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Guidelines for the “Deutschlandstipendium” Scholarship
at Gottfried Wilhelm Leibniz Universität Hannover
Applicable from WS 2018/2019

The following guidelines that govern the award of scholarships in accordance with the law on scholarships passed 21 July 2010 (German Federal Law Gazette (BGBl.) page 957; revised 21 December 2010 BGBl. page 2204) were resolved by the Presidential Board of Leibniz University Hannover according to section 3 paragraph 1 subparagraph 8 of the Lower Saxony Higher Education Act (NHG):

Section 1 - Object

Leibniz University Hannover awards scholarships to support talented students who have produced or are expected to produce outstanding results during their studies or career.

Section 2 - Eligibility

Eligible candidates include those enrolled in an undergraduate programme (bachelor) or consecutive master's programme at Leibniz University Hannover, with at least two semesters remaining of the prescribed standard period of study. Eligible candidates must apply for the scholarship and may not be in receipt of further funding from another source exceeding € 30 per month.

Section 3 - Scope of Funding

- (1) A scholarship of € 3,600 shall be awarded for one year, paid in monthly instalments of € 300 to the bank account specified.
- (2) The funding partner may determine criteria for the award of two thirds of the scholarships; one third of all scholarships shall be awarded without a special purpose.
- (3) The scholarship may not be awarded under the condition of provision of services to the private funder or in connection with employment or declaration of intent regarding subsequent employment.

Section 4 - Application Procedure

- (1) Scholarships shall be announced at the beginning of the winter semester by the Presidential Board in generally accessible locations, such as the LUH website.
- (2) The announcement will disclose

1. the anticipated number of scholarships once known,
 2. the general funding duration,
 3. the method of application and office where it must be submitted,
 4. the deadline for submission,
 5. that applications failing to meet requirements concerning form and deadline shall not be considered in the selection process,
 6. that there is no legal entitlement to a scholarship.
- (3) Applications shall occur for the faculty and academic field, in which the applicant is or will be enrolled. An online portal is provided exclusively for application.

Section 5 - Selection Procedure

(1) In the case of duly submitted applications by new students (20 % of the scholarships), selection shall be based on the average mark attained in the university entrance qualification (HZB). This includes "Abitur" or certain other school-leaving qualifications that entitle admission to the respective degree programme at Leibniz University Hannover.

(2) For students who are already enrolled (75 % of the scholarships), marks awarded to date will be taken as a basis. The official transcript of marks ("Notenspiegel") from the Examination Office is required for this. For students completing a master's degree programme, if marks have not yet been awarded, selection shall be based on the final marks from the bachelor's degree programme. A list of applicants will then be compiled for each faculty.

(3) 5 % of the scholarships are allocated for international students.

(4) Further criteria for selection may include

1. social contribution or participation in (university) politics,
2. advancement of young female researchers,
3. social hardship,
4. first-generation students (neither parent has attained a university degree),
5. special personal or familial circumstances (e.g. single parents, caregivers, applicants with disabilities),
6. special distinctions and awards, placements or previous employment

Certified German translations ("amtlich beglaubigte Übersetzung") of supporting evidence for points 1-6 must be provided if the original documents were not issued in German.

Section 6 - Award Decision

- (1) The Presidential Board of Leibniz University Hannover holds a meeting to decide on the award of the scholarships. The President of Leibniz University Hannover, a member of the International Office, the Representative for Fundraising, as well as at least one member from each faculty will attend the meeting. Representatives of funding partners may participate in the meeting in an advisory role. The President shall preside over the meeting.
- (2) At the meeting, the decision on the award of the scholarships will be made based on the list of proposed scholarship recipients, ranked according to faculty, criteria and allocated ratios. The decision will be documented in the minutes.

Section 7 - Approval

- (1) Approval of a scholarship comprises the decision, the period of funding and the scholarship amount. Funding shall be awarded for one year, commencing winter semester 2018/2019. The maximum duration of funding shall correspond to the standard period of study for the respective degree programme. In the notification of approval it is determined under what circumstances the approved scholarship shall be terminated prematurely.
- (2) Approval, extension and reduction of the funding period shall occur in writing and are subject to the availability of private and public funds for the funding period. There is no legal entitlement to a scholarship.

As stipulated in section 7 paragraph 2 of the regulations governing national scholarship programmes (StipG), payment of funding may not occur during leave of absence. Payment shall be suspended during this period. Exceptions include a study-related stay abroad or compulsory placement completed during leave of absence. In such cases payment of funding shall continue.

Section 8 - Termination

- (1) The scholarship shall terminate at the end of the month, in which the scholarship holder
 1. has completed their final assessment,
 2. has changed subjects, or
 3. is no longer enrolled.
- (2) Receipt of more than one scholarship is not permitted. The scholarship shall thus terminate if the scholarship holder is in receipt of funding from another source exceeding € 30 per month.
- (3) Scholarship holders must be enrolled at Leibniz University Hannover to receive the scholarship. If the scholarship holder changes to another university during the funding period, the scholarship shall terminate at the end of the semester in which the change occurs.

Section 9 - Withdrawal

Approval of the scholarship will be withdrawn if the scholarship holder fails to fulfil the obligation to cooperate, or is in receipt of funding from another source exceeding more than € 30, or if Leibniz University Hannover establishes that the scholarship holder no longer fulfils the eligibility and performance requirements. The scholarship may be withdrawn retrospectively in particular with respect to receipt of other funding.

Section 10 - Obligation to Cooperate

- (1) Applicants must provide the documents and information necessary for the award process. In particular, this applies to information required to assess fulfilment of requirements concerning eligibility and performance. If necessary, supporting evidence must be provided for further criteria.
- (2) Scholarship holders must provide notification of all changes in circumstances of significant relevance to the award of a scholarship.

Section 11 - Joint Events

Leibniz University Hannover encourages contact between scholarship holders and private funding partners in an appropriate manner, such as joint events. Scholarship holder are not obliged to foster contact (particularly at events) with funding partners.