrepresented and to overcoming biographical obstacles.

1. For the second stage of the selection process, the concept of achievement is defined and used for ranking evaluation as follows:
 - The performance of applicants already studying at TH Lübeck is reflected in their grade point average and the credit points documented by the university's academic record.
 - For new students, the final grade of their school or vocational training completion is considered.
 - Personal achievements such as extracurricular education, societal engagement, or overcoming biographical obstacles are taken into account as factors that can improve grades.
 - Special circumstances may lead to consideration of the applicant beyond the established grade threshold in justified exceptional cases. The selection committee makes decisions in this regard.
 - Equivalence is granted to applicants from non-traditional educational paths, including school transfers due to physical or psychological limitations.
 - Active participation in university committees is positively evaluated.
2. The selection committee creates a program-specific ranking and documents the results of its deliberations in an allocation protocol.

E. Extension of the Scholarship

To extend an already approved scholarship within the standard period of study, a simplified procedure is followed. The application form (see homepage) must be submitted by July 20 of the current year. After the deadline, a new application will be required!

Within this framework, a reassessment of suitability and performance will be conducted (see section C 1). Renewal applications go directly to the second selection round and take precedence over new applications.

If the selection criteria are met and funds are available, the Technische Hochschule Lübeck aims to continue the support for long-term funding purposes.

A simplified renewal process is contingent upon active participation in networks, which must be demonstrated upon request.

1. If entry into a Master's program occurs in the 2nd semester, the selection committee will conduct a case-by-case evaluation in the event of a renewal application.

2. Scholarship recipients who successfully complete their Bachelor's degree in the winter semester and continue their Master's studies in a program that starts in the following winter semester will be treated equally with those in the ongoing summer semester regarding renewal decisions. If approved, scholarship payments will resume at the start of the Master's program.
3. **Leaves of absence and interruptions in studies must be promptly reported to the scholarship coordination office at TH Lübeck.**
4. Extending the scholarship beyond the standard period of study (according to § 7 StipG) requires a written, reasoned application, accompanied by any necessary supporting documentation. The deadline for submission is August 31 of the current year. If approved, the scholarship will continue at the same amount.

F. Termination of the Scholarship

The end of the scholarship is regulated under § 8 StipG. The entry into the HIS/QIS system serves as the announcement of the examination result. **The scholarship recipient is obligated to promptly notify the coordination office of this date.**

G. Distribution of Scholarships among Departments

The number of available scholarships is distributed among the departments based on the ratio of student numbers among the 4 departments, given the fulfillment of requirements (specific vs. unrestricted funds). If a departmental quota is not fully utilized due to the applicant pool, the unallocated scholarships will be made available to other departments.

Should individual provisions of these funding guidelines prove to be ineffective or impracticable, the effectiveness of the remaining provisions shall remain unaffected.

These guidelines come into effect on July 15, 2024, replacing the previous guidelines.

Lübeck, 01.07.2024

gez. Prof. Dr.-Ing. Jochen Abke
Vizepräsident Studium und Digitalisierung