



FAQs Germany Scholarship (Deutschlandstipendium) for applicants and scholarship recipients

General remarks

The FAQs hereunder cover information about the Germany Scholarship and give answers to questions frequently asked by applicants and scholarship recipients about Germany Scholarships at Göttingen University during the most recent rounds of scholarship applications and awards.

In addition to the FAQs, you may also contact the following persons/addresses for further information and advice, if you are a student:

- contact partners in the faculties,
- central contact person for Germany Scholarships
+49 551 39-7219, deutschlandstipendium@zvw.uni-goettingen.de
- scholarship counselling of the building bridges project
on Thursdays, 14:00 to 16:00 in the Office of Student Affairs, Wilhelmsplatz 4
brueckenschlag@zvw.uni-goettingen.de
- InfoLine of Göttingen University
+49 551 39-113, infoline-studium@uni-goettingen.de

The telephone numbers and e-mail addresses of all contact partners and the scholarship counselling office are shown on the [University's website about Germany Scholarships](#) and also in the Germany Scholarship application portal. In addition to the FAQs and further information, you will find on the Germany Scholarship website:

- Directive on the granting of Germany Scholarships
- information about double funding
- the current call for applications
- link to the website of the Federal Ministry of Education and Research (BMBF)

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1 Application for a Germany Scholarship

1.1 Who is eligible to apply?

Anyone is eligible to apply,

- who is already enrolled at Göttingen University,
- who is an enrolled student and not on leave of absence at the beginning of the funding period (Directive, Article 4),
- who is in possession of the university entrance qualifications required for studying and will start a course of studies at Göttingen University in the near future. Enrolment and setting up of the student account is an absolute prerequisite.

Moreover, the application is only permissible for a degree programme or part of a degree programme for admission to which the applicant has applied correctly and on time as a first-year student, or for which he or she is enrolled.

Doctoral students are not eligible.

1.2 How can I apply?

The application for a Germany Scholarship must be lodged via an online portal which is accessible from eCampus during the application period. ("Left" tab (following login) with the entry "Bewerbung Deutschlandstipendium" (application Germany Scholarship).

After entering your application data in the application portal, first submit your online application data and generate the cover sheet which lists the written evidence to be presented. Then hand in or mail the required written evidence to the faculty responsible for you. The address of your faculty can be found on the left at the top of the cover sheet or in the overview of contact partners of the faculties on the Germany Scholarship website.

Your application is only complete if, by the end of the application period, the faculty is in possession of both your online application and the required written application documents, including the signed cover sheet. Only complete applications received on time will be processed. No motivation or recommendation letters are required for lodging the application, and such letters will not receive any positive consideration if submitted.

1.3 How do I gain access to eCampus?

The access data for eCampus will be handed to you together with your student ID (chip card).

Following enrolment, the chip card will be issued at the chip card issue office inside the main lecture hall building (Platz der Göttinger Sieben) between ZHG 010 and 011. Should you have any problems with the access data for eCampus, relevant information is available either from the Infoline or from the central contact partner for Germany Scholarships.

1.4 Which documents do I need for my application?

After you have entered and submitted your data online in the application portal, a window for download of your cover sheet as a PDF file will open automatically on the last page of the portal. The cover sheet contains a complete list of the written evidence you need to submit.

Print out the cover sheet as instructed in the portal; if possible, please print out at least two copies. Sign one copy of the cover sheet and attach copies of the written evidence (which normally need not be certified) to it. Keep the second copy of the cover sheet for your own records. Then send the signed cover sheet together with the required written evidence to the faculty responsible for you, whose address is shown on the top left side of the cover sheet.

Of course you can also hand in the application documents at your faculty in person.

The application is **not complete** unless both the online application and the complete written application documents (including the signed cover sheet and all required documentary evidence) have been submitted. **Incomplete applications will not be considered**, and no requests for missing documents will be sent! No motivation or recommendation letters are required for the application, nor will any such letters receive positive consideration if submitted.

All statements entered in the application portal must be substantiated by copies of relevant written documents (normally uncertified copies):

- university entrance qualification (HZB), e.g. grammar school leaving certificate, leaving certificate

from a technical or specialised secondary school

→ in the case of graduation reports from Rudolf Steiner schools or similar institutions, please request a leaving certificate with grades and/or scores according to a points system and submit this type of certificate

- credited examination prerequisites or examination results, i.e. a performance record (type Germany Scholarship) from FlexNow. For some degree programmes, the overall performance record from FlexNow is also required.
- for applications from Master's degree students:
 - university degrees, e.g. Bachelor's degree certificate.
- For Bachelor's degrees from other universities, please also submit transcript of records together with your Bachelor's degree certificate. This printout should be equivalent to a FlexNow printout from Göttingen University.
- written documentary evidence of:
 - a) *awards, prizes, subject-related internships*,
 - must not date back more than 2 years prior to the application deadline (see appendix 2 Directive)
 - for a subject-related internship, written confirmation must be presented to the extent of at least 4 weeks and 160 hours within one year (see appendix 2 Directive)
 - b) *vocational training*
 - must not date back more than 5 years prior to the application deadline
 - notwithstanding, vocational training will be considered without a time limit if the university entrance qualification (HZB) has been acquired by means of the vocational training (see appendix 2 Directive)
 - c) *extracurricular or interdisciplinary activities and voluntary work, social and political commitment or commitments in tertiary education policy, or participation in non-profit organisations or associations, etc.*
 - must not date back more than 2 years prior to the application deadline (see appendix 3 Directive)
 - must be substantiated by written evidence to the extent of at least four weeks and no less than 160 hours within one year
 - d) *military service, alternative national service, voluntary social year*
 - must not date back more than 5 years prior to the application deadline (see appendix 3 Directive)
 - e) *special family situations such as illnesses or disabilities, taking care of own children, especially as a single parent, or of close relatives in need of nursing care, work in a family-owned business, gainful employment during studies, family background or a migration background.*
 - no time limit (see appendix 4 Directive)

Please note:

The originals of documentary evidence must be presented upon request. Please submit documentary evidence in any language other than German or English in the form of a certified German translation. Should you not be able to furnish written evidence of any statements entered in the application portal in the correct form and on time, the respective statements cannot be considered in the selection decision.

Documentary evidence of internships, extracurricular or interdisciplinary activities, etc. must show an extent of at least four weeks and no less than 160 hours within one year (Directive, appendices 2 and 3). Otherwise, these cannot be accepted.

1.5 Can certificates/documentary evidence to complete the written application documents be submitted later?

Certificates/documentary evidence/written documents can only be submitted up to the application deadline and must be accompanied by a new, duly signed cover sheet. Documents submitted after the application deadline can no longer be considered.

Any applications which do not comply with the conditions laid down in the relevant call, especially applications which are received incomplete, not in the correct form or not on time, will be excluded from further processing. (Directive, Article 6 procedural principles). For further information see section 1.2.

1.6 When completing my application, I have omitted something, or I would like to change/edit something. What must I do?

You can edit your application in the application portal until the application deadline. To edit an online application already submitted, you must log in again on the application portal. Under the button "Deutschlandstipendium" (Germany Scholarship), you will now find the following text:

"You have already submitted this application. You can edit or cancel it and reprint the cover sheet until the application deadline on xx.yy.20zz."

In addition to the Deutschlandstipendium button, there are three more buttons:

1. Button with a pen – edit the application, i.e. alter it
2. Button with a red x – cancel the application
3. Button with a sheet of paper – create new cover sheet

After the online application has been edited, i.e. altered, a new cover sheet must be created after re-submitting the data. The new signed cover sheet and the documentary evidence to accompany the altered application must be submitted to the respective faculty again and be received there by the application deadline.

Applications which do not comply with the conditions laid down in the relevant call will be excluded from the selection procedure (Directive, Article 6 procedural principles). Please be sure to submit your application in the correct form, on time and complete, i.e. the online application and the signed cover sheet with all necessary written evidence.

1.7 Until when can an application already submitted be edited?

Editing of the online application is possible up to the application deadline. But please note that a new signed cover sheet and the documentary evidence to accompany the edited application must also be received again by the respective faculty by the application deadline.

1.8 Will entries in the online application for a Germany Scholarship be automatically transferred to Niedersachsenstipendium (Lower Saxony Scholarship) applications?

No! Online applications for a Germany Scholarship and for a Lower Saxony Scholarship must each be completed separately. Accordingly, a new signed cover sheet and the documentary evidence to accompany the application must also be submitted to the faculty separately for each of the two applications. If in an application for both scholarships only one application form is completed, only one application will be considered by the faculties. A transfer of application entries from one scholarship to the other does not take place.

1.9 How long will the written application documents be retained and where?

The application documents will be retained by the faculties for 1 year. Should you have submitted original documents by mistake, please be sure to notify your faculty within that one-year period.

2 Types of documentary evidence for Germany Scholarship applications

2.1 What evidence can be presented to substantiate the status of a single parent?

In order to substantiate that you are living as a single parent, you should submit with your written application documents a statement to that effect from your municipality, or from a government office, or a copy of the taxation documents showing the entry "single parent". If available, you can also submit a copy of your parents' decree of divorce.

2.2 What evidence can be presented to substantiate that you are financing your entire living expenses yourself?

As evidence that you are financing your living expenses yourself, you can, for example, submit a copy of your salary statement for a part-time/student assistant job, or a letter from your parents stating that you as a student are financing your living expenses yourself.

2.3 How can a migration background be substantiated?

As evidence of your migration background, please submit documents with your written application, for example a copy of your own passport or passports and a copy of the passport (visa) of your parent with migration background.

2.4 Where can documents (e.g. certificates or official statements/confirmations) in languages other than German or English be translated?

For translations of foreign documents such as certificates or confirmations of internships, you may contact public translation bureaus.

2.5 How relevant are the statements "first-generation student" and "unfamiliar with tertiary education" in the application for a Germany Scholarship?

The Lower Saxony State Scholarship is intended to sponsor in particular first- generation students (students who are the first in their family to take up university studies) and students from social backgrounds with a low educational level and without academic qualifications (neither parent has an educational qualification beyond lower secondary education level).

As the application portal is identical for both scholarships for technical reasons, the question about being "a first- generation student" and "unfamiliar with tertiary education" are included in the Germany Scholarship questionnaire. However, **neither of these questions plays any significant part for the Germany Scholarship.**

Since for these two questions no documentary evidence is required, the information must be entered truthfully, as is required for all other statements entered in the application portal and contained in the written application documents (Article 5, Cooperation duties Directive).

2.6 Is it necessary for the written evidence to specify periods of time/extent and duration?

In the cases of special activities (see appendix 2) and social commitment (see appendix 3), the written evidence must contain statements specifying extent and duration in compliance with the Directive. See also section 1.4.

3 Granting of Germany Scholarships

3.1 Will notifications of scholarship grants or rejection be sent out?

Following selection of the scholarship recipients by the selection committee of the respective faculty, the notifications of funding together with declarations of acceptance and a retrieval of the sponsors' contact data are sent out to the potential scholarship recipients first. After all scholarships have been accepted, including all those granted to possible successors, the notifications of rejection will also be sent out by mail.

Therefore, when changing your contact data, please do not forget to also update your master data at Göttingen University, using the self-service function. For mailing both notifications of funding and notifications of rejection, the existence of a correctly entered address in the student's data is absolutely indispensable.

3.2 Which criteria are decisive for granting the scholarships?

Outstanding achievements at school and/or university or occupational performance are not the only criteria which count. The decisive factor is the current status of your personal development. The qualities sought are social commitment and readiness to accept responsibility:

- Have you won any awards or prizes for outstanding achievements?
- Have you distinguished yourself by extraordinary commitment in social, political or community service-oriented organisations?

Other criteria taken into consideration are overcoming special biographical barriers resulting from your family or cultural background (e.g. are you a single parent or carer of a close relative, or have you been financing your entire living expenses yourself so far?). A list of possible additional selection criteria to be presented can be found in the Directive on the granting of Germany Scholarships (see appendices 2 - 4). You will find the Directive in the application portal and on [this website](#).

3.3 Who decides about scholarship grants?

The scholarships are granted by the University, separately according to faculties. Every faculty forms a selection committee for the selection of scholarship recipients, consisting of the Dean of Studies plus one

member each of the professorial group, the technical and administrative staff (MTV) and the student body.

3.4 Is there a round of selection of applicants for the summer semester?

No. At Göttingen University, the call for scholarship applications and the application and selection process take place each year at the beginning of the winter semester. See also Directive on the granting of Germany Scholarships.

3.5 Can I continue to be funded after one year, and what is the maximum funding period possible?

Yes, you are welcome to apply for continuation of funding after one year. To do so, you must once more complete the online application and submit the required written evidence together with the signed cover sheet to your faculty. Funding by a Germany Scholarship at Göttingen University for one round of grants covers two semesters, i.e. the period from 1 October of one year to 30 September of the following year.

4 Germany Scholarship in combination with other grants

4.1 I am already a scholarship recipient, am I still eligible for a Germany Scholarship as well?

This depends on the type and amount of support you are receiving. If you are already receiving financial support on the grounds of your talent and achievements to the amount of at least 30 euros per month on average, you are no longer eligible for a Germany Scholarship.

If you are already funded by a Germany Scholarship and are offered another type of financial support on the grounds of your talents and achievements in excess of 30 euros per month on average (e.g. a book allowance or funding by Stiftung des Deutschen Volkes (Foundation of the German People) during the Germany Scholarship funding period, and if you wish to accept that offer, funding by the Germany Scholarship must be terminated on the grounds of prohibited double funding (See Directive, Article 8). Please notify the central contact person for Germany Scholarships of you having been granted another type of financial support on the grounds of your talents and achievements, so that you can be notified of the time when your Germany Scholarship funding will be terminated.

Students supported by a Germany Scholarships cannot simultaneously receive a Niedersachsenspendium (Lower Saxony Scholarship) (Article 4 in combination with Article 1, Scholarship Programme Act (StipG)).

For Germany Scholarship recipients, the simultaneous grant of a book allowance from the Ministry of Education and Research (BMBWF) foundations for support of the highly talented constitutes a financial support on the grounds of talents and achievements in accordance with Article 4 Par. 1 StipG.

More information about double funding relating to Germany Scholarships can be found [here](#).

4.2 What is the position with regard to the University's own funding programmes? Do these fall under the exclusion of double funding?

Only if they constitute financial support on the grounds of talent and achievements. Programmes such as teaching soft skills or interdisciplinary knowledge, or mentoring programmes, do not exclude participants from scholarship funding.

4.3 Will I receive funding if I take leave of absence for a semester? Will funding by the scholarship be continued if I, for example, go abroad for one semester with the ERASMUS programme?

For a period of leave of absence during the funding period, the scholarship will be interrupted. With the resumption of studies following the leave, the scholarship will be continued for the remainder of the funding period, which must be adjusted accordingly. (See also Directive Article 9, Paragraph 2.)

An exception is made in the case of leave of absence for studies abroad, e.g. with the Erasmus programme, in accordance with the matriculation regulations (ImmaO) of Göttingen University.

For leave to study abroad in accordance with ImmaO, scholarship payments will be continued, even if you as a scholarship recipient simultaneously receive a mobility grant from the German Academic Exchange Service DAAD (partial scholarship) or an Erasmus grant. (See also Directive Article 4, Paragraph 2 and Article 9, Paragraph 2.)

A grant from Erasmus Mundus is not compatible with a Germany Scholarship. See [this document](#) for further information (available only in German).

4.4 Will the scholarship be taken into account for my BAföG?

No. The funds under BAföG and the Germany Scholarship are two programmes which complement each other. Consequently you can accept both funding options simultaneously without any reductions. If you have any further questions concerning BAföG, please contact the student services organisation Studentenwerk Göttingen (Department Funding of Studies). The enquiry concerning BAföG in the application portal serves the sole purpose of anonymous statistical evaluation.

4.5 Will the Germany Scholarship be taken into account for any other social benefits?

No. Basically, the Germany Scholarship is not taken into account for other social benefits, such as unemployment grant II. An exception is made for housing benefits.

4.6 Can I also receive housing benefits parallel to a Germany Scholarship?

Yes, you can. But recipients of housing benefits must take into account that one half of the Germany Scholarship, just as any other scholarships, is included in the calculation of their annual income. For any further questions concerning scholarships and housing benefits, please contact your local housing benefit office.

4.7 Does the scholarship have any effect on child benefit? Is child benefit regarded as a student's own income in the sense of self-financing?

Since 1 January 2012, any and all types of income and grants including the Germany Scholarship no longer have any effect on child benefit. In accordance with the Tax Simplification Act of 2011, the means test for children of full age is dispensed with until the completion of their first vocational training or first university degree.

Moreover, receipt of child benefit does not count as a student's own income for self-financing (students financing living expenses from their own resources is a criterion for potential scholarship grants).

4.8 How is the scholarship treated for taxation purposes?

The scholarship is neither taxable nor subject to social contributions. This has been established from the wording of the Scholarship Programme Act (StipG).

4.9 Does the Germany Scholarship have any effect on my maintenance claim against my parents?

Yes, it does. The Germany Scholarship is considered as an income which reduces the obligation of child support. Students of full age are under obligation to provide their financial support from their own resources before making claims against their parents. In this context, the Germany Scholarship counts as a part of the scholarship recipient's own income.

4.10 Does the Germany Scholarship have any effect on contributions to statutory health insurance?

The Germany Scholarship has no effect on contributions to statutory health insurance, as long as the scholarship recipient is covered by compulsory statutory health insurance (generally until completion of the 14th subject semester or reaching the age of 30).

Other regulations apply if the scholarship recipient is (subsequently) insured as a voluntary member. For voluntary members of statutory health insurance, minimum contributions are prescribed by law. These contributions are calculated on the basis of a taxable income, currently to the amount of € 875.

If the income of insurance holders (including scholarships) exceeds this amount, a correspondingly higher health insurance contribution will be payable.

4.11 Must the scholarship be repaid after completion of studies?

No.

5 Acceptance and receipt of a Germany Scholarship

5.1 What must I do upon receipt of the notification that I have been granted a Germany Scholarship?

When you receive the notification of funding and wish to accept the Germany Scholarship, proceed as follows:

- please complete the attached declaration of acceptance and the leaflet concerning contact with the sponsor and sign both
- please mail the declaration of acceptance including the leaflet concerning contact with the sponsor by the response deadline (deadline for receipt at the University) specified in the notification of funding to the following address:
 - **Georg-August-Universität Göttingen**
Stiftung Öffentlichen Rechts
Abteilung Studium und Lehre
Inga Schild
-Reference: Deutschlandstipendium-
Wilhelmsplatz 4
37073 Göttingen

You are welcome to send in advance a scan (pdf document) of the completed and signed declaration of acceptance including the leaflet concerning contact with the sponsor to the e-mail address deutschlandstipendium@zvw.uni-goettingen.de. The scan, however, does not replace sending in of the declaration of acceptance on paper. The declaration of acceptance can also be handed in personally at the information counter of the Office of Student Affairs, Wilhelmsplatz 4.

5.2 What information must I fill in on the declaration of acceptance?

On the declaration of acceptance, you are required to specify your bank details and details of the taxation office of your primary place of residence.

- **Account holder:**
- **IBAN (international bank account number) ***
- **BIC code (international bank code) ***
- **Name of the bank:**
- **Taxation office (primary place of residence) with postcode:**

* Your IBAN and BIC code are shown on your account statements, on the new EC cards and on the website of your bank. Please make sure that you enter your bank details correctly. In Germany, the IBAN consists of 22 characters, and the BIC code of either 8 or 11 characters.

On the attached leaflet concerning contact with the sponsor, scholarship recipients are required to indicate whether or not they agree to having their name and e-mail address disclosed to their sponsor upon request, in order to facilitate contact between donors of funding and scholarship recipients. A rejection of contact with the sponsor will have no negative effect.

The declaration of acceptance and the leaflet concerning contact with the sponsor must both be signed!

5.3 When will the instalments of the Germany Scholarship be paid?

Payment of the monthly instalments of € 300 will be made at the end of each month to the account specified by the scholarship holder. Only the instalments for October, November and December of the funding period are paid in a lump sum, generally between the end of November and the middle of December of the respective funding period.

6 Information about sponsors and sponsoring

6.1 What are my obligations as a Germany Scholarship recipient? To what do I commit myself as a Germany Scholarship recipient?

As a Germany Scholarship recipient, you are required to fulfil the following cooperation obligations:

- a) You are required to notify the University of any changes which have an effect on the scholarship grant. This includes among other things changes to your address, bank account details, notification about leave of absence, change of degree programme, termination of studies, or receipt of another scholarship (Directive, Articles 3, 5 and 9).

- b) *You are under obligation to disclose to Göttingen University all data required by the University to fulfil its disclosure obligation according to Article 134, paragraph 2, No. 1, and paragraph 4 StipG (Directive, Article 5).*

With your acceptance of the Germany Scholarship, you commit yourself as a scholarship recipient to taking part in events organised as part of the scholarship programme. Such participation, however, is not compulsory.

Göttingen University organises suitable measures to facilitate contact between the scholarship recipients and the sponsors. The scholarship recipients are not under obligation to make use of the opportunities offered to get and keep in touch with private sponsors (Directive, Article 5).

6.2 What events and campaigns are organised in connection with the Germany Scholarship?

Since the first round of scholarships, there has been a formal award ceremony attended jointly by the scholarship recipients and the sponsors, as well as various events during the funding period.

Already for the second time, the Germany Scholarship team has organised an information event for the new scholarship recipients of the next funding period, to take place shortly before the award ceremony. In addition to useful hints and information about the Germany Scholarship or communication with the sponsors, there will be time for asking all types of questions.

For the round of scholarship grants for 2014-2015, the Germany Scholarship team initiated for the first time a monthly regulars' table for informal get-togethers with sponsors and other scholarship recipients, a newsletter created by scholarship recipients and a closed Facebook group of Germany Scholarship recipients as an information and communication platform.

The Germany Scholarship team regularly distributes information about planned events, campaigns and important news via the Facebook group as well as an e-mail distributor.

6.3 What benefits can I expect as a scholarship recipient from personal contact with my sponsor?

Through personal contact with your sponsor as a scholarship recipient you may in some cases familiarise yourself with some companies, complete internships and/or take part in workshops, receive support and advice for your professional career, benefit from your sponsor's network and receive ideational support. You can normally also benefit from your sponsor's experience.

6.4 How can I get into contact with my sponsor, and what should I observe in doing so?

Personal contact with your sponsor, if desired, will be established by the University's fundraising organisation:

Public Relations Department - Fundraising
Ulrich Steinmetz
Nikolausberger Weg 17
37073 Göttingen
Tel. + 49 (0)551 / 39-13277 or 39-12332
Fax + 49 (0)551 / 39-12452
universitaetsfoerderung@uni-goettingen.de

If scholarship recipients desire personal contact with their sponsors, the first contact will generally be established at the Germany Scholarship award ceremony, sometimes earlier, if desired. The award ceremony provides an opportunity for scholarship recipients to meet and converse with their sponsors in person, and to make arrangements for subsequent meetings, personal conversations and contact. The sponsors generally appreciate a few words of thanks from their scholarship recipients. The sponsors are also interested in meeting their personal scholarship recipients and exchanging views with them in an informal setting.

The University's fundraising organisation and the entire Germany Scholarship team of Göttingen University will gladly be at the scholarship recipients' disposal at any time to answer all of their questions and provide assistance in many different areas!