



## HSBA HAMBURG SCHOOL OF BUSINESS ADMINISTRATION

### Regulations of

### HSBA Hamburg School of Business Administration for the awarding of Deutschlandstipendien scholarships

dated 11 May 2011

To regulate the awarding of scholarships under the StipG [“Stipendienprogramm-Gesetz”: German Law on Scholarship Programmes] dated 21 July 2010 (Federal Law Gazette page 957, amended by the law dated 21 December 2010, Federal Law Gazette page 2204), the university council of HSBA Hamburg School of Business Administration passed the following regulations on 11 May 2011:

#### **§ 1 Purpose of the scholarship**

The purpose of the scholarship is to provide funding for talented students who expect to achieve or who have already achieved excellent results academically or professionally. Applicants with an immigrant background should be given special consideration in this regard.

#### **§ 2 Eligibility for funding**

Any student who is registered on a bachelor’s or master’s programme at HSBA Hamburg School of Business Administration (“HSBA”) at the beginning of the funding period is eligible to receive the scholarship.

### **§ 3 Scope of funding**

(1) The scholarship amounts to EUR 300 per month.

(2) The scholarship cannot be made dependent on counterperformance for the private donor or on the recipient becoming an employee or on a declaration of intent regarding the recipient becoming an employee at a later date.

### **§ 4 Application and selection criteria**

(1) University management will provide notice of the scholarships in a suitable form in public areas, in particular on HSBA's website, for the winter semester in each case. It is possible to have another competition and round of scholarships for the summer semester.

(2) The notice will provide the following information:

1. the expected number of scholarships
2. whether and which scholarships are earmarked for certain faculties or degree programmes
3. the regular funding period
4. what application documents ((3) and (4) below) have to be submitted
5. the form of the application and where it has to be submitted
6. the date of submission
7. that applications which are not received in due form and on time will not be included in the selection process.

(3) The application must be made for the programme on which the student is registered or for which the student has applied. The application must be sent in writing to the address stated on the notice. It can also be transmitted electronically by e-mail to the e-mail address provided on the notice.

(4) The following documents must be submitted together with the application for a scholarship:

1. a letter of motivation not exceeding two pages in length
2. a CV

3. documentary evidence of the school-leaving certificate that qualifies the applicant for third level in accordance with Sec. 37 or Sec. 38 HmbHG [“Hamburgisches Hochschulgesetz”: Hamburg’s Law governing Third-Level Institutions]; in the case of foreign certificates, a translation that can be applied to the German system and a conversion to the German grade system
4. if applicable, documentary evidence of any special qualification that entitles the applicant to study on the respective programme at HSBA
5. from students applying for a place on a master’s programme, the undergraduate degree certificate and, if necessary, further documents in accordance with the admission and selection criteria for the master’s programme
6. if applicable, up-to-date grade transcripts
7. if applicable, internship references and work references as well as documentary evidence of special achievements or prizes, other skills and extra-curricular activities
8. honorary declaration of whether the applicant receives other funding for his/her studies as well as the nature and amount of such funding

If the application documents are not written in German or in English, a certified German translation must be provided.

## **§ 5 Selection panel for the scholarship**

(1) Out of the applications received in due form and on time, the selection panel for the scholarship uses the selection criteria in (5) below to select the applications for which funding can be provided as well as further applications that will be considered in a sequence determined by the selection panel if the applications included in the selection are subsequently withdrawn or cannot be accepted for other reasons.

(2) Ex officio, the selection panel for the scholarship includes the President or a person appointed by the President as the Chairperson.

(3) The following members of the selection panel are elected by the university council for a period of two years at the proposal of the President:

1. two full-time professors at HSBA
2. one student representative
3. up to three representatives for the private donors in an advisory capacity.

A deputy is elected for each elected member; re-election is permissible. If a member or a deputy member leaves the panel early, a new member or a new deputy member is elected for the rest of the period of office.

(4) The selection panel is quorate if the Chairperson and at least two other members with voting rights are present. Resolutions are passed by simple majority of the members present; in the event of a tied vote, the Chairperson casts the deciding vote.

(5) The selection criteria are as follows:

1. for new students:
  - a. the average grade of the school-leaving certificate that qualifies the student for third level, taking special note of the individual grades relevant for the subject chosen or
  - b. the special qualification that qualifies the applicant to study on the respective programme at HSBA
2. for students already registered: the grades achieved so far; for students on a master's programme: also the final grade for the undergraduate degree.

When assessing the applicant's overall potential, in particular the following factors should also be considered:

1. special achievements, distinctions and prizes, prior work experience and internships
2. extra-curricular activities or activities outside of the student's own degree, such as voluntary work, involvement in social, community, university or political affairs or participation in religious groups, associations or clubs
3. special personal or family circumstances such as illness and disabilities, the duty to take care of own children, in particular as a single parent, or to take care of close relatives requiring care, to work in the family business, part-time work, family background or an immigration background.

## **§ 6 Approval**

(1) The President approves the scholarships for a period of one year based on the selection made by the selection panel.

(2) The approval of a scholarship comprises the decision regarding the funding period, the amount of the scholarship and the duration of the scholarship. The maximum duration of the scholarship is based on the regular course duration for the respective study programme. The notice of approval sets out the further documentary evidence of aptitude and performance that the successful candidate must provide in order to allow the university to review aptitude and performance each year, as well as the date for submission of this documentary evidence.

(3) Further documentary evidence of aptitude and performance that can be required include:

1. documentation of the credits awarded as part of the study programme (in particular exams, internships, periods spent abroad, trips) that shows the quality of the performance
2. a brief report by a lecturer with whom at least one exam was taken
3. a brief description by the successful candidate of his/her further personal development since the scholarship was approved or since the last review in terms of the degree programme, if applicable including special personal or family circumstances
4. The further documentary evidence of aptitude and performance must be presented in full by the date specified in the approval notice. If the documents are presented on time, an official decision will be taken on extending the approval.
5. The approval and the extension of the approval are granted in writing and subject to the proviso that private and public scholarship funding is available for the funding period.
6. Payment of the scholarship is possible only if the successful candidate is registered at HSBA. If the successful candidate changes university during the funding period, the scholarship will continue to be paid for one semester in accordance with the existing approval. The length of the semester at HSBA is authoritative. It is possible to apply for a scholarship again at the new university.
7. The scholarship will also be paid when no lectures are taking place and, contrary to 6. above, during a period spent abroad that is part of the curriculum.

## **§ 7 Extending the maximum duration of the scholarship; leave of absence**

(1) If serious reasons mean that it takes longer to complete the course, e.g. disability, pregnancy, the care and raising of a child or a period spent abroad that is part of the curriculum, an application can be made to extend the maximum duration of the scholarship.

(2) The scholarship will not be paid when the student is on leave of absence from the degree programme. When the student recommences his/her studies after the period of leave, the approval period for the scholarship will be adjusted upon receiving notice from the student. The leave of absence period will not be included in the duration of the scholarship.

## **§ 8 End of the scholarship**

The scholarship ends at the end of the month in which the student

1. earns his/her last credit
2. drops out of the degree programme
3. changes course or
4. is deregistered.

If the student changes university during the approval period, the scholarship ends at the end of the semester for which payment of the scholarship is continued in accordance with § 6 (3) Nos. 6 or 7.

## **§ 9 Revocation**

Scholarship approval should be revoked with at least six weeks' notice to the end of a calendar month if the student has not met his/her duties pursuant to § 10 (2) and (3) below or if the student receives further funding contrary to Sec. 4 (1) StipG or if the university finds during its review that the suitability and performance criteria for the scholarship are no longer met. It is possible to revoke approval with retroactive effect, in particular in the event of the student receiving funding from two sources; this is also possible in cases where approval was granted on the basis of false disclosures by the student.

## **§ 10 Duty to cooperate**

(1) The applicants must meet the duties to cooperate necessary for the selection criteria, in particular they must provide the information and documentary evidence required to review the suitability and performance criteria.

(2) The students must immediately provide information on all changes in their circumstances that are relevant for the approval of the scholarship.

(3) The students must provide the university with the data necessary to meet its duty to provide information pursuant to Sec. 13 (4) StipG.

### **§ 11 Transitional provision**

Contrary to § 4 (1) Sentence 2, the first competition for the Deutschlandstipendium scholarship takes place for the summer semester 2011.

### **§ 12 Entry into force**

These regulations enter into force on 12 May 2011.

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