

Framework Regulations

on the Awarding of Scholarships (Scholarship Framework Regulations) at RWTH Aachen University

Dated October 30, 2013

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

On the basis of §§ 2 Paragraph 4, 22, Paragraph 1 no.3 of the law governing the Universities of the Federal State of North Rhine-Westphalia (Higher Education Act – HEA) dated October 31, 2006 (Law and Official Gazette of the State of North-Rhine Westphalia 2006, p. 474), most recently amended by Article 6 of the Recognition Act of North Rhine-Westphalia dated May 28, 2013 (Law and Official Gazette of the State of North-Rhine Westphalia p. 271), RWTH Aachen University has issued the following regulations:

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These framework regulations govern the essential principles in the awarding of scholarships by RWTH Aachen University in order to ensure equal treatment, transparency, and legal certainty. In addition, they provide guidance for the legal handling of scholarship legal relationships without affecting the relationship with student or doctoral candidates.

§ 1 Scope of Application

These regulations apply to the awarding of scholarships by RWTH Aachen University for undergraduate and graduate studies, stays abroad, and for the promotion of doctoral studies with the exception of structured training programs (e.g. research training groups, graduate schools, Deutschlandstipendien). It serves to ensure that scholarships are awarded in a comprehensible manner and in accordance with uniform standardized procedures. RWTH Aachen University or its faculties may make supplementary regulations that do not conflict with these framework regulations in special regulations, implementation regulations, or procedural guidelines, which are to be published in the Official Announcements.

§ 2 General Principles

- (1) An RWTH Aachen scholarship serves to provide financial support for university education or further training. A scholarship may not be made contingent upon consideration, employment, or a declaration of intent regarding subsequent employment. This does not include the duties to cooperate pursuant to § 6.
- (2) The scholarship payments are not remuneration for work within the meaning of § 14 SGB IV (Social Security Code).
- (3) Scholarships can only be awarded within the framework of available budgetary or third-party funds. Scholarships of RWTH Aachen University are also those scholarships which are responsibly awarded by RWTH Aachen University from funds of third parties (third-party funds), i.e. in which a scholarship legal relationship is established between the scholarship holder and RWTH Aachen University.
- (4) Scholarships are awarded based on a timely application as a result of a selection process.
- (5) These regulations do not establish a legal claim to the granting of a scholarship.
- (6) All legally significant decisions and all essential procedural steps are documented in writing.
- (7) The funding of scholarships from third-party funds is carried out in accordance with the guidelines specified in each case by the third-party funder. In this context, it is possible that, according to the specifications of the third party funder, the award may only be made to students/doctoral candidates of a specific faculty and/or subject group. If no guidelines are specified by the third-party funding body, the funding of early-career researchers during the doctorate (graduate funding) is carried out in accordance with the Guidelines for the Funding of Early-Career Researchers in the currently valid version.
- (8) The maximum rate of a scholarship is based on the need to cover living expenses and educational needs. If no maximum rates are set by the third-party funding body, the amount of the fellowships may not exceed the funding rates of the German Research Foundation (DFG) for Research Training Groups, the current version of which is attached as an appendix.

§ 3 Selection Committee

- (1) The composition of the respective selection committee shall be based on objective criteria (qualification, function, responsibility, involvement). In particular, the participation of all groups shall be based on other faculty committees. In structured graduate programs, the committee shall be formed in accordance with the applicable rules of procedure. In all other cases, the decision-making authority for the formation of the panel for faculty-linked scholarships lies with the Faculty Council, otherwise with the Rectorate upon proposal of the groups in the Senate.
- (2) A selection committee shall adopt rules of procedure.
- (3) A selection committee decides by simple majority. In the event of a tie, the chairperson's vote shall decide the matter.
- (4) A record shall be kept of the committee meetings.

§ 4 Advertisement

- (1) Scholarships are to be advertised publicly on the RWTH Aachen University website.
- (2) In addition, a reference to the advertisement may also be made in other media, in particular in scientific journals.
- (3) In particular, the advertisement shall include the following information: Purpose of funding, target group, form and deadline of the application, documents to be submitted, and the name of the selection committee.

§ 5 Announcement of the Selection Decision (in Writing or Electronically)

The applicant will be informed of the result of the selection decision in an appropriate form, by mail or electronically.

§ 6 The Scholarship Holder's Duty to Cooperate

- (1) By accepting the scholarship, the scholarship holder undertakes to pursue the purpose of the scholarship and their studies or doctorate with determination. Notwithstanding the above, the obligations arising from the student or doctoral candidate relationship on which the fellowship is based must be observed (including principles of good scientific practice, maintenance of confidentiality, other obligations and agreements applicable by law or by contractual agreement).
- (2) If RWTH provides for the conclusion of a supervision agreement for the purpose of the scholarship, a scholarship can only be awarded if the scholarship holder undertakes to conclude a corresponding supervision agreement.

- (3) The scholarship recipient must fulfill agreements, obligations, and requirements associated with acceptance of the scholarship.
- (4) The scholarship holder is obliged to take part in the aptitude and performance tests during the funding period; these result from the guidelines of the respective funding program.
- (5) The scholarship holder is subject to the obligation to cooperate and report all circumstances relevant to the granting of the scholarship.
- (6) The duties of the doctoral candidates resulting from the respective doctoral regulations remain unaffected by this.
- (7) In the case of structured training programs (e.g. research training groups or graduate schools), the applicable rules of procedure or the scholarship approval regulate the content of the scholarship recipient's duty to cooperate in a supplementary or modifying manner.

§ 7 Employment

- (1) If a scholarship recipient pursues a professional activity in addition to working on their scientific project, funding according to these guidelines is excluded, unless it is work of a minor nature.
- (2) Work of a minor nature is considered to be up to 10 hours per week for doctoral scholarships and up to 19 hours per week for scholarships in undergraduate and graduate programs.

§ 8 Confidentiality

Scholarship recipients are obliged to maintain confidentiality in connection with their activities at RWTH Aachen University.

§ 9 Interruption of the Scholarship

- (1) The scholarship holder may only interrupt their studies or scientific project if there is an important reason for doing so. An important reason exists in particular in the following cases:
 - Pregnancy and birth
 - Childcare
 - Care for relatives
 - Disability or chronic illness
 - Long severe illness
 - Military or federal voluntary service
 - Start of a scientific activity in the scope of up to 6 months
- (2) The scholarship holder shall inform the university immediately of the interruption and the reason. Payment of the scholarship shall be suspended in principle from the time of the interruption.

- (3) In the event of an interruption due to illness, disability or chronic illness, the scholarship will continue to be paid for up to six weeks in accordance with the statutory regulations on continued payment in the event of illness.
- (4) If the scholarship recipient indicates the end of the interruption, payment may be resumed; the grant may be extended for the period of the interruption.
- (5) In the event of pregnancy, the scholarship will continue to be paid during the protection periods stipulated by the Maternity Protection Act. The approval period is extended by the time of this interruption.

§ 10

Revocation, Withdrawal of the Decision, Early Termination of the Scholarship

- (1) The granting of the scholarship may be withdrawn in whole or in part with effect for the past or for the future if it was based on false facts, was obtained by providing incorrect information, or if a scholarship holder has not fulfilled the obligations under §§ 6 and 7.
- (2) The award of the scholarship is revoked at the end of the month in which the student discontinues or interrupts his or her studies, changes the university or the course of study without graduating, the doctoral relationship is terminated, or the eligibility requirements cease to apply for any other reason, unless the guidelines of the respective scholarship program stipulate a regulation deviating from this.
- (3) The scholarship holder may terminate a scholarship prematurely at the end of each month.
- (4) In the case of structured training programs (e.g. research training groups or graduate schools), the applicable rules of procedure or the fellowship approval make supplementary provisions regarding revocation, withdrawal of the decision, or early termination of the scholarship.
- (5) In all other respects, the provisions of the Administrative Procedure Act of North Rhine-Westphalia, as amended, shall apply.

§ 11

Reimbursement of the Scholarship

If the scholarship holder has received benefits without legal grounds, RWTH Aachen University is entitled to repayment. Any funds received must be refunded without delay. The claim for repayment exists regardless of whether the grant amount has already been used or consumed in whole or in part.

§ 12

Data Protection

- (1) The scholarship holder agrees to the collection, storage and processing of the required personal data for the purpose of selection as well as the administration of the respective scholarship. In addition to personal data, this may include data on the type of degree pursued, previous education, field of study, number of semesters, funding already received, and receipt of benefits under BAföG, as well as data that is absolutely necessary for assessing

suitability as part of the selection decision for the respective funding program. Data that is no longer required must be deleted.

- (2) In all other respects, the legal requirements of the Data Protection Act of the State of North Rhine-Westphalia shall apply accordingly.

§ 13 Final Provisions

This Regulation shall apply as of January 1, 2014. At the same time, the Guideline for the Awarding of Scholarships at RWTH Aachen University shall cease to apply as of December 31, 2013.

Issued based on the decision of the Senate of RWTH Aachen University dated October 24, 2013.

Rector
of RWTH
Aachen University

Aachen, dated October 30,
2013

sgd. Schmachtenberg

Annex

Doctoral scholarships include monthly

- a basic amount between 1,000 euros and 1,365 euros

Doctoral scholarships for medical doctoral candidates who are to receive funding after their first clinical degree comprise – in accordance with the BAföG maximum rate – the following per month

- a basic amount of 643 euros

Qualification scholarships include monthly

- a basic amount of 800 euros

Postdoctoral scholarships include a monthly

- basic amount, which is calculated on the basis of age

up to 30 years 1,365 euros
from 31 - 34 years 1,416 euros
from 35 - 38 years 1,467 euros

The child allowance is in addition to all scholarship amounts, if applicable. It totals a monthly amount of

- 400 euros for one child
- 500 euros for two children
- 600 euros for three children

For each additional child, the child allowance increases by 100 euro per month.

In addition to the doctoral and postdoctoral scholarship, but not to the qualification scholarship, funds for material and travel expenses in the amount of 103 euros per month (material cost allowance) are provided.