

Grant application – Merit scholarship at TUHH

Financed from sources of the Free and Hanseatic City of Hamburg

Deadline: 15th June 2022

Please note the information for applicants and the data protection regulations on the last pages of this application form.

1. The applicant – personal information

Family name:

First name:

Date of birth (DD/MM/YYYY):

Place of birth:

Nationality:

Sex: ☐ Male ☐ Female ☐ Divers

Marital status: ☐ single ☐ married

Number of children:

Semester address

Street and number:

Postal code:

City:

E-Mail address:

Phone number:

2. Bank details:

IBAN:

BIC:

3. Studies

When and where did you pass your university entrance qualification (high school certificate)?

Current course at the:

☐ TUHH ☐ NITHH

Degree: Bachelor ☐ Master ☐

Start of current course: WiSe / SoSe /

currently in semester

Planning to finish degree: WiSe / SoSe /

4. Current financial situation (please attach evidence in case any of the categories below apply - e.g. payroll)

	EUR / Monat
Income by employment contract	<input type="text"/>
Financial support from your family (parents, family members, spouse / partner)	<input type="text"/>
Financial support from organisations (e.g. grants)	<input type="text"/>
Are you receiving any financial help to cover your accommodation? Do you have access to free accommodation?	<input type="text"/>
Insg.:	<input type="text"/>

Should none of the above apply, please describe how you make a living:

5. Additional exams

Please enter the exams which do not yet appear in your transcript of records.

Please note that your statement will be cross-checked with the examination office. A false statement may be interpreted as an attempt of fraud and may result in the withdrawal of a grant or in exmatriculation.

Academic subject	Date of the exam	Grade	ECTS	Semester periods per week	Additional information
	Gesamt				

I assure the correctness and completeness of my information and undertake to notify the International Office of TUHH of any change in my financial and personal circumstances.

I agree that a comparison of my data with other public or private funding institutions will be carried out and that the sponsors will be informed about the funding.

I agree to the processing of my data. (please find further details on the information sheet about data processing)

Place, Date

Signature

Information for applicants

The application form should be filled in and signed electronically. Your signature should also be electronic. Please attach the following in all cases:

- Your student enrollment verification (Immatrikulationsbescheinigung) for the current semester
- The latest Transcript of Records you have (Leistungsnachweis) (Please use the self-service- function from the online portal), plus a list of further exams (use the form additional examinations in section 5.) or work you have taken or done in the meantime for which grades have not yet been awarded.
- A confirmation of your current place in the ranking of your cohort.
- Full bank statements for the last three months (please scan)

General requirements

The regulations specify that funding is only available for international students who:

- perform significantly higher than their peers,
- have been studying for at least one semester and have obtained course credits or passed exams during this period (at least 3 graded examinations are required)
- do not receive any other form of public funding.

Credits gained at other universities or equivalences will not be considered. Applicants should not be more than 3 semesters behind the official timetable for the standard study period (Regelstudienzeit).

Please submit your application via Mail (one E-Mail per applicant) to the following address:
eva.turos@tuhh.de

Only fully completed applications with all required attachments submitted until the 15th of June 2022 will be considered for the award procedure.

You have no legal entitlement to funding. Once the selection procedure is over, the International Office will notify you in writing.

Should you have any questions, please feel free to ask:

Eva Judit Turos

eva.turos@tuhh.de

Information about data protection

In the following, we inform you about the means and modes of the procession of your personal data in the context of your application for financial funding, according to the directive of funding of foreign students at universities of Hamburg dated 21st of July 2017, pursuant to the European General Data Protection Regulation (GDPR).

The following general information is applicable for all the applicants and people who might be able to provide information on behalf of the applicant, such as their spouses, partners and parents.

1. Information on personal data acquisition

The responsible authorities for the data acquisition after Art. 13 GDPR are the universities, which allocate the scholarships and supervise the application procedure.

The contact details of the TUHH data protection officer are:

Herr Oliver Stutz

Datenschutz Nord GmbH

Konsul-Smid-Str.88

28217 Bremen

2. Information on the procession and transmission of personal data

Your personal data may be processed and transmitted to the responsible authorities as follows:

- The furnished particulars on your income as well as on your spouses or partners income and, if necessary, your parents income can be checked at the local finance authority (taxation office) or the individual employer as well as through a bank account retrieval after § 93 section 8 Abgabenordnung at the Federal Central Tax Office of Germany.
- If all requirements for a bank account retrieval have been met, the information on your personal asset provided through your application can be checked at the Federal Central Tax Office of Germany after § 93 section 8 Abgabenordnung.
- Your data, especially data which include your address or bank account information, will be forwarded to the responsible finance offices of the universities due to necessary preparation procedures in order to initiate the cash outflow of the scholarship to you.
- In the event of a not balanced-out financial claim caused by you, your personal data will be forwarded to the responsible enforcement authority. This could be the case, if you deny a redemption after having received an overpayment that the universities initiated erroneously to you.
- In order to correctly fulfil and supervise the administration of justice and exertion of duties, your personal data may be provided to the Ministry of Science, Research and Equalities and, in case of an public administration examination, to the Court of Auditors of the Free and Hanseatic City of Hamburg.

3. Information on the retention of your data

After the elicitation and potential forwarding of your data to the institutions mentioned above, the data will be saved as long as provided for by statute and as long as it is necessary to keep up the fulfilment of tasks by the responsible authority. Your data will be deleted after the completion of the scholarship program and the payments associated with it after ten years at the latest.

4. Information on your rights and duties

- You are granted the right to withdraw your consent on the use of your personal data through the responsible authority of the scholarships (the universities) as well as the right to rectification (Art. 16 GDPR), the right to access your data (Art. 15 GDPR), the right to erasure your data and the right to limit the use of your data to a certain extent. Furthermore, you are granted the right to be informed by the responsible authority on the use of your data at any time.
- You are granted the right of appeal at the responsible data protection controlling authority.
- Should you fail to provide certain information, which however is necessary for the applicant to be given a scholarship, your application cannot be taken into consideration and you will therefore not be able to be funded after the directive of funding of foreign students at universities of Hamburg dated 21st of July 2017.