

**Kiel University's guidelines of 27 April 2011 on awarding scholarships in accordance with the German act on the creation of a national scholarship programme (*Gesetz zur Schaffung eines nationalen Stipendienprogramms*) as well as the directive on the execution of the German scholarship programme act (*Verordnung zur Durchführung des Stipendienprogramm-Gesetzes*) (updated 12<sup>th</sup> June 2018)**

## I. General notes

1. Kiel University has been awarding scholarships in accordance with the German act on the creation of a national scholarship programme or German scholarship programme act (*Gesetz zur Schaffung eines nationalen Stipendienprogramms – StipG*) since 1 October 2011. The scholarship is designed for students at all stages of study.
2. The German act on the creation of a national scholarship programme or German scholarship act (*Stipendienprogramm-Gesetz – StipG*), the German directive on the execution of the German scholarship programme act or scholarship programme directive (*Stipendienprogramm-Verordnung – StipV*) and these University Board's guidelines on awarding Germany Scholarships (*Richtlinie des Präsidiums zur Vergabe der Deutschlandstipendien*) apply.
3. Scholarships of €300 per month are awarded for a period limited to two semesters. The number of scholarships available depends on the sum of private funding raised.
4. Applications are received from individuals who meet the admission requirements for their degree programme and either have yet to start their course or are already registered at Kiel University. Reapplication is possible; in principle, the maximum duration for funding depends on the standard period of study of the particular degree programme in question. Section 8 StipG applies to scholarship termination. Dual funding is excluded in accordance with Section 4 StipG.
5. Kiel University promotes contact between scholarship recipients and private sponsors by suitable means, in particular, through special joint events. The scholarship recipient is not obliged to accept invitations to keep in contact with private sponsors. The event programme is itself to be designed in such a way as to ensure that the scholarship is not made dependent on a quid pro quo.
6. The scholarships are awarded for one year each. Repeat applications are possible.
7. Doctoral degree students can not apply for a Germany Scholarship.

## II. Criteria

1. The Germany Scholarship is a scholarship programme that is based on certain performance criteria. These are mainly proven with school and university certificates, and supplemented with additional criteria.

- general certificate of qualification for admission to higher education (HZB - Allgemeine Hochschulzugangsberechtigung), a HZB specific to the subject of study, or a foreign HZB whose equivalence has been recognised by the relevant office. If the application documents are not written in German, an officially certified translation into German must also be submitted.
  - caring for a biological child up to 14 years.
  - particular achievements, awards, prizes (e.g. winner of the German young researcher competition "Jugend forscht") from the last two years, previous vocational training, work experience or voluntary services lasting at least six months, current extracurricular activities or activities in other fields, such as voluntary work in society, university politics or religion, or in associations or clubs, as well as special personal or family circumstances such as illnesses and disabilities, caring for close relatives in need of nursing care (parents, siblings, spouse) or a personal background as a "first generation student" (i.e. neither parent has attended university).
2. Applicants for degrees in medicine culminating in the state medical examination are not entitled to general scholarships, as a separate scholarship pool is available for these applicants.
  3. For participants of the Software Challenge who apply for the subject Computer Science: Applications are received from individuals who meet the admission requirements for their degree programme, are yet to start their course at Kiel University, and have been successful participants of the Software-Challenge. Section 8 StipG applies to scholarship termination. Dual funding is excluded in accordance with Section 4 StipG. Application as part of the general call for applications for Germany Scholarships is possible in accordance with local provisions. If the applicant is successful in the general call for applications, his/her Software-Challenge scholarship is forfeited.

### III. Process for applying

1. The application form is to be filled in electronically on the form prescribed by the university. A complete application includes:
  - a completed questionnaire on participation in the Germany Scholarships award process. The questionnaire is available online on Kiel University's website.
  - general certificate of qualification for admission to higher education (HZB - Allgemeine Hochschulzugangsberechtigung), a HZB specific to the subject of study, or a foreign HZB whose equivalence has been recognised by the relevant office. If the application documents are not written in German, an officially certified translation into German must also be submitted.
  - If a student has certificates from previous degree programmes, these must also be submitted.
  - if necessary, proof of caring for a biological child (copy of the child's birth certificate);
  - if necessary, proof of particular achievements, awards, prizes (e.g. winner of the German young researcher competition "*Jugend forscht*") from the last three years, previous vocational training or work experience lasting at least six months, current extracurricular activities or activities in other fields, such as voluntary work in society, university politics or religion, or in associations or clubs, as well as proof of special personal or family circumstances such as illnesses and disabilities, caring for close relatives in need of nursing care (parents, siblings, spouse) or a personal background as a "first generation student" (i.e. neither parent has attended university).
  - Curriculum vitae

If the application documents (including certificates, proof of voluntary activities, prizes and awards, as well as vocational training, work experience and voluntary services) are not written in German or English, a German translation must also be submitted.

2. Applicants whose scholarship is approved must present original versions of their documents upon request. In the case of insufficient proof being submitted, the decision to award the scholarship or the option to take up a scholarship may be withdrawn.
3. If, in cases of hardship, it is not possible for the applicant to apply online, the application may be submitted in writing or for transcription by the university.  
Documents in paper form should be addressed to:  
Christian-Albrechts-Universität zu Kiel  
Geschäftsführung des Präsidiums  
Christian-Albrechts-Platz 4  
24118 Kiel
4. Applications may only be submitted during a given period each year. Application documents that are not submitted correctly or on time, in particular, incomplete application documents, shall not be considered. As regards meeting the deadline for submission, the date on which the electronic application documents are submitted in the application portal applies.

#### IV. Selection Process

1. The selection decision is made by a selection committee from applications that are submitted correctly and on time on the basis of the applicants' achievements.
2. The selection committee comprises:
  - the Vice President or the Vice President for Studying and Teaching,
  - 2 professors, who are appointed members of the selection committee by the University Board,
  - 1 representative of the academic staff, who is appointed member of the selection committee by the University Board,
  - 1 representative of the students, who is appointed member of the selection committee by the General Student Committee (AStA).
3. If more applications are made than scholarships are available, selection is made based on a ranking list created according to IV.7.
4. Applicants for degrees in medicine culminating in the state medical examination are recorded in separate ranking lists.
5. The selection decision is made on the basis of the applicants' achievements within the framework of the Software-Challenge, which takes place prior to the actual process of awarding the Germany Scholarship. The selection criteria in accordance with Section 3 StipG and Section 2 StipV shall be considered within the framework of the Software-Challenge.

6. Special ranking lists will also be produced for awarding scholarships in additional subjects or which are linked to other conditions.
7. The ranking list shall be created – starting from the lowest numerical value and then ascending – using an overall numerical value resulting from the sum of the numerical values as per No. a to e:
  - a. Overall grade (as a numerical value) for Abitur (equivalent to A Levels) recorded on the general certificate of qualification for admission to higher education, or, for Master's degree applicants, the overall grade stated on the Bachelor's degree certificate. If there is no overall grade (as a numerical value) for Abitur, the selection committee shall decide on an alternative numerical value.
  - b. For special personal circumstances resulting from caring for at least one biological child under the age of 14, 0.1 points shall be deducted per child.
  - c. For particular achievements, awards, prizes (e.g. winner of the German young researcher competition "Jugend forscht") from the last three years, previous vocational training or work experience lasting at least six months, a total of 0.1 points can be deducted.
  - d. For current extracurricular activities or activities in other fields, such as voluntary work in society, university politics or religion, or in associations or clubs, a total of 0.1 points can be deducted.
  - e. For special personal or family circumstances such as illnesses and disabilities, caring for close relatives in need of nursing care or a personal background as a "first generation student" (i.e. neither parent has attended university) a total of 0.1 points can be deducted.
8. In the event of equal ranking, the decision shall be made by drawing lots.
9. The University Board approves scholarships on the basis of the selection decision made by the selection committee.

Issued on the basis of the resolution of the University Board at Kiel University of 27 April 2011, last amended on 12<sup>th</sup> June 2018.

Kiel, 12<sup>th</sup> June 2018  
Christian-Albrechts-Universität zu Kiel  
The President  
Professor Dr Lutz Kipp