

Guideline for the awarding of "Emergency Grants" at Leibniz University Hannover by the International Office

§ 1 Object

The International Office (IO) at Leibniz University Hannover (LUH) awards emergency grants to international students who are temporarily in financial need through no fault of their own. Funding is provided to international students (non-EU, §16.1 residence permit or refugee background) who are currently enrolled at LUH. The aim is to enable these students to continue their studies without further time restrictions by awarding emergency grants. The emergency grants are meant for international students who are not receiving any support from third parties (e.g. DAAD, home scholarship, spouse and other family members, etc.). They are awarded on the basis of the individual financial need of the respective student.

§ 2 Award Commission

(1) The IO has established a central, independent award committee. This consists of a member of the IO, another member of the LUH as well as a selected representative of a public institution in Hannover which deals with the supervision and counselling of international students. The IO shall chair the committee.

(2) The Central Awards Committee may adopt rules of procedure. The decisions of the Awards Commission and the considerations on which they are based shall be recorded in writing.

§ 3 Procedure

(1) Emergency grants are awarded in a lump sum. The amount of the respective grant shall depend on the financial means available as well as on the number and the individual financial need of the applicants. The monthly costs for fixed living expenses, such as rent and health insurance, can be used as a guideline. As a rule, emergency grants are only awarded once during studies at LUH.

(2) All international (non-EU, with §16.1 residence permit or refugee-related title), currently enrolled students at LUH are eligible to apply.

(3) Not eligible to apply are:

- German students and EU citizens
- doctoral students
- Non-registered students
- Exchange students
- Students on leave of absence can only be funded in justified cases of hardship.

(4) The awarding of the grant requires a complete application from the student. The application documents include:

- Completed and signed application form with meaningful statement of financial situation
- Passport with residence permit and work status, or eAT (electronic residence permit)
- Current certificate of enrolment

- Grade transcript of academic and examination achievements from the academic examination office or certificate of study status
- Tenancy agreement
- Certificates of earnings or employment contracts
- Complete account transactions of all bank accounts (including blocked accounts, credit card accounts, Paypal, etc.) for at least the last 3 months.
- Scholarship certificate, if applicable

(5) Applications can be made on an ongoing basis.

§ 4 Criteria

The decisive criterion for awarding emergency grants is the individual financial and personal situation. Special consideration is given, for example, to loss of earnings due to accident and/or illness and unforeseen events that may have an impact on studies and academic success.

§ 5 Decision of the Awards Committee

The Central Awards Committee makes its decision on the awarding of scholarships on the basis of the criteria listed in §4, presented in the application documents (see §3.4).

There is no legal entitlement to the award of an emergency grant.

Hannover, January 2021