

## **Guideline**

### **on the Awarding of Deutschlandstipendien**

### **Within the Framework of the RWTH Aachen University Education Fund in the Sixth Revised Version**

**Dated June 27, 2022**

**Published as a Complete Version**

**Please note: This publication is an English translation of the Regulations Governing Doctoral Studies. Only the German original of these regulations 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 – HG) in the version dated September 16, 2014 (GV. NRW p. 547), most recently amended by Article 1 of the Act to amend the Higher Education Act dated November 25, 2021 (Law and Official Gazette of the State of NRW p. 1210a) in conjunction with the Act on the Creation of a National Scholarship Program (StipG) dated July 21, 2010 (BGBl. 2010, p. 957), as last amended by Article 74 of the Act on the Elimination of Waivable Requirements of Written Form in Federal Administrative Law (SchriftVG) (BGBl. I p. 626) and the Ordinance on the Implementation of the Scholarship Program Act (StipV) dated December 20, 2010 (BGBl. 2010, p. 2197), last amended by Article 2 of the Ordinance on the Maximum Limit under the Scholarship Program Act for 2012 dated November 29, 2011 (BGBl. 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 and 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 degree program 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 they must be within the standard period of study of the funded degree program; proof of this must be provided upon request or in accordance with §3.
- (2) The scholarships are awarded regardless of income. The scholarship and a BAföG allowance (German Federal Education and Training Assistance) are independent of each other, since the scholarship 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, usually in the amount of 300 euros per month (§ 21 (3) sentence 1 no. 2 BAföG, 25th BAföG Amendment Act). The scholarship is not taken into account when calculating the BAföG allowance 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 support based on talent and performance. This does not apply if the sum of this support per semester for which the support was granted falls below a monthly average of 30 euros. Accordingly, purely non-material support is permissible. For more details, please refer to the terms and conditions of the Deutschlandstipendium (available on the web pages of the Relationship Management Staff Unit).

## **§ 3 Duties and Rights**

- (1) There is no legal entitlement to the scholarship and the scholarship benefits.
- (2) If eligibility ceases, the scholarship may be canceled at any time and without notice.
- (3) By accepting the scholarship, the scholarship holder commits themselves:
  1. To notify RWTH immediately of any changes that are relevant to the granting of the scholarship as defined in § 2 of these guidelines.
  2. To contribute to the evaluation of their performance and of the scholarship program.
  3. To submit a current certificate of enrollment for each semester by the due dates of October 31 and March 31.
  4. As proof of continued eligibility for funding until the end of the funding year in accordance with § 2 (1) Sentence 2, to submit a valid academic progress certificate and a current academic record no later than September 30 of the respective funding year.

- (4) At the same time, the scholarship holder declares by accepting the scholarship
- that they are willing to participate in events and activities within the scope of the program
  - that they agree with the regulations stipulated here

#### **§ 4**

#### **Type and Scope of the Support**

- (1) The number of scholarships to be awarded depends on the funds raised each year.
- (2) The scholarship amount is usually €300 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 end 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 candidate takes longer to complete the degree program 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 upon application.
- (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 general objective of the degree program can also be funded. Continued payment of the stipend for the approved period will be made 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 semester of leave. In particular, it must be explained which subjects or specialist knowledge are to be deepened or acquired during study abroad and reasons must be given as to what extent the semester of leave is useful for the candidate's academic progress.
- (6) Subject-related stays abroad are understood to be studies at a foreign university for at least one 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 stipend 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 grant.
- (8) The stipend 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 in accordance with the announcement on the homepage of RWTH Aachen University ([www.rwth-aachen.de/bildungsfonds](http://www.rwth-aachen.de/bildungsfonds)), attaching the documents listed there.

## § 6 Application and Selection Procedure

- (1) Applications for scholarships can be submitted each winter semester. The application process takes place online. The application deadline is published on the RWTH homepage on March 1 each year.
- (2) Applications may only be submitted by those who
  - a) meet the admission requirements necessary for the course of study and
  - b) are about to start studying at RWTH Aachen University or are already enrolled there.
- (3) The online application must be accompanied by the documents listed below, compiled in a PDF document:
  - a) High school diploma or school leaving certificate
  - b) Bachelor's degree certificate, if applicable (only for Master's students)
  - c) if applicable, proof of academic achievements to date (for RWTH students: transcript of records from the RWTHonline system)
  - d) if applicable, internship and work references as well as proof of other skills, knowledge, and commitment.
  - e) Academic Progress Certificate
- (4) The scholarships to be awarded are distributed among the RWTH faculties in a transparent and fair procedure in accordance with the Scholarship Act (StipG).
- (5) The faculties are responsible for the selection of the scholarship recipients. The sponsors may be involved in the selection of scholarship recipients in an advisory capacity. They do not have the right to vote.
  - a) Primary criteria for awarding scholarships are the following performance criteria:
    1. for first-year students
      - a) the average grade of the university entrance qualification as well as the Abitur GPA.
      - 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:
      - a) Bachelor Grade point average and ECTS points achieved
      - b) Master Bachelor's grade as well as grade point average and ECTS points achieved in the Master's program
      - c) "Diplom" degree program: Grade of the Preliminary Exam ("Vordiplom")
      - d) Medical Studies: Certificate of achievement of the course of study
  - b) Faculties may use social considerations as secondary criteria. These include, for example, social commitment, a willingness to take on responsibility, or special social, family or personal circumstances resulting, for example, from family origins or an immigrant background.

- c) The faculties submit a proposal in the form of a list of scholarship candidates to be supported. The scholarships are distributed among the applicants according to the shortlist.
  - d) The faculty shall indicate in writing to the Relationship Management Staff Unit the procedure they have adopted for the selection process.
- (6) If scholarship recipients successfully complete their Bachelor's degree during the funding period, they can take part in a special application and selection process if they also wish to receive funding during their Master's degree program. To participate in this process, the applicant must already be 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 (1) is participated in. In addition, the following shall apply in deviation from § 6 (1) and (2):
- a) Applications for a scholarship can be submitted each summer semester. Applications are submitted online. The application deadline is published on the RWTH homepage on September 1 each year.
  - b) Applications may only be submitted by those who
    1. meet the admission requirements necessary for the Master's program,
    2. are about to start the Master's program at RWTH Aachen University or are already enrolled there and
    3. begin 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 5.

## **§ 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 a notice of approval. Acceptance of the scholarship must be communicated in writing and in a timely manner to the Relationship Management Staff Unit. Scholarships are awarded initially for one year (two semesters).

## **§ 8 Continued Scholarship Funding**

To renew the scholarship, the above application process must be completed again. The suitability and performance review for the previous funding period also takes place within this framework. If performance remains relatively the same or improves, it is the University's policy to extend the grant for one year to support the student in the long term. 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 funding 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 or if RWTH Aachen University establishes during the examination that the aptitude and performance requirements in accordance with § 2 for the scholarship no longer continue to exist. The claim for repayment exists regardless of whether the grant amount has already been used or consumed in whole or in part.
- (2) There is an obligation to report immediately if a change of course or university is intended, if the studies cannot be successfully completed by the end of the standard period of study, or if the studies are discontinued or interrupted. If the grantee violates his or her reporting obligation, the grant may be revoked.

## **§ 10**

### **Termination**

- (1) The scholarship ends prematurely at the end of the month in which the scholarship recipient
  - a. has successfully completed their university education; this is the case when the successful completion of the final educational stage is announced to the scholarship holder, but no later than the end of the second month after the month in which the last assessment was completed,
  - b. has dropped out of the course of study,
  - c. has changed the specialty,
  - d. is exmatriculated.
- (2) If the scholarship holder transfers to another university during the award period, the scholarship will be continued for one semester. The duration of the semester at RWTH Aachen University is decisive here.
- (3) Scholarships that are terminated early will be reawarded in a secondary allocation process based on the faculty shortlists until the end of the original funding period. There is no entitlement to funding for a full funding period in accordance with § 4 (3) for students who are selected in the secondary allocation process.

**§ 11  
Other**

- (1) The Relationship Management Staff Unit reports annually on the scholarship program to the Rector's Office.
- (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 Effect**

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 decision of the Rectorate from June 07, 2022.

It is pointed out that, in accordance with § 12 (5) NRW HG, any claims regarding a violation of procedural or formal requirements of the regulatory or other autonomous rights of the University may no longer be asserted after one year has elapsed since the official publication of this announcement 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.

The Rector  
of RWTH  
Aachen University

Aachen,  
dated

June 27, 2022

sgd. Rüdiger

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