

Translation of

TUHH Scholarship Award Guidelines Pursuant to the Scholarship Program Act (StipG) dated February 18, 2016, amended on 20.10.2016, latest amendment October 14, 2020.

To regulate the award of scholarships pursuant to the Act on the Creation of a National Scholarship Program (Scholarship Program Act - StipG) of July 21 2010 (Federal Gazette p. 957), amended by a law dated December 21, 2010 (Federal Gazette p. 2204) (Scholarship Program Act - StipG), the Presidium of the Hamburg University of Technology (TUHH) pursuant to § 85 Paragraph 1 item 1 of the Hamburg Higher Education Act (HmbHG) of July 18, 2001 (Hamburg Gazette p. 171), last amended on September 17, 2013 (Hamburg Gazette p. 389, 398), adopted the following Award Guidelines:

§ 1 Purpose of the Scholarship

The purpose of the scholarship according to StipG is to support talented students who show social engagement and who can be expected to achieve, or have already achieved, outstanding performance in their studies or profession.

§ 2 Eligibility

- (1) Individuals who are enrolled on a course of studies at the TUHH are eligible for funding.
- (2) Funding is ruled out if the student is already in receipt of talent- and performance-related material assistance via one of the measures or institutions named in § 1 Paragraph 3 StipG or via another German or foreign institution. This does not apply if the sum total of this funding is less than a monthly average of EUR 30 per semester for which funding was approved (4 Paragraph 2 StipG).

§ 3 Internal distribution

Scholarships will not be allocated to Schools of Studies or courses.

§ 4 Type and Extent of Funding

- (1) The scholarship will be paid in the sum of EUR 300 per month as a non-repayable allowance. As a rule, the approval period is one year. A new application may be lodged after the approval period has expired.
- (2) The maximum duration of funding will be geared to the standard duration of the relevant course of study (§ 6 Paragraph 1 StipG). It may be extended upon application if the period of study is prolonged for serious reasons such as disability, pregnancy, care and upbringing of a child or a

subject-specific stay abroad (§ 7 Paragraph 1 StipG). The scholarship will not be paid during a period of leave of absence from the course of study. When studies are resumed after the period of absence, the approval period will be adjusted on application from the scholarship holder (§ 7 Paragraph 2 StipG).

(3) There is no legal entitlement to the scholarship or the scholarship payments.

(4) The scholarship may not be made dependent on a consideration for the private funder or on an employer-employee relationship or declaration of intent concerning a subsequent employer-employee relationship (§ 5 Paragraph 2 StipG). The scholarship does not establish an employment contract with the TUHH.

§ 5 Application Procedure

(1) The TUHH will invite applications for the scholarships to be awarded at least once a year publicly within the university and via an announcement on its website.

(2) The invitation to apply will state

1. The anticipated number of scholarships and, if applicable, any earmarking of them
2. The regular approval period,
3. The documents to be submitted with the application,
4. The form of application and the place where it is to be submitted,
5. The application deadlines,
6. The selection procedure.

(3) Individuals who are enrolled at the Hamburg University of Technology may apply for a scholarship. The application will be via an online form on a specially created Internet site. Applications that are not made within the time allowed and in the prescribed form or that are submitted without the evidence or statements listed in Paragraph (4) will not be considered.

(4) The following must be attached to the application:

- a. Proof of the grade of the university entrance qualification or the grade of the degree qualifying the applicant for a Master's program or the grades of examinations passed to date,
- b. Proof of subject-related qualifications and results according to § 6 Paragraph (1) d. insofar as they exist,
- c. A statement as to whether the applicant is in receipt of or has applied for other talent- and performance-related funding (e.g. via organizations for the promotion of young talent, benefactors);
- d. Proof of fulfillment of at least one of the prerequisites according to § 6 Paragraph (2) a. and b.

§ 6 Selection Procedure

(1) The selection procedure will be conducted on the basis of applicants' school or academic performance. Performance will be assessed as follows:

- a. Assessment of students in their first or second subject semester of an undergraduate course of students will be based on the grade of the university entrance qualification.
- b. Assessment of students in their first or second subject semester of a Master's program will be based on the grade of the degree qualifying them for the Master's program.
- c. Assessment of applications from individuals from the third subject semester will be based on the arithmetic mean of the grades obtained for examinations passed to date as shown in the transcript of records or a grade certificate. In the case of applications for the third subject semester applicants must provide evidence of having obtained at least 48 CP.
- d. Subject-related qualifications and achievements such as special results, distinctions and prizes in connection with studies and previous professional activity and/or internships (§ 2 Paragraph 2 item 1 StipV) will be taken into consideration in assessing performance.

(2) A further requirement for scholarship funding is evidence of fulfilling at least one of the following requirements in accordance with § 2 Paragraph 2 items 2 and 3 StipV:

- a. Extracurricular engagement such as voluntary work, societal or social engagement, involvement in politics at university or otherwise, or active participation in religious communities, associations or clubs.
- b. Aggravating circumstances impacting on the previous educational biography, such as:
 - Special personal or family circumstances such as disabilities or chronic illness
 - Caring for ones own children, especially as a single parent, or for close relatives in need of care,
 - Student jobs,
 - Non-academic family background (this family background exists if neither parent has a university degree) or a
 - Migration background. A person has a migration background if he or she was not born in the territory of the present Federal Republic of Germany and immigrated in or after 1950 and/or the person does not have German citizenship and has not been naturalized. Moreover, Germans have a migration background if one parent fulfills at least one of the foregoing conditions.

§ 7 Selection Board

(1) The selection decision is made by a central selection committee (AK). This committee is composed of the Vice President of Academic Affairs, another professorial member, the Managing Director of the TUHH Foundation and a student member of the Academic Senate (or nominated representative who has not applied for a German scholarship herself). One member of the office

charged with administering the Deutschlandstipendium scholarship will be a non-voting participant. The Vice President of Academic Affairs will chair the Selection Board.

The AK has a quorum when at least half the voting members are present. Decisions will be taken by a simple majority of the votes cast. Furthermore up to two representatives of the sponsors involved could join the Selection Board with an advisory but voteless voice, wherein each sponsor can only delegate one representative. In addition, up to two representatives from private donors may attend the selection meeting in an advisory capacity, whereby each donor may be represented by a maximum of one person.

(1) In the event of a tie the Chair will have a casting vote.

(3) All members of the Selection Board are bound to secrecy.

§ 8 Approval

(1) Students awarded a scholarship will receive a notice of approval. The approval will include the decision on the approval period in accordance with § 4 Paragraph 1, the amount of the scholarship, an indication of the maximum period of funding according § 4 Paragraph 2., and the deadline for submitting the evidence for the talent and performance check pursuant to (§ 3 Paragraph 2 StipG, § 3StipV).

(2) For the talent and performance check, evidence must be provided of the results that reveal the quality of performance in the context of the course of studies during the approval period. Special personal or family circumstances in which the results were achieved will be taken into consideration.

(3) Approval is subject to the condition that private and public scholarship funds are available for the period of approval.

§ 9 Duty to Cooperate

(1) Applicants must fulfill the duty to cooperate necessary for the selection procedure, in particular by providing the information and evidence required to check the suitability and performance prerequisites.

(2) Scholarship holders must give immediate notification of any changes in circumstances of significance for the scholarship approval.

(3) Scholarship holders must make available to the Hamburg University of Technology all data required for compliance with the duty to provide information in accordance with § 13 Paragraph 2 item 1, Paragraph 4 of the Scholarship Program Act.

§ 10 Termination

The scholarship terminates at the end of the month in which the scholarship holder

1. Has completed his or her final examination,
 2. Has discontinued his or her course of study,
 3. Has changed his or her field of study (if previous performance cannot be credited)
- or

4. Is de-registered.

§ 11 Withdrawal of the Notice of Approval

(1) The scholarship approval is to be withdrawn with at least six months' notice to the end of a calendar month if the scholarship holder has failed to fulfill his or duty according to § 9 Paragraphs 2 and 3 or on checking the university ascertains that he or she no longer fulfills the suitability and performance conditions for the scholarship. Retroactive withdrawal of approval is possible in particular in the event of dual funding according to § 4 Paragraph 1 StipG from the date of dual funding, and also in cases where approval was based on false information provided by the scholarship holder.

(2) In the event of discontinuation or interruption of studies the scholarship approval will be withdrawn with effect from the end of the month when the student discontinues or interrupts his or her studies. If the scholarship holder changes universities during the approval period the scholarship will continue to be paid for up to one semester under the current approval. The semester dates at the TUHH shall apply.

§ 12 Final Provisions

(1) In addition, the provisions of the StipG and the ordinance on implementation of the Scholarship Program Act (Verordnung zur Durchführung des Stipendienprogramm-Gesetz) shall apply and shall take precedence in the event of inconsistencies.

(2) The Hamburg University of Technology will report on the scholarship program as part of its accountability report.

(3) These Guidelines come into effect on October 15, 2020.

Hamburg University of Technology

Hamburg, 14.10.2020

Prof. Dr-Ing. A. Timm-Giel/Acting President