

Implementing regulations of the Lübeck University of Applied Sciences (TH Lübeck) dated 30.06.2023 for the awarding of scholarships according to the Scholarship Programme Act (StipG) as well as the Scholarship Programme Ordinance (StipV) and the Scholarship Maximum Limit Ordinance (StipHV) as amended.

A. Goals

With the implementation of the programme, which is aimed at current and first-year students, Lübeck University of Applied Sciences seeks to achieve the following objectives:

1. to honour outstanding achievements as well as social commitment of its students and to encourage and support them to achieve top performance.
2. to enable focused and successful studies with the help of a scholarship
3. to make it easier for talented young people to choose a university course of study and especially an advanced Master's course of study
4. to win over private individuals, foundations and business enterprises, especially in the region, as supporters of gifted students and the university, to strengthen the region through targeted top-level support and to exploit potentials
5. to promote female students in subjects in which women are underrepresented
6. to promote students who have overcome biographical hurdles
7. to counteract the shortage of skilled workers and managers

B. Conception

The Federal Government pays talented students 150 € per scholarship and month if the TH Lübeck solicits the same contribution from private sources. **A scholarship amounts to 300 €/p.m.**

The scholarships are generally granted for the winter semester and the following summer semester. It is possible to fill vacant scholarships during the current funding period. These scholarships also expire at the end of the summer semester of the current funding period.

The number of possible scholarships to be awarded by the TH Lübeck depends on the successful acquisition of private funds (see also § 11 StipG).

1. With the notification of approval/scholarship contract, the scholarship holder is informed of the essential legal requirements associated with the scholarship.

2. the procedure by which the suitability of an applicant is determined is the responsibility of the university.
The award decision is made by a selection committee.
3. The Lübeck University of Applied Sciences shall ensure that the objectives of the scholarship programme receive appropriate non-material support through suitable accompanying offers.

C. General Selection Criteria

The application procedure consists of two stages and takes place in the winter semester.

1. First stage

Applications for the first selection round (1st stage of the selection procedure) are submitted electronically via the application portal. The time for activation as well as the link to the portal will be announced publicly, e.g. via the homepage of the TH Lübeck-German Scholarship and the learning room.

The data protection declaration form on the application procedure is available on the portal and must be signed and uploaded together with the certificate of enrollment by the end of the application period.

For students who are already enrolled, the upload must be completed with the current **proof of academic achievement**. No more personal proof/documents are required from the applicants at this point.

Requirements

For first-time students, the average grade of the higher education entrance qualification or the special qualification that entitles the student to study at this higher education institution is decisive for the first stage of the application.

Students who are already enrolled must have achieved at least 75% of the 30 CP per semester by 31.08. of the year. As proof serves the transcript of records. In exceptional cases, achievements can be documented using the supplementary form for the transcript of records. Such an exception exists if the performance is not expected to be recorded in the HIS system by 31.08. of the year. This also applies to partial module achievements.

For students who do not reach the specified number of credit points and can justify an individual special hardship, it is possible to submit a written hardship application. The selection committee will make a decision on this.

For enrolled students, the provisional average grade from the current performance overview is also decisive.

The grade threshold for entry into the second stage is determined by calculating the grade average of all applicants in a degree programme. Online degree programmes are evaluated separately. The students with the highest grades will be admitted to the 2nd stage. Adjustment to demand is made by raising or lowering the respective grade threshold.

Applicants who demonstrate special circumstances in their curriculum vitae in the first stage of the selection procedure may, in exceptional cases, also be invited to the second stage, provided they do not meet the specified grade threshold.

For students starting a Master's programme, the final grade of the previous Bachelor's programme is decisive.

If the application in electronic form is not possible due to a case of hardship, the application can be made in writing or on record at the Lübeck University of Applied Sciences. In this case, the application should be sent to:

Technische Hochschule Lübeck
Deutschlandstipendium
Frau Nicola Grabow
Mönkhofer Weg 239
23562 Lübeck

2. Second stage

For the second stage, the following documents must be submitted in paper form within two weeks of being requested to do so:

- Letter of motivation
- Tabular curriculum vitae
- Certificate of enrolment
- First-year students must submit a copy of the certificate of higher education entrance qualification (in the case of foreign certificates: the foreign certificate of higher education entrance qualification as well as an officially certified translation into German or English) or proof of the special qualification entitling the holder to study at this higher education institution/if applicable, certificate of enrolment.
- Bachelor's degree certificate, if applicable (only for applicants to the Master's degree programme).
- If applicable, proof of academic achievements to date (e.g. HIS/QIS excerpt, intermediate examination certificate, current performance records) must be enclosed with the documents
- If applicable, internship and work references as well as proof of other knowledge or further commitment (e.g. letters of reference, awards, certificates, certificate of completed vocational training), stays abroad and language certificates as well as honorary activities from the age of 14 (social, political commitment, committee work, participation in religious communities, associations or clubs, social certificates if applicable. Social certificates or social achievements (e.g. § 3 StipG, § 2 StipV), internships and part-time jobs must be listed in addition, **stating the average workload per week** and the period of performance. Internships are only recognised if they were completed voluntarily, i.e. were not part of school or vocational training (!) and are not less than 14 days in length. These internships must be marked as such and will otherwise not be considered.
- Further documents that make you particularly suitable for a Germany Scholarship
- If the application is not written in German, a written translation in German must also be submitted.

Applications received late (date of receipt stamp) or incomplete application documents may lead to exclusion from the application procedure. The THL Deutschlandstipendium Coordination Office is not obliged to inform applicants of incomplete applications.

D. Selection of the scholarship holders

The selection committee decides on the selection of scholarship holders.

Due to its international orientation, Lübeck University of Applied Sciences attaches particular importance to an international profile of the applicants. Lübeck University of Applied Sciences also places special emphasis on female students in subjects in which women are underrepresented and on overcoming biographical hurdles.

1. For the second stage of the selection procedure, the concept of performance is defined as follows and used for the evaluation for the ranking:

- The performance of the applicants is reflected in the grade point average as well as in the CreditPoints, which are documented by the university's performance record. For first-year students, the final grade of the last school/training qualification is taken as a basis. Personal achievements in the form of extracurricular further education, social commitment or overcoming biographical hurdles are taken into account to improve the grade.
- In justified exceptional cases, special circumstances can also lead to the applicant being considered outside the fixed grade limit. The selection committee decides on this.
- Changes of school that have taken place due to physical or mental limitations are treated as equivalent to the second educational path.

2. The selection committee establishes a study programme-related ranking and documents the result of its deliberations in an award report.

E. For the continuation of a scholarship that has already been granted, a simplified procedure is followed. This requires a written application on the form provided for this purpose. In this context, a renewed suitability and performance review will be conducted (see item C 1). Applications for further funding will proceed directly to the second selection round and will take precedence over new applications. If the selection criteria are met and funds are available, Technische Hochschule Lübeck will endeavor to continue funding in the sense of long-term support. **A simplified extension procedure is subject to active network participation, which must be proven upon request.**

F. Extension of the Scholarship

1. In principle, the extension of a scholarship is possible within the framework of the standard period of study by means of a written application for further funding by the scholarship holder, provided that the performance criteria (Item C1) are fulfilled and the necessary funds are available. The submission deadline for this is **20.07**. After the deadline has expired, a new application is mandatory!

2. If the student has entered the Master's programme in the second semester, the selection committee will examine each individual case in the event of an application for an extension.
3. The Scholarship Coordination Office of the TH Lübeck must be notified **immediately** of any leaves of absence or interruptions of studies.
4. An extension of the scholarship beyond the standard period of study (according to § 7 StipG) requires a written, justified application in good time, to which proof of the information provided must be enclosed if necessary. In the event of approval, the scholarship will be paid in the same amount.

G. End of the scholarship

The end of the scholarship is regulated in § 8 StipG. The entry in the HIS/QIS system is deemed to be the announcement of the examination result. The scholarship holder is obliged to notify the coordinating office of this date **immediately**.

H. Distribution of Scholarships among the Departments

The number of possible scholarships is distributed according to the ratio of the student numbers of the 4 departments to each other if the requirements are met (earmarking vs. free funds). If a departmental quota is not used up because the applicant situation of the scholarship holders does not result in a different distribution, the unallocated scholarships will be made available to the other departments.

I. Corona Special Provisions

Exceeding the maximum duration of the scholarship award will result in the termination of the scholarship, unless it is recognised as a case of hardship, especially due to the delays and difficulties caused by Corona. Affected scholarship holders will be given preferential treatment in the case of a renewed application (Master's programme) and admitted to the simplified procedure.

Should individual provisions of these funding guidelines prove to be invalid or unenforceable, this shall not affect the validity of the remaining provisions.

These guidelines come into force on 30.06.2023 and replace the previous guidelines.

Lübeck, 28.06.2023

signed Prof. Dr.-Ing. Jochen Abke
Vice President Studies and Digitalization

German law shall apply exclusively. In case the applicants' habitual residence is in a foreign country at the time the contract is concluded, the application of mandatory legal provisions as laid down in the national legislation of this country shall remain unaffected by the choice of law. Place of jurisdiction is Lübeck. The same applies to traders, legal entities and separate funds under public law.