

Guideline

On the Awarding of Deutschlandstipendien (“Germany Scholarships”)

Within the framework of the RWTH Aachen University Education Fund

In the Fifth Revised Version

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Please note: This publication is an English translation of the German guideline. Only the German original of the guideline as published in the Official Announcements of RWTH Aachen University (“Amtliche Bekanntmachungen”) is legally binding.

Based on §§ 2 (4), 16 of the law governing the Universities of the Federal State of North Rhine-Westphalia (Higher Education Act – HEA) in the version of the announcement dated September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia p. 547), most recently amended by Article 1 of the Act to Amend the Higher Education Act dated July 12, 2019 (Law and Official Gazette of the State of North Rhine-Westphalia p. 425, ber. p. 593) in conjunction with the Act on the Creation of a National Scholarship Program (StipG) of July 21, 2010 (Federal Law Gazette 2010, p. 957), most recently amended by Article 74 of the Act on the Elimination of Dispensable Ordinances in Written Form in Federal Administrative Law (SchriftVG) (Federal Law Gazette I p. 626) and the Ordinance on the Implementation of the Scholarship Program Act (StipV) of December 20, 2010 (Federal Law Gazette 2010, p. 2197), last amended by Article 2 of the Ordinance on the Maximum Number of Scholarship Recipients under the Scholarship Program Act for 2012 of November 29, 2011 (Federal Law Gazette I p. 2450), RWTH Aachen University has issued the following Regulations:

§ 1

Purpose of the Scholarship

The purpose of the scholarship is to support (first-year) students at RWTH Aachen University who have already achieved outstanding results in their studies or whose previous career path indicates particularly good academic performance.

§ 2 Eligibility

- (1) Funding is available to students who are enrolled at RWTH Aachen University, provided that the standard period of study for the respective course of study has not been exceeded, or who will enroll in the semester following the application. During the entire funding period, the recipient must be enrolled as a student at RWTH Aachen University and be in the standard period of study of the degree program for which the scholarship is received; proof of this must be provided upon request.
- (2) The scholarships are awarded regardless of the student's income. The scholarship and a grant from the BaföG are independent of each other, since it is a training grant that is awarded based on performance and without further specification of the purpose and does not exceed the maximum rate of such grants, as a rule, in the amount of 300 euros per month (§ 21 para. 3 sentence 1 No. 2 BaföG, 25. BaföGÄndG). The scholarship is not taken into account when calculating the income allowance of the BaföG up to this limit.
- (3) Double funding is generally not permitted. A scholarship will not be awarded if the student is receiving other forms of material funding based on talent and performance. This does not apply if the amount of this funding falls below a monthly average of 30 euros per semester for which the funding was granted. Accordingly, purely non-material support is permissible. For more details, please refer to the terms and conditions of the Deutschlandstipendium (available on the Relationship Management Staff Unit's page).

§ 3 Duties and Rights

- (1) There is no legal entitlement to the scholarship and the scholarship benefits.
- (2) If the student becomes ineligible, the scholarship may be canceled at any time and without notice.
- (3) By accepting the scholarship, the scholarship holder commits themselves:
 - to notify RWTH immediately of any changes that are relevant to the granting of the scholarship as defined in § 2 of these guidelines.
 - to participate in the evaluation of both their performance and the scholarship program itself.
- (4) At the same time, by accepting the scholarship, the scholarship holder declares
 - that they are willing to participate in events within the scope of the program
 - that they agree with the regulations listed here.

§ 4 Type and Scope of the Funding

- (1) The number of scholarships that are awarded depends on the funds raised each year.
- (2) The scholarship amount is usually 300 euros per month and is paid monthly.
- (3) The scholarships are to be approved for one year at a time. The funding period begins at the beginning of the respective winter semester and ends at the end of the following summer semester.
- (4) The maximum funding period is generally based on the standard period of study. If the study program is prolonged for serious reasons, such as a disability, pregnancy, the care and upbringing of a child or a subject-related stay abroad, the maximum funding period can be extended; the student will need to apply for such an extension.
- (5) During a leave of absence, the scholarship is generally not paid. In justified exceptional cases, semesters off to complete subject-related stays abroad or internships at home or abroad that serve the study objective can also be funded. The scholarship for the approved period will be paid in the same amount. This does not apply to other reasons for leave of absence in the sense of § 8 (1) of the enrollment regulations of RWTH Aachen University. The request for exceptional funding during a leave of absence must be submitted in writing to the Relationship Management Staff Unit well in advance of the start of the leave semester. In particular, they must explain which subjects or specialist knowledge are to be deepened or acquired during the study abroad and reasons must be given as to what extent the semester of leave is useful for the overall progress of study.
- (6) Subject-related stays abroad are understood to be studies at a foreign university for at least one university semester at the partner institution or a language school or a stay abroad as part of an exchange program, each lasting at least four months. At least 50% of this period must be in the semester of the leave of absence.
- (7) In the event of pregnancy, the scholarship will continue to be paid during the protection periods stipulated by the Maternity Protection Act. The interruption of studies during this period is not counted towards the duration of the funding.
- (8) The scholarship does not constitute an employment relationship and is not subject to social security contributions, as it does not constitute remuneration according to § 14 SGB IV. The scholarship is tax-free under the conditions of § 3 No. 44 EStG.

§ 5 Application Process

A scholarship can only be granted upon application, which must be submitted in due form and time according to the respective announcement on the website of RWTH Aachen University (www.rwth-aachen.de/bildungsfonds), enclosing the documents mentioned there.

§ 6 Application and Selection Procedure

- (1) The application for a scholarship can be submitted each winter semester. The application takes place online. The application deadline is published on the RWTH website on March 1 each year.
- (2) Anyone can apply who
 - a) meets the admission requirements necessary for the course of study and
 - b) is about to start studying at RWTH Aachen University or is already enrolled there.
- (3) The online application must be accompanied by the documents listed below, assembled in one pdf file:
 - a) Abitur/High school diploma or school leaving certificate
 - b) Bachelor's degree certificate, if applicable (only for applicants in the Master's program)
 - c) if applicable, proof of academic achievements to date (for RWTH students, excerpt of the transcript of records from the RWTHonline system)
 - d) if applicable, internship and work references as well as proof of other knowledge and extra-curricular commitment.
- (4) The scholarships to be awarded are distributed among the individual faculties in a transparent and fair procedure in accordance with the StipG.
- (5) The faculties are responsible for the selection of the scholarship recipients. If necessary, sponsors are involved in an advisory capacity in the selection of scholarship recipients. They do not have the right to vote.
 - (a) The following performance criteria are the primary criteria for awarding scholarships:
 1. for first-year students
 - a) the average grade of the university entrance qualification and the score achieved in the Abitur/High school diploma.
 - b) if applicable, the individual grade relevant to the chosen field of study
 2. for enrolled students, according to the grade point average of the course work completed to date, including the last completed winter semester.

Bachelor: Grade point average and ECTS points achieved
Master: Bachelor's grade as well as grade point average and ECTS points achieved in the Master's program

 - c) Diplom degree, teaching degree, and medicine: Grade of the preliminary examination (Vordiplom), result of the intermediate examination (Zwischenprüfung), and average grade of academic performance in the main course of study (Hauptstudium).
 - b) The faculties may use social considerations as secondary criteria. These include, for example, social commitment, a willingness to take on responsibility, or special social or personal circumstances resulting, for example, from the applicant's family or immigrant background.

- c) The faculties submit a proposal list of scholarship holders to be funded from the total number of applicants. The scholarships are distributed among the applicants according to the ranking list.
 - d) The faculties shall indicate the procedural rules that they have adopted as their basis in writing to the Relationship Management staff unit.
- (6) If the scholarship recipients successfully complete their Bachelor's degree during the funding period, they may participate in a special application and selection process if they wish to receive funding during their Master's degree as well. The prerequisite for participation in this procedure is, on the one hand, that the applicant is already receiving funding on the basis of a Deutschlandstipendium at the time of completion of the Bachelor's degree. On the other hand, without participation in this special procedure, funding based on the previous course of study may not be possible until after the start of the Master's degree program if the application procedure according to § 6 para. 1 is participated in. In addition, the following shall apply in deviation from § 6 (1) and 6 (2):
- a) The application for a scholarship can be submitted each summer semester. The application takes place online. The application deadline is published on the RWTH website on September 1 each year.
 - b) Anyone can apply who
 - 1. meets the admission requirements necessary for the Master's program,
 - 2. is about to start the Master's program at RWTH Aachen University or is already enrolled there and
 - 3. begins the Master's program immediately following the semester in which the Bachelor's program is completed.

The further application and selection conditions are based on paragraphs 3 to 6.

§ 7 Approval

- (1) The Rectorate approves the scholarships based on the award decision of the faculties.
- (2) Scholarship award decisions are announced in writing to the selected students via an award letter. Acceptance of the scholarship must be reported in writing and in a timely manner to the Relationship Management staff unit. Scholarships are awarded for one year (two semesters) at a time.

§ 8 Continuation of the Funding

To continue the scholarship, the above application process must be completed again. The suitability and performance review for the previous funding period also takes place in this process. If performance remains relatively the same or improves, it is the University's policy to extend the grant for one year in the interest of long-term funding. The continuation of funding is for one year at a time.

§ 9

Revocation of the Notice of Approval

- (1) The granting of the scholarship will be revoked and the scholarship holder will be obliged to repay the scholarship already paid if the funding has been obtained through incorrect or incomplete information and if the scholarship holder has not complied with the obligations to cooperate, provide information and provide proof of performance in accordance with § 3 and § 8 or receives further funding contrary to § 2. It will also be revoked if RWTH Aachen University establishes during the examination that the aptitude and performance requirements in accordance with § 2 for the scholarship no longer exist. The claim for repayment exists regardless of whether the grant amount has already been used in whole or in part.
- (2) If the student intends to change course or university, they must inform the University of this immediately. They must also inform the University if the degree program cannot be successfully completed by the end of the standard period of study, or if the studies are discontinued or interrupted. If the scholarship recipient violates their obligation to report, the grant may be revoked.

§ 10

Termination

- (1) The scholarship ends prematurely at the end of the month in which the scholarship holder
 - a. has successfully completed their university education; this is the case when the overall result of the successfully completed degree program is announced to the scholarship holder, but no later than the end of the second month after the month in which the last examination was taken,
 - b. dropped out of the course of study,
 - c. changed their subject/specialty,
 - d. is de-registered.
- (2) If the scholarship holder changes universities during the award period, the scholarship will continue for one semester in accordance with the previous award. The semester duration at RWTH Aachen University is decisive here.
- (3) Scholarships that are terminated early will be re-awarded to the next recipient on the list based on faculty rankings until the end of the original funding period. There is no entitlement to funding for a full funding period in accordance with § 4 Para. 3 for the students who are next on the list.

§ 11 Other

- (1) The Relationship Management staff unit reports annually to the Rectorate on the scholarship program.
- (2) RWTH Aachen University reserves the right
 - a) to make changes and additions to the funding guidelines;
 - b) to report any abuse in connection with the application for a scholarship and to recover any wrongfully paid scholarships by all legal means to which it is entitled.

§ 12 Publication and Entry Into Force

These regulations shall be published in the official announcements of RWTH Aachen University and will enter into force on the day after publication.

Issued based on the resolution of the Rectorate dated December 12, 2019.

It is pointed out that, in accordance with § 12 (5) NRW Higher Education Act, no claims may be asserted after one year has elapsed since official publication of this announcement for a violation of procedural or formal requirements of the regulatory or other autonomous right of the University, unless:

- 1) the announcement has not been properly published,
- 2) the Rectorate has objected, prior to publication, to the decision of the committee adopting the regulations,
- 3) the University has been previously notified about the defect of form or of procedure in a complaint, specifying the infringed legal provision and the fact which gives rise to the defect, or
- 4) the legal consequence of the exclusion of complaints was not pointed out in the public announcement.

Rector
of RWTH
Aachen University

Aachen, February 13,
dated 2020

sgd. Rüdiger

Univ.-Prof. Dr. rer. nat. Dr. h. c. mult. Rüdiger