

Funding-specific provisions

HSBA/VDR scholarship: HSBA funding programme in cooperation with VDR

dated 13 September 2016

The HSBA/VDR funding programme was set up on the basis of the *Guidelines for funding programmes at HSBA*, which set out the basic rules for all funding programmes at HSBA. These *Funding-specific provisions* regulate the selection process and award procedure in particular.

A. Scope of application and purpose

(1) HSBA set up the MBA Shipping study programme in 2011 with the support of VDR Verband Deutscher Reeder (The German Shipowners' Association). The HSBA/VDR scholarship aims to enable particularly gifted applicants and/or applicants who require financial assistance from the VDR environment to attend the MBA Shipping study programme.

(2) In agreement with VDR, a HSBA/VDR scholarship will be awarded for the programme commencing in October 2017.

B. Award criteria and scope of the funding

(1) In the case of the HSBA/VDR scholarship, HSBA will grant a rebate of up to 100% on the course fees.

(2) The HSBA/VDR scholarship will be awarded on application from applicants from the VDR environment who have been accepted onto the study programme and who particularly require financial assistance based on their social situation and/or particularly qualify for funding.

(3) A need for financial assistance exists if payment of the course fees out of the applicant's own funds is difficult due to particular social hardship. Such social hardship can exist in particular if the applicant has to pay the cost of childcare or children's education or the cost of nursing or care for relatives out of his/her own income.

(4) An applicant can particularly qualify for funding either by providing evidence of grades obtained to date or by involvement in social, community or university affairs.

E. Award committee

The award committee comprises one member of university management as the chairperson, one full-time professor at HSBA who is involved in the master's degree programmes (generally the course head) and one representative of VDR.

F. Application procedure for the HSBA/VDR scholarship

(1) The application must be submitted to HSBA. It can already be made when applying for a study place, but no later than 31 August 2017.

(2) All documents needed to make a decision on admission must be submitted together with the application for funding:

- a. Application for funding in which the applicant provides reasons why she/he requires financial assistance and/or qualifies for financial assistance.
- b. Declaration by the applicant regarding whether he/she receives other funding (student grant etc.), how much other funding he/she receives and whether he/she has applied for other funding.

(3) When applying for a HSBA/VDR scholarship, the following further documentation has to be submitted to examine the need for financial assistance:

- a. Substantiation of a working relationship with at least 20 hours/week. As part of the working relationship it must generally be substantiated that the level of remuneration is customary for the industry.
- b. Substantiation of income and assets in an appropriate form (e.g. employment agreement, tax assessment notices, account statements)
- c. Proof of special burdens (e.g. proof of parental status with costs based thereon, e.g. childcare costs, children's education; proof of the cost of nursing and care for relatives)
- d. Proof of special extraordinary costs or burdens (e.g. by moving residence to Hamburg).

(4) The applicant will be notified in writing of the award of funding no later than 14 days before the course starts, provided that the application on which a decision can be based was submitted on time.

F. Notification duty in the event of changes and premature termination of funding

The student must provide immediate notification of changes in relation to his/her need for financial assistance, in particular changes in terms of his/her income or expenses. The award committee will make a timely decision on whether to continue the funding in such cases. If a HSBA/VDR scholarship will no longer apply, the student is free to apply for other HSBA funding.

G. Effectiveness of the funding

(1) The recipient does not pay any course fees.

(2) The funding ends when the student leaves HSBA.

H. Entry into force

This guideline enters into force once approved by university management.