

Award rules

for governing the award of scholarships to gifted students in particular life situations, financed from SRH University Heidelberg's own funds

Important information (disclaimer):

This translation is intended to provide information on award rules for scholarships to non-German-speakers. Only the German version is legally binding. Any disputes relating will be interpreted according to the German version and its German legal foundations.

These rules provide the basis for SRH University Heidelberg to award full and partial scholarships so that gifted applicants in special life situations can study at SRH University Heidelberg and be assisted financially.

For reasons of readability, the simultaneous use of male and female language forms is avoided. All descriptions of persons and positions apply to both genders.

I. General section

Section 1 Purpose of the scholarship

- (1) Applicants for degree courses and students at SRH University Heidelberg will receive scholarships financed from SRH University Heidelberg's own funds for no longer than the standard period of study.
- (2) The scholarship is sponsored by SRH Hochschule Heidelberg GmbH.
- (3) Awards of scholarships will only be considered for applicants and students who, in spite of their particular circumstances in life, are expected to pursue and complete their course of study successfully because of their academic abilities.
- (4) These award rules only apply to students enrolled in the normal way or applicants who are going to be enrolled. They do not apply to students attending as guests, students registered on not-for-degree courses or students who have the status of a permanent employee at SRH University Heidelberg during the funding period of the scholarship. Excluded from this latter class are those performing temporary tasks as part of employment with minimal remuneration (research assistants).

Section 2 Funding principles

- (1) Scholarships may only be awarded for degree courses of SRH University Heidelberg and for no longer than the standard period of study. Should the period of study be extended, the monthly course fees still have to be paid in accordance with the contract for the course and these must be covered by the students themselves.
- (2) The scholarship shall lapse if the student does not start the scholarship.

- (3) The maximum period for which funding is paid can be extended for serious reasons in special exceptional cases subject to financing by SRH University Heidelberg. An application to extend the period of funding must be made in writing to the selection board, stating the reasons.
- (4) The scholarship is a full or partial scholarship for the stated funding period and awarded by SRH University Heidelberg in the form of a (partial) waiving of the contractual course fees to be paid, incl. the enrolment fee for the relevant course. Under no circumstances is it permissible to pay out scholarships or partial amounts of scholarships.

Section 3 Type and scope of the funding

- (1) The scholarship sponsor covers the cost of the scholarship. It is granted as a non-repayable partial or full scholarship and corresponds – if applicable, pro rata – to the cost of the course over the – remaining, if appropriate – standard period of study plus the enrolment fee, if applicable. No payment is made to the scholarship recipients.
- (2) In each case, the funding period commences at the start of the term.
- (3) The Senate of SRH University Heidelberg decides on the type and number of scholarships to be awarded.
- (4) A prerequisite for awarding scholarships is that they are publicly advertised, at least on SRH University Heidelberg's website, which provides information on the number and conditions of the scholarships offered and the application and selection procedure. Scholarships are advertised throughout the University, i.e. for all University faculties. It is not permissible to give preference to individual degree courses.
- (5) Scholarships are advertised by the Rectorate once a year at the start of the summer semester (1 April). The deadlines for applications are 31 July for the winter semester and 31 January for the summer semester. The selection and award procedure must be completed no later than 15 September and 15 March so that the applicants can receive an offer or rejection in good time before the start of the semester.
- (6) During a leave of absence from studies, the scholarship is suspended. When studies are recommenced following the leave of absence, the grant period for the scholarship holder is adjusted according to the notification by the scholarship holder. The time of the leave of absence is not added to the funding duration.
- (7) The scholarship grant does not establish an employment relationship, is not subject to compulsory social insurance and, in particular, it does not represent remuneration as defined by Section 14 of Book IV of the German Code of Social Law (SGB IV). Under the conditions set out in Section 3, No. 44 of the German Income Tax Act (EStG), the grant is not subject to tax.

Section 4 Ending the funding

The grant shall end, without the grant letter being withdrawn, at the end of the month in which the scholarship holder

1. Has completed the standard period of study or reached the end of the extended funding period in accordance with Section 2 (3),
2. Has completed the degree course,
3. Has changed the field of specialisation, the degree course or the university,
4. Has stopped the university course at their own request,

5. Is forced to terminate the degree course on account of losing the right to take the examination or on account of the SRH University Heidelberg's Statute rules that end the course of study, or
6. No longer requires the scholarship grant in the opinion of the selection board as eligibility for support no longer exists, i.e. in particular, the special need and/or the special hardship.

Section 5 Withdrawal of funding

- (1) Approval of the grant can be revoked by the sponsor, in particular if the scholarship holder does not comply with the cooperation duties as set out in Section 6 of these rules or if approval was based on incorrect information from the scholarship holder.
- (2) Should approval be revoked, this revocation can be applied retrospectively. The sponsor can request repayment of scholarship benefits paid out up to this point. It is up to the sponsor to decide on the extent to which the revocation is applied with retroactive effect.
- (3) In other respects, Sections 48, 49 of the German Administrative Procedure Act (VwVfG) shall apply accordingly.
- (4) Funding shall finish at the end of the month in which approval is revoked.

Section 6 Cooperation duties

- (1) Applicants for a scholarship shall furnish the necessary information and evidence to allow their suitability and eligibility requirements to be examined and to justify the special need or special hardship as part of the selection procedure.
- (2) Applicants and scholarship holders shall provide SRH University Heidelberg with the data required to satisfy their official obligations to provide information. The data will not be passed on to third parties and will be deleted in accordance with data protection legislation after it has been used for the appropriate purpose.
- (3) Scholarship holders are required to represent SRH University Heidelberg appropriately in public and to agree to have their names and photographs published as well as the information they themselves have provided on their background, e.g. in the context of testimonials or reports on the website or in SRH University Heidelberg's publications.
- (4) Scholarship holders are required to advise SRH University Heidelberg immediately of circumstances that could lead to the loss of their eligibility for a grant. These include but are not limited to a fundamental change in the special need or the special hardship.
- (5) Cooperation duties also include the usual duties of a student to cooperate as part of the degree course.

II. Application and selection procedure

Section 7 Application procedure

- (1) An advertisement as set out in Section 4, a routine application for a degree course at SRH University Heidelberg, and satisfaction of the University entry requirements and admission criteria for this degree course are the prerequisites for an applicant to participate in the application process for the award of scholarship grants.
- (2) Scholarship grants are regularly advertised at the time defined in Section 3 (1). As a minimum, the scholarship grants are advertised on SRH University Heidelberg's website, stating the number and nature of the grants, the grant period, the selection criteria and the deadline for applications.
- (3) The application includes the following documents in German or English:
 1. Written application for the scholarship grant with no specific form required for this,
 2. Specific evidence in accordance with the criteria in Section 9,
 3. If applicable, proof of a specific qualification for the degree course,
 4. If applicable, the certificate for a first university degree,
 5. If applicable, a current transcript of marks from the degree course to date,
 6. If applicable, letter of recommendation from a teacher or university lecturer for the relevant subject of study,
 7. If applicable, evidence in relation to the selection criteria in Section 9 (2)-(5).
- (4) Only complete applications submitted by the due date and in the correct form can be considered for the scholarship award. The applicant bears the risk that the application will be delivered by the due date.
- (5) The sponsor is entitled to ask for the appropriate evidence to support the information provided in the application, in particular in relation to the performance criteria in accordance with Section 9 (2)-(5).

Section 8 Preliminary check

The application documents shall be submitted to the office responsible for this at SRH University Heidelberg and indicated in the advertisement. This office will carry out a preliminary check of the submitted documents to ensure they meet the formal requirements and will forward these to the selection board (Section 11).

Section 9 Selection criteria

- (1) Scholarship grants are awarded according to a list produced by the selection board as part of the overall consideration. This overall consideration assigns equal importance to subject-specific suitability and the special need and/or the special hardship.
- (2) The applicant's special subject-specific suitability must be ascertained for the specific degree course. The head of the degree course for which the applicant has applied should make the assessment of the applicant.
- (3) In addition to the criteria specific to the university course, the following marks also count towards the subject-specific suitability:
 1. For applicants for a Bachelor's degree course, the average mark of the university entrance qualification, taking account of the individual marks relevant for the degree

course.

2. For applicants for a Master's degree course, also the final mark for the previous degree course or the provisional mark used as a basis for the application to enrol on the Master's degree course and, if applicable, particular suitability in accordance with the admission and enrolment requirements for a Master's degree course.

(4) Special social circumstances include:

1. The applicant's financial situation,
2. A recognised disability,
3. Caring responsibilities for their own children, in particular as a single parent, or for close relatives in need of care, and
4. Other personal and/or family circumstances.

(5) When assessing the applicant's overall potential, further criteria are also to be taken into account such as:

1. What the candidate has done to date,
2. Notable awards,
3. Previous work experience and internships,
4. Long-term voluntary commitment,
5. Assumption of societal, social or political responsibility, e.g. in associations or initiatives,
6. Extra-curricular commitment, and
7. The motivation letter.

When awarding the scholarship grants, the selection board is required to take into account the particular life experience of an applicant and their need for financial support. This applies both to circumstances that are due to the applicant as a person and those that relate to particular social and family reasons. Here special emphasis must be placed on studying parents with children under 8 and those who care for close relatives. There is no legal right to an award in accordance with these reasons.

(6) The selection board can invite every applicant to attend a personal interview, in particular if the number of potential applicants is greater than the number of scholarship grants to be awarded.

Section 10 Approval procedure

- (1) From among the applications received the selection board convened chooses, on the basis of the selection criteria listed in Section 9, those applicants who can be included for scholarship funding and other applicants who can move up the list in the order defined by the selection board, if the applications or grants chosen for selection are subsequently revoked.
- (2) The University administration approves the scholarship grants on the basis of the selection board's choice for a grant period that corresponds to the standard period of study – or the remaining part thereof, if applicable – for the degree course selected by the applicant.
- (3) The University sends a grant letter with the decision about the award of a scholarship. When a scholarship is awarded, it includes the decision about the grant period, the period of funding and the amount of funding.
- (4) Initially, the scholarship is awarded for two study semesters. Whether it will then continue to be granted for the full grant period will be decided by the selection board in good time before the end of the second study semester after information has been received from the head of the rel-

evant degree course. As a rule, what is required for granting the scholarship for the complete period of funding is a consistently good to very good performance by the scholarship holder and the scholarship holder's full compliance with the cooperation duties as set out in Section 6 but other criteria such as extra-curricular commitment can be included in the assessment. Negative decisions must be explained in writing and in detail to the scholarship holder.

- (5) If the selection board does not make a decision by the end of the second study semester, the scholarship award is automatically extended in favour of the scholarship holder for the complete agreed grant period.

Section 11 Selection board

- (1) The ex officio members of the selection board are:

1. The Rector or a representative designated by him as the chairperson and
2. The University's equal opportunity officer or his deputy.

The following members of the selection board are proposed by the University administration and elected by the Senate for a term of two years:

1. Three University professors,
2. Two University students.

- (2) A deputy is elected for each member; re-election is permitted. If a member or a deputy leaves before the end of the term, a new member or deputy member is chosen for the rest of the term of office.

The selection board is quorate if the chairperson and at least three other members entitled to vote are present. Resolutions are passed with the votes of the majority of those members present; if the number of votes is equal, the chairperson has the casting vote.

III. Final provisions

Section 12 Legal rights and remedies

- (1) There is no legal right to receive a grant. This cannot be obtained via legal action.
- (2) Grants that are not taken up shall expire and cannot be transferred or paid out in a subsequent study year.
- (3) Not all grants advertised necessarily have to be awarded.
- (4) An applicant does not have any legal remedy against the selection board's decision.

Section 13 Coming into force

The above rules shall come into force on the day after they are signed by the Rector and the legal entity. All previous versions shall thus cease to be effective and shall be superseded by these.

Heidelberg, 30. October 2020

The legally valid German version is signed.

Prof. Dr Carsten Diener
Rector

Adrian Thöny
Managing Director