

Lübeck University of Applied Sciences (THL) Implementation Regulations\* of July 1<sup>st</sup> 2020, for awarding scholarships, in accordance with the National Scholarship Programme Act (Stipendienprogrammgesetz – StipG) as well as the Scholarship Programme Regulation (Stipendienprogramm-Verordnung – StipV) and the Scholarship Maximum Limits Regulation (Stipendienhöchstgrenzenverordnung – StipHV) in their respective valid versions.

## A. Objectives

By implementing the scholarship program which is aimed at continuing or first-year students, Lübeck University of Applied Sciences is in pursuit of:

1. honoring outstanding achievements and social commitment of its students, to encourage and support them in achieving excellence
2. enabling a focused and successful study with the aid of a scholarship
3. enhancing the choice of talented young people to pursue higher education studies, in particular further master's degrees
4. winning over private individuals, foundations and commercial enterprises, in particular from the region, as supporters of talented students and the university, in order to strengthen the region and exploit its potential through targeted promotion of excellence
5. nurturing female students in subjects in which women are underrepresented
6. supporting students who have overcome biographical hurdles
7. addressing the shortage of professional and managerial staff

## B. Conception

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

Scholarships are usually granted for the winter and the following summer semester. It is possible to fill vacant fellowship positions during the running funding period. These scholarships also end at the end of the summer semester of the current funding period.

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

1. The notification of approval/scholarship contract will inform the scholarship holder of the essential legal requirements associated with the scholarship.
2. The procedure for determining the suitability of an applicant is the responsibility of the university; the award decision is made by a selection committee. .
3. Lübeck University of Applied Sciences shall ensure that the objectives of the scholarship program receive appropriate non-material support through suitable accompanying offers.

## C. General selection criteria

The application procedure is a two-stage process and takes place each 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 at this stage.

**An upload of the signed *Declaration on the Application Procedure* available on the application portal must be made within the application deadline.**

For the first stage of the application process, the average grade of the university entrance qualification or the special qualification that entitles one to study at this university is crucial for first-year students.

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** by the 31<sup>st</sup> August of the year in question.

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 an exception are only admissible if the courses are not expected to be booked on the HIS portal until 31 August of the year in question.

The preliminary average grade from the current academic record is also decisive for enrolled students.

The grade limit for entry to the 2nd stage is determined by calculating the average grade of all applicants of a degree programme. Online courses of study are evaluated separately. The students with the highest grades are admitted to the 2nd level for application. The adaptation to the demand is done by raising or lowering the respective grade limit.

Candidates who demonstrate special circumstances in their curriculum vitae at the first stage of the competition may, in exceptional cases, be invited to the second stage if they do not meet the specified threshold.

The final grade of the previous Bachelor's degree is decisive for applicants starting a Master's programme.

If the application in electronic form is not possible due to a case of hardship, the application can be submitted in writing or for transcription to Lübeck University of Applied Sciences. In this case the application should be sent to:

Technische Hochschule Lübeck  
Deutschlandstipendium  
Ms. Nicola Grabow  
Mönkhofer Weg 239  
23562 Lübeck

## 2. Stage

For the second stage, the following documents are to be submitted on paper within two weeks of being requested to do so:

- Letter of motivation
- Tabular Curriculum Vitae
- Enrollment/matriculation certificate
- First-year students have 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, Bachelor's certificate (only for applicants to the Master's programme)
  
- If applicable, proof of previous academic achievements (e.g. HISQIS extract, interim examination certificate, current transcripts of records) must be enclosed with the documents
- - If applicable, internship and job references as well as proof of other skills or additional engagement (e.g. letters of reference, prizes, certificates, certificate of completed vocational training), stays abroad and language certificates as well as honorary activities ( community, social, political engagement, committee work, participation in religious communities, associations or clubs, social certificates if applicable) Social certificates or social benefits (e.g., § 3 StipG, § 2 StipV), internships and part-time jobs must be listed in addition, along with the average amount of time spent per week and the period during which the benefits were provided. Internships are only recognized if they were completed voluntarily and were not part of school or vocational training.
- You may also submit further documents you may consider relevant to Deutschlandstipendium.
- If the application is not written in German, a written translation in German must also be submitted

**Late applications (date of receipt stamp) or incomplete application documents may lead to exclusion from the application procedure.**

**Lübeck University of Applied Sciences Coordination Office is not obliged to point out incompleteness.**

### **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. For the second stage of the selection procedure, the term merit will be defined as follows and used for evaluation for the ranking:

- The performance of the applicants\* is reflected in the average grade as well as in the credit points, which are documented by the university's transcript of records. For first-year students, the final grade of the last school/training degree is taken as a basis. Personal achievements in the form of extracurricular activities, social commitment or overcoming biographical hurdles are taken into account to improve grades.
  - In exceptional and duly justified cases, special circumstances may lead to the applicant(s) being considered outside the specified threshold. The selection board will decide on this.
  - A change of school due to physical or psychological restrictions is considered equivalent to the second educational pathway.
3. The selection committee will draw up a ranking based on the degree programme and document the results of its deliberations in an award report.
- E. A simplified procedure will be followed for the continuation of a scholarship already awarded. In this context, a renewed appraisal of suitability and merit will be carried out (see point C 1). The applications for further funding will go directly to the second selection round. If the selection criteria are met and funds are available, Lübeck University of Applied Sciences will endeavor to extend the funding by one year in the sense of long-term funding.

#### **F. Distribution of the scholarship amongst departments**

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 deadline for submitting this application is 20.07. of the current year.
2. If the entry into a Master's programme has taken place in the 2nd semester, the selection committee will carry out an individual case examination in the case of an application for extension.
3. The scholarship coordination office of the Lübeck University of Applied Sciences must be notified immediately of any leave of absence or interruption of studies.
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.

#### **G. End of the scholarship**

The end of the scholarship is regulated in § 8 StipG. In this regard, the entry in the HIS/QIS system shall be deemed to be the announcement of the examination result. The scholarship holder is obliged to notify the Coordination Office of the date of the end of the scholarship immediately.

#### **H. Distribution of scholarships among the departments**

The number of possible scholarships is distributed according to the ratio of the number of students of the 4 departments to each other if the prerequisites (earmarking vs. free funds) are met. If a

faculty quota is not exhausted because the number of applicants does not result in a different distribution, the scholarships not awarded will be made available to the other faculties.

#### **I. Corona Special Provisions**

An additional examination block will be offered in October 2020. The results of this block will be credited to the summer semester 2020. For this reason, the deadline for the performance review is postponed to 31.10.20. Scholarship holders who complete their studies in the summer semester can continue to receive their scholarship until 31<sup>st</sup> October 2020, depending on the financial resources available and the fulfillment of the applicable requirements, and taking into account point G.

Should individual provisions of these scholarship guidelines prove to be invalid or unfeasible, the validity of the remaining provisions shall not be affected.

These funding regulations come into force on 1<sup>st</sup> July 2020 and replace the previous regulations.

Lübeck, June 22, 2020

signed Prof. Henrik Botterweck  
Vice President for Academic Affairs

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